The College of Nursing and Professional Disciplines (CNPD) is committed to protecting the integrity of exams. The following procedure will be used for all exams within the Department of Nursing.

**Testing Procedures**

These guidelines must be followed when administering an exam.

Guidelines for exam administration on campus:

1. All tests should be proctored for the entirety of the exam by a faculty member or graduate student assistant.
2. Make-up exams must be in an alternate format and different than the exam given to the class.
3. If a student has documented accommodations for testing, it is the faculty member’s responsibility to make arrangements based on the guidelines from DSS.
4. Seating assignments for testing may be made by faculty members.
5. Any suspected or observed cheating should be reported as outlined in the misconduct reporting process.
6. Upon completion of the exam, exam material must remain in the possession of the faculty/and or proctor at all times.
7. Exam review must be directly supervised by course faculty.
8. Online students must comply with UND TTaDA requirements for testing.

Student requirements during examination administration

1. No hats, coats/jackets, or sunglasses are to be worn during an exam.
2. All electronic devices must be turned off during an exam or exam review.
3. All student belongings, including backpacks, cell phones, and watches must be at the front of the room during testing.
4. No scratch paper is allowed, unless approved and provided by faculty.
5. No food is allowed during an exam. Water only is allowed in clear containers at the discretion of the faculty.
6. Students will not be allowed to leave the classroom during an examination. If the student leaves the room, the exam will be submitted for grading at that time.
7. All exam materials must be submitted prior to leaving the classroom.

Approved by Undergraduate Council 1/11/2019