

<b>Document title</b>	Online Examination Bring Your Own Device (BYOD) Policy
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## Online Examination Bring Your Own Device (BYOD) Policy

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## 1. Purpose and Scope

1.1 Students who are required to sit their online exam outside of a University Personal Computer (PC) Room will be required to bring their own device.

1.2 This policy covers online exams including, but not limited to:

- Module Tutorial Tests (MTTs)
- Applied Knowledge Tests (AKTs)
- Prescribing Safety Assessment (PSA)
- Written paper assessment (WPA)
- Medical Licensing Assessment (MLA) AKT

1.3 Students sitting an exam in a University PC Room must use the PC provided and are not permitted to use their own devices.

1.4 This policy complies with GMC recommendations on medical schools allowing students to sit their exams on their own devices.

1.5 Students will be referred for academic misconduct procedures if they breach this policy.

## 2. Specifications Around Acceptable Devices

2.1 Students must follow the minimum requirements, specifications, and security guidelines when bringing their own device to online examinations.

2.2 Students must use either a Windows or Apple device with the latest version of Safe Exam Browser (SEB) installed. Instructions for downloading SEB can be found on KMMS Learn.

2.3 The minimum requirements for devices allowed are specified below.

**MINIMUM REQUIREMENTS FOR A WINDOWS DEVICE:**

- Windows 10
- At least a 10” display
- Wi-Fi capability
- Antivirus protection: Windows Defender and Windows Firewall are recommended to protect your device and are pre-installed on your Windows computer.

**MINIMUM REQUIREMENTS FOR AN APPLE DEVICE:**

- Mac OS 10.13 or later / iOS 11 or later
- At least a 10” display
- Wi-Fi capability
- Please Note: Apple devices or tablets running Windows 10 or ChromeOS will not be accepted as these will have been tampered with in order to make it possible.

2.4 Students must connect to eduroam Wi-Fi rather than any hotspots or the Guest Wi-Fi.

2.5 Students will need to provide their own mouse and keyboard if required.

2.6 Students must bring their device fully charged to the exam room with a mains power adapter.

2.7 If students are required to bring their own device and it does not meet the system requirements, they [must request a University computer](#) prior to the day of the exam.

**3. Information for Candidates**

3.1 Students must ensure that they have installed, updated, and tested SEB ahead of the exam.

3.2 There is very limited technical support available during the exam; you must make sure that your device is in full working order before you arrive.

3.3 If your device doesn't work in the exam, or the required software is not installed correctly, then you will be supplied with a Kent and Medway Medical School (KMMS) device (iPad) to undertake the exam. If there are no KMMS devices available, then you will be asked to undertake the exam in a PC room if spaces are available.

3.4 Students must arrive to their exam venue at least 20 minutes before the published exam start time.

3.5 Once arrived in the exam venue, students must:

- Leave all personal belongings, including revision notes, mobile phones (turned off), and any other electronic devices (turned off), in the space indicated by the invigilator.
- Restart their device under the direct supervision of an invigilator.
- Go to KMMS Learn
- Click on your year specific cohort module
- Under Assessment, click on the MSCAA config file for the specific exam, this will download.
- Double click on the downloaded config file, this will open Safe Exam Browser
- Log into Exam-Write, Students should use their KMMS email address as their username.
- Demonstrate to the invigilator their device is fully locked down by moving their mouse around the edge of their screen to ensure nothing pops up
- Enter the PIN when required and wait for the exam to start under the instruction of the invigilator.
- Place their student ID on the table face up, an ID check will be carried out by the invigilator. If a student does not have their student ID, they should place the verification card that they were provided with at

reception, on their desk. This indicates to the invigilator that an ID check has already been carried out by a member of staff.

3.6 KMMS does not bear responsibility for students' own devices used in the context of its online exams. Any configuration, damage, repair, service, or warranty issues are the responsibility of the device owner.

3.7 KMMS does not provide secure storage. It is students own responsibility to safeguard their devices from theft or interference. Students assume full liability for risks including, but not limited to, the partial or complete loss of data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

3.8 Students must use their device in an ethical manner at all times and adhere to both the [University of Kent](#) and [Canterbury Christ Church University](#) guidelines.

3.9 KMMS reserves the right to refuse the use of student's own device in the exam if it considers it to be unsafe or unsuitable.

#### **4. Training and Guidance for Invigilators**

4.1 KMMS Invigilators will receive initial training upon recruitment and further training at least once per academic year.

4.2 Invigilators are provided with a comprehensive handbook which outlines the steps they are required to take before, during and after examinations.

4.3 The invigilator handbook is updated annually, with any in-year changes being clearly communicated.

4.4 Invigilators are there to support students during the exams but also to maintain the integrity of the exams.

4.5 KMMS Senior Invigilators are provided with extra training and guidance to support students and other invigilators before, during and after the exam.

4.6 Members of the Curriculum and Assessment Team and senior academics are always onsite to assist with managing the exams.

## **5. Other Forms of Monitoring**

5.1 Invigilators will periodically check on students who are using their own devices to ensure SEB is being used.

5.2 The Curriculum and Assessment Team will periodically access the invigilator screen within MSCAA system (Exam-write®) to ensure that students are undertaking the exam using SEB.

## **6. Risks of Misconduct**

6.1 Any students found not to be accessing the exam via SEB at the start, will be notified and must exit the exam and re-enter using SEB. If a student is later found to not be using SEB, they will be removed from the exam and be referred to [academic misconduct procedures](#).