

## Exam Guidelines

### Overarching guidelines

- All students will be testing on their own personal laptop computer or via paper and pencil tests provided by the faculty. All tests for nursing courses will occur in person during class time in the assigned class or in the Computer Based Assessment and Evaluation (CBAE) room. Remote or home exams are not permitted. If the CBAE cannot accommodate the total number of students requested during normal class time, the overflow students will be proctored by the faculty member in the classroom.
- No questions will be answered during exams. Exceptions may be made for grammatical or formatting related errors.
- Students who arrive late for the exam will not be compensated for missed time. If any student has completed the exam prior to the arrival of the late individual, the late individual will need to schedule an alternative exam at a new agreeable time to the faculty member.
- No Baseball caps, hoods, or head coverings may be worn during exams. The exception to this rule is a religious head covering.
- Students will sit in every other seat or as directed by faculty. All personal belongings must be placed in the area designated by the faculty (e.g., the front of the room). No eating or drinking will be permitted during exams with the exception of documented medical condition.
- Calculators are permitted for testing unless specified by faculty. Basic electronic calculators which only add, subtract, multiply, and divide may be used during exams. Calculators must be checked by faculty prior to the exam. Use of graphing or scientific calculators will constitute cheating and will result in failure of the exam and/or the course. No sharing of calculators will be permitted.
- After students have finished their exam, they will leave the examination room and are NOT permitted to return until all students have completed the exam.
- The School of Nursing uses private exam review. If a student wants to review the content missed on an exam, the student will schedule a meeting with the course faculty.
- Exam questions are confidential and therefore should not be discussed. Under no circumstances should exam questions be discussed via email or other forms of electronic communication with faculty. Failure to comply with these guidelines will constitute cheating and will result in failure of the exam or course. All exam reviews must be in person to ensure test security.
- No personal audio equipment or communication devices of any kind may be used during testing. Cell/mobile/smart phones, smart watches, fitness bands, pagers, jump drives, cameras or any other electronic devices MUST be placed in the designated area. Any student caught with these items during examination will receive a zero for that exam. All cell phones must be turned off.
- In alignment with a whiteboard for the NCLEX-RN, students will be provided with a piece of scrap paper by the faculty member for all exams. The student is not permitted to brain dump on scrap paper. The student will place their name on the paper and return the paper at the completion of the exam. Failure to turn in the scrap paper will constitute cheating and will result in failure of the exam or course.
- University policy regarding suspected cheating will be strictly enforced.

### Specific guidelines for testing using paper and pencil

- The scantron will be used to determine final answers.

### Specific guidelines for testing using personal laptop

- For 300 and 400 level nursing courses, students will be unable to return to previous questions.
- Once a student saves his/her answers and "logs out," the program will not permit the student to re-enter or modify the answers and these answers are considered final. If a student did not complete all questions and logs-out, the student will not be allowed to re-enter the exam and the questions unanswered will be marked as incorrect.
- Before taking the test, students will need to do the following:
  - Operating System Updates: Make sure the laptop has necessary updates prior to coming in for testing. If you normally or recently have received a prompt regarding updates on your computer, you should install these updates to prevent your Lockdown Browser session from crashing. On the day of the testing and before taking the test, completely shut down, start, and then again shut down the laptop to make sure no delays due to system updates or any other similar issues.
  - Respondus Lockdown Browser: Students must have the latest version of the Respondus Lockdown Browser installed and access the sample Respondus test questions.
  - WIFI signal: Students should ensure to connect to "eduroam" wifi signal. Any other wifi network listed on campus will not have enough bandwidth to access Brightspace when using the Lockdown Browser.
  - Power: **It is important to fully charge the laptop and bring the power cord to the classroom.** There are limited outlets in the classroom. The School of Nursing is not responsible for laptop failures during an exam and will not provide a back-up laptop or power cord.
  - Before clicking on the exam, close **all open applications/programs** to prevent unexpected closing of the Respondus lockdown browser, thereby losing access to the exam. Applications may cause issues include but are not limited to social media, Facetime, iMessage, WebEx, Zoom, Skype, any SMART Technologies software, or anything similar to these applications or in the specified types above.
  - Exam start times will not be delayed due to individual student computer issues.
- If a student experience hardware or software problems during the exam, notify the proctors immediately by raising your hand.

#### **Specific guidelines for testing in the CBAE**

- When students test in the CBAE they are not permitted to use their personal laptops. The CBAE will provide students with a computer to complete their examination.
- CBAE has limited seats, thus if a student is unable to schedule their exam in the CBAE, they will complete the exam in their normal scheduled classroom with the professor of record.
- When testing in the CBAE students will be assigned a seat, students will not be places every other seat in the CBAE.

#### **Accommodations**

- Students should refer to the accommodation section of their syllabus if they wish to pursue testing accommodations.