Northwest University
Buntain College of Nursing

Student Examination Procedure

Date Issued: 5/14/2019
Date Revised: 1/9/2010
Date Reviewed:

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Rationale: Examination policies and procedures are established to create fair and optimal conditions for all students to demonstrate their knowledge through testing.

- **Equipment Requirements for Examplify (ExamSoft)**
  - Students will be informed regarding use of Examplify as part of the admission process. Upon admission BCON will inform students the electronic device requirements that are compatible with ExamSoft.
  - Compatibility of Examplify with electronic devices can be found at: https://examsoft.force.com/etcommunity/s/
  - Students will be notified of ExamSoft updates by the BCON.
  - Students will be required to install updates at least 24 hours prior to a scheduled exam.
- **Examination Process:**
  - The term "proctor" refers to the person(s) monitoring students taking the exam. All proctors are trained regarding the examination process.
  - Students are required to arrive on time for the testing session and are to be seated and ready to test by the designated start time.
  - All belongings must be placed in the front of the room.
  - Students are prohibited from having anything on or under desks/chairs or on their person during the testing session. For Example: drinks, food, book bags, purses, coats, hats, scarves, electronic devices (e.g. watches), etc.
    - Electronic devices should be powered off prior to placing items at the front.
  - Students found to have prohibited items in their possession during an exam will receive a score of zero.
  - Proctors reserve the right to:
    - inspect any items in the immediate testing area.
    - confiscate items.
    - rearrange seating.
    - stop an exam at any time.
  - Proctors will provide Blue Books and scratch paper, if needed.
    - Students are required to write their name on the scratch paper.
    - Proctors will collect all items at the end of the exam.
    - Failure to return the scratch paper prior to leaving the exam room may result in a score of zero.

- o Students are responsible for keeping the exam content private.
- o Tests are designed for 1.5 minutes per question (e.g. Students are allowed 90 minutes to take a 60 question exam).
- o The proctor will only respond to student questions not related to the answer.
- o Students who complete the exam prior to the end of the testing period will submit exam before leaving the testing area.
- o Students will not be allowed back into the testing area until all students have completed the exam.
- o Students are asked to refrain from talking in the hallway.
- o Students will be notified when ten (10) minutes remain in the testing period.
- o At the end of the testing period, the proctor(s) will collect all scratch paper, Blue Books, and ensure that all students have submitted their exam.
- o Students should use the restroom prior to the testing session. Restroom use is restricted during the testing session and will be allowed only in emergency situations.
  - ▪ Restroom emergency:
    - • the student will hand the exam (Blue Book or computer) to the proctor.
    - • only one student will be permitted to leave the exam site at a time.
    - • the proctor may have someone accompany the student to the restroom and choose which stall the student will use.
    - • time is not added to the total time of the testing session.
- **Additional Points Using Examplify:**
  - o Students will take a mock exam at the beginning of each academic year.
  - o Students are required to download the exam 24 hours prior to the testing session.
    - ▪ The exam will be available to students at least 24 hours prior to testing session.
    - ▪ If the student has difficulty downloading the exam:
      - • If a message appears stating the exam did not download, use the "retry" button located under the message.
      - • Contact Examplify for trouble shooting. Examplify Customer Service is available 24/7.
      - • Notify the faculty prior to the testing period.
  - o Students are required to review the functionality of their laptop on the day of the exam.
    - ▪ If laptop is not working, notify the faculty prior to the testing period.
  - o Students will turn off any antivirus software and close any open programs.
  - o Students will mute the sound on their computer.
  - o Proctor will confirm all students are present and have downloaded the exam.
  - o Proctor will provide students with the password.
  - o Students will login at the same time.
    - ▪ Select start exam.
    - ▪ A pre-assessment page and red stop sign will appear.
    - ▪ Students will turn their screen to the front of the classroom until the proctor acknowledges that everyone is ready to begin the exam.
  - o Students will take the exam after receiving verbal prompt from proctor.

- o Students are required to upload the examination as soon as the exam is completed or when the testing time has expired.
    - After the exam is submitted, a green check mark will appear.
    - Students will take computer to the front; show the proctor the green check mark as verification the exam is submitted, turn in the scratch paper, and leave the room with their computer.
    - Students should not leave the testing area without confirming examination submission with the proctor.
    - Students may reactivate antivirus software after proctor confirms exam submission.
  - o Students will not be allowed back into the testing area until all students have completed the exam.
- **Academic Integrity:**
  - o Students are expected to demonstrate honesty and integrity during the exam.
  - o Students are expected to report any evidence of cheating before, during, or after the exam to the faculty.
  - o Refer to Northwest University Academic Honesty Policy: http://catalog.northwestu.edu/content.php?catoid=9&navoid=516#academic-policies-and-procedures
- **Absence:**
  - o Planned absence from an exam must be discussed with the faculty prior to the exam.
    - Permission to take the exam at an alternate time is at the discretion of the course faculty.
  - o Unplanned absence from an exam requires immediate notification to the course faculty through NU email.
    - Failure to communicate may result in the grade of zero.
    - Documentation may be required at the discretion of the course lead.
  - o Make-up and the type of exam will be at the discretion of the course faculty.
- **Tardy:**
  - o Students less than 15 minutes late for the exam will have the remaining designated time period to complete the exam.
  - o Students more than 15 minutes late for the exam will not be allowed to take the examination at that time.
  - o Make-up and the type of exam will be at the discretion of the course faculty.
- **American Disability Act (ADA) Accommodations:**
  - o Students requiring ADA accommodation must provide documentation from Academic Success during the first two weeks of the semester.
  - o Students receiving ADA accommodation are required to make a testing appointment at Academic Success and notify the instructor of date and time of appointment.
  - o Students receiving testing accommodations who miss lecture content due to the need for increased testing time are responsible for lecture content.

- In the event that a student requires accommodations later in the semester, the faculty must be notified at least one week prior to an exam &/or quiz in order to arrange accommodation. Documentation received on the day of an exam or quiz will not be accepted.

- **Grading:**
  - Test scores will not be rounded prior to entering score into Discovery.
  - Posted grades include the number of decimal points based on the grading system.

- **Examination Review:**
  - Exams will be available for review after all students have taken the exam and grading is complete.
  - Students are not allowed to take any notes or have any electronic devices present while reviewing an exam.
  - Students will receive a score of zero if the Blue Book or exam is not returned.
  - Respect and courtesy are expected by both students and faculty when discussing an exam question/answer.