
Procedure Number: 404h
Procedure Name: Undergraduate Nursing Exam Administration Procedure for Students
Reviewed by: Undergraduate Nursing Council
Last Review Date: 9/10/2021

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 Undergraduate Nursing Department. Students should refer to Policy 257 Nursing Student Conduct Standards regarding academic integrity.

A. Computer requirements

1. Computers (school-issued or personal) may be used during exams administered using secure electronic exam software, following the instructions given by the course faculty. It is the students' responsibility to ensure personal computers are kept up to date with exam software updates. Computers should not have any notes or writing visible on any of the physical surfaces of the computer; the exam proctor may inspect computers for security purposes.

B. Make-up exams

1. Make-up exams are given at the discretion of the course faculty. If a make-up exam is available, it will be in an alternate format and different than the exam given to the class. Whenever possible, make-up exams should be given prior to the scheduled exam date.

C. Student requirements during examination administration

1. Students must put away all personal items and close down all other computer programs prior to distribution of exam password.
2. All student belongings, including backpacks and coats, must be placed out of reach during the exam. Place belongings carefully at the front/back/side of the room during testing. Belongings must not block the walkway. Emergency exit routes and accessibility guidelines must be maintained.
3. No hats, coats/jackets, hoods over the head, earbuds/ headphones, or sunglasses are to be worn during an exam.
4. No textbooks, notes, or resources may be used during the exam unless specified by the course faculty.
5. All electronic devices (cell phones, smartwatches, Bluetooth devices, etc.) must be turned all the way off (not to vibrate) and stowed during an exam.
6. No food or beverages are allowed during an exam. They may not be on the student's desk and must be stowed away from exam taker.

D. Guidelines for exam administration:

1. All tests will be proctored for the entirety of the exam.
2. Exam proctor may ask students to show a photo ID prior to exams.
3. Seating assignments for testing may be made by the course faculty or the exam proctor. Students should be seated as far as possible from one another during the exam. If deemed necessary to prevent cheating, course faculty may reserve a second classroom, ask for additional proctors, and divide students between two classrooms during tests.
4. Students are to remain seated throughout the exam to minimize disruptions to other exam takers. Students should raise their hand if they have a technology-related question related to the exam.

5. Students may not ask the exam proctor questions regarding exam content while the exam is in progress. All concerns related to the exam items must be addressed by appointment with the course faculty after all students have completed the exam.
 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. It is the student's responsibility to ensure all electronic exams have uploaded successfully when completing the exam. Students may receive a 'zero' on exams not submitted prior to leaving the classroom. See the exam proctor if assistance is needed to upload the exam.
 8. After an exam is submitted students are to leave the classroom quietly and respectfully. Students are not to remain in the hallways outside of the classroom. Students may go to the lounge, computer lab, or leave the building until class is scheduled to resume.
- E. Exam review procedures:
1. Exam reviews must be directly supervised by course faculty or exam proctor.
 2. Exam reviews may be administered in "secure review mode" using secure electronic exam software while the exam is still being monitored by the proctor. Exam reviews may also be conducted individually by appointment, or may be held with small or large groups, at the discretion of the course faculty.
 3. Exams may only be reviewed with the course faculty within 5 business days of the exam results being posted to Blackboard.
 4. Due to end of semester time constraints, see individual course syllabi for final exam review instructions.
 5. Exams may be reviewed electronically, verbally, or using a printed exam, at the discretion of the course faculty. The course faculty must ensure all exam materials are collected at the conclusion of the exam review.
 6. Students' personal belongings and electronic devices (including cell phones) must be stowed and away from the student during the exam review. Students may not write down exam questions, take pictures, or in any other way remove exam item content from the exam review.
 7. Only students enrolled in the course are allowed to participate in exam review.
 8. Students must follow the exam challenge procedure if there is any disagreement with the content of an exam item. Refer to Procedure #403a for the procedure to use for exam item challenges.
 9. Students must use professional, respectful, communication during exam reviews or the exam review may be discontinued at the discretion of the course faculty.

Approved by Undergraduate Council 09/10/2021