

# THE UNIVERSITY OF ARIZONA COLLEGE OF NURSING

## Nursing and Health Education (NHE) Division

### STUDENT EXAM POLICY

#### General

This student examination (exam) policy applies to all courses in the UA College of Nursing NHE Division. Students will also follow course-specific exam instructions as described in course policies or on course D2L site. Failure to follow the exam policy or course instructions may result in disciplinary action and/or a lowering of an exam grade (including down to a zero).

Please note: In this document, the words 'exam' and 'assessment' may be interchangeable as applicable

#### Exam Integrity

1. Students will take exams *independently* without consulting peers or any other sources, unless approved by the course faculty.
2. Students will acknowledge/sign the academic integrity pledge at the beginning of each exam.
3. Students may not copy, save or electronically transmit exam content to anyone, including, but not limited to, themselves, learning support personnel, and/or faculty.
4. If exam integrity is compromised, the student will be asked to end/leave the exam, faculty will consult with program director, and consult with the Office of Student Academic Affairs (OSAA), if necessary.

#### Exam Attendance

1. Students will take exams on the date and time scheduled. In the event of a significant emergency or illness, the student must notify the course chair prior to the exam start time to receive approval for a make-up exam.
2. In accordance with the University approved absences policy: (<https://deanofstudents.arizona.edu/policies/attendance-policies-and-practices>) make-up exams require approval and scheduling with course chairs prior to the student absence.
3. Course faculty will determine eligibility for a make-up exam on a case-by-case basis. For final exams, faculty will consult with the Office of Student Academic Affairs (OSAA) to ensure that the University of Arizona Final Exam Policies are followed.

4. Make-up exam format is at the discretion of the course faculty and may include short answer, oral, hot spot image locator, essay or other alternative.
5. The time frame for making up an exam is limited to a 3 to 7-calendar day period following the regularly scheduled test day, except under extenuating circumstances.
6. Once a student has completed an exam, the exam may not be retaken. At the discretion of the course faculty, students arriving late may or may *not* be admitted entrance to the exam. No additional time will be provided for the exam related to student late arrival.
7. If a student does *not* attend a scheduled exam and does *not* contact the faculty prior to the start of a scheduled exam, the student will not be allowed the opportunity for examination and will receive a score of “zero” for that examination score.

### **Computer-Based Testing (CBT)**

Students will:

1. Ensure their personal portable computer meets current minimum compatibility requirements at the beginning of each semester.
2. Ensure a portable computer and charger compatible with current exam software is available for the exam. It is each student’s responsibility to ensure they have a working compatible computer for all exams. If a class-wide technology issue occurs, faculty will determine the appropriate action.
3. Meet exam download deadlines per course policy/faculty instructions.
  - a. If the exam is not downloaded prior to exam start time when required, the exam will begin as scheduled and no additional time will be granted unless warranted by the faculty.
  - b. Wait for the proctor to announce the password.
4. Wear their UA CON name tags, and bring one of the following forms of photo ID: driver’s license, state ID card, passport, military ID, or University of Arizona ID (CatCard). Failure to present one of these forms of identification may result in a 10% deduction in exam grade or the inability to take the exam for a grade of zero, as determined by the course faculty. After verification with faculty, the identification must be put away with personal belongings.
5. Turn their phones to the off position prior to entering the exam room to ensure exam upload is validated on the U of A network.
6. Not wear hats, hoods, badges with reels or lanyards, or sunglasses.
7. Arrive to the assigned exam room 10 to 15 minutes before scheduled testing time.
8. Follow faculty/proctor directions for assigned seating, if in person.
9. Place all course materials, notes, cell phones in the off position, smart watches, and any/all other electronic devices in a place away from the exam area as designated by the faculty/proctor. If calculators are required, they will be provided via exam software.

10. Keep only a portable computer on the table area. A water bottle with **no** removable stickers/labels may be placed on the floor.
11. Wear or bring earplugs on exam days, if desired. The faculty/proctor may request to examine earplugs. No wired or wireless earbuds are allowed.
12. Use a white board or paper if provided by faculty/proctor. If in person, students must put their full names on their piece of paper and turn it in prior to leaving the exam room. The paper and writing utensils will be supplied by faculty, if allowed. Scratch paper taken outside of the examination room *may result in a "zero" score* on the exam.
13. Refrain from talking or other communication during the entire exam period unless speaking to faculty/proctor. Limit questions to those regarding typographical errors, no questions related to content or question meaning will be answered.
14. Disruptions to the examination procedures will not be tolerated. Faculty/proctor *may* dismiss students from exam for continued disruptions and students may *receive a "zero"* for that examination score.
15. Remain in the room during the examination. Should a student leave the room in an emergency, the exam timer continues. If in person, only 1 student will leave at a time and students may be closely monitored. Students may be asked to empty pockets and remove shoes.
16. Reboot their laptops with faculty/proctor supervision as necessary for technical issues. If in person, a Universal Resume Code may be provided by faculty/proctor.
17. Raise their hand after grade/rationale review and have a faculty/proctor witness the exam has been successfully uploaded/submitted (currently the green screen), if in person. *Failure to demonstrate exam upload may result in a delayed or impacted grade as well as a Trellis Progress Report.*
18. Acknowledge that exam sessions may be videotaped to ensure exam integrity.

#### DRC Information

Students will:

1. Notify the course faculty a *minimum of three business days prior* to the exam in order to arrange UA Disability Resource Center (DRC) accommodations.
2. Obtain official approval for accommodations must be secured from the DRC **prior** to the exam.
3. Note that accommodations cannot be made unless there is an official documentation from the DRC.

#### Post-Exam Review

If exam question review is allowed, specific policies and procedure will be outlined in the course policies and D2L site.

1. Independent exam reviews with rationales may be provided immediately following each exam in secure mode, this will be the only exam review, unless specified by the faculty.
  - a. The purpose of individual exam review is to 1) allow students the opportunity to review common exam errors, 2) improve test taking skills, and 3) enhance understanding of the course content. Exam reviews are not a time to debate the worthiness of examination questions or wrong answers. *Review of exams are in your best academic interest and will help you to be successful on the future exams as well as nursing state boards.*
2. Students are expected to quietly exit the room and be mindful of other students still testing. If in person, do not congregate in the hallways outside of the examination room.
3. If a student receives a grade below 70% on an exam, a Trellis Progression Report is *required*.
4. No personal items such as cell phones, photography, and audiotape are allowed during an exam review.

### **Computer-Based Testing (CBT)--Remotely Proctored Specifics**

#### **Exam Integrity**

1. Students will take exams *independently* without consulting peers or any other sources, unless approved by the course faculty.
2. Students will refrain from discussing the exam with anyone other than the remote proctor or course faculty during the scheduled open testing window.
3. The student will demonstrate a clutter free work environment to the remote proctor.
4. The student may be asked to utilize a mirror or cell phone to view workspace during the exam.
5. Students may use a white board or paper if allowed by faculty/proctor. The whiteboard will be checked before and after the exam by the proctor to ensure all information has been erased.
6. Proctors may flag identification authentication failures and/or questionable movements or actions including irregular eye movement for faculty review.
7. If exam integrity is compromised, faculty will review video recording and consult with the Office of Student Academic Affairs (OSAA) and inform the student of next steps.

#### **Exam Scheduling, Attendance & Procedure**

1. Students will download the exam before the scheduled open testing window according to faculty instructions.
2. A student who experiences issues due to the proctoring platform will:

- a. Notify faculty via email.
  - b. Obtain reschedule code from faculty.
  - c. Follow the proctoring service process.
3. The remote proctor will provide the exam password to start the exam.
4. Students must complete the authentication process with the proctor and verify that the exam has been uploaded prior to leaving the testing environment.
5. Students should arrive at the exam website 15 minutes prior to the start time of the exam to ensure connectivity and troubleshoot any issues with the proctoring service help desk.
6. Students should allow a grace period of 10 minutes for proctors:
  - a. If the proctor is more than 10 minutes late, contact the proctoring help desk to reschedule and notify faculty immediately.
7. Exam results are usually released 24-72 business hours post exam. This may be delayed due to item analysis, remote proctoring audits and review process.

#### Post-Exam Review

If exam question review is allowed, specific policies and procedure will be outlined in the course policies and D2L site.

#### Oral Examination Protocol

IF oral examinations are utilized in a course, specific policies and procedure will be outlined in the course policies and D2L site.

Please note: This policy is subject to change. Updates to this policy will be provided in D2L. Students are held to the most current policy.