

St. John Fisher University Wegmans School of Nursing	Responsible Parties: Undergraduate Committee Graduate Committee
Section B: Curriculum	
Policy: 5.2 Classroom Testing Policies	
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Policy: 5.2 Classroom Testing Policies

Policy: The following policies pertain to all testing situations in the WSON. These are posted in WSON classrooms and computer labs, available to students in the *Nursing Student Handbook* and enforced by all exam proctors.

The WSON has a zero tolerance policy for cheating on tests. Cheating or compromising test security is an ethical concern and a sign of professional misconduct. The institution-wide Academic Integrity Policy is found at: <https://www.sjfc.edu/policies/academic-integrity/>

For All Tests:

1. Turn **off** all electronic devices (e.g., SMART phones, cell phones, beepers, iPods, Apple Watches, etc.).
2. All electronic devices, including any device that can record pictures, videos, audio, etc., are to be secured in a backpack or purse and are not to be accessed or used during testing.
3. Calculators are to be basic calculators and must be approved by the proctor.
4. All purses/backpacks, books, papers, food, drinks, and other materials, except a pencil/pen, are to be removed from the desk and placed in an area of the testing room designated by the proctor.
5. Students may use a scrap piece of paper for calculations that is provided by the proctor only; no other papers are to be on student desks during testing. This scrap paper must be signed and returned to the proctor prior to leaving the testing area.
6. No talking or eating/drinking is allowed during testing.
7. Hats must be removed.
8. The proctor may assign seats for testing.
9. Attestations for academic honesty are signed (manually or electronically) by the student prior to starting the test.
10. Looking around the room and at others' tests/computer screens is not allowed. OR Obtaining or attempting to obtain answers from another student by viewing their computer screen or communicating in any unauthorized manner is not allowed.
11. Test questions are randomized; therefore tests are not the same.
12. All students must remain in the testing area once the test has begun. If an emergency arises, the student will be escorted to and from the testing area by staff/faculty contacted by the proctor.

13. All paper tests, with the attached signed attestations for academic honesty, must be signed and handed in to the proctor when the student is finished prior to leaving the testing area.
14. Students must leave the testing area when they complete the exam and are not permitted to return to the area until all students are finished with the exam.
15. Students may not share or discuss test questions with other students or write down questions for others or their personal use.
16. Students may not read the questions aloud during the exam while other students are present in the testing area.
17. **Students may not electronically, or by any means, copy, print, or duplicate any exam or part of an exam.**
18. The consequences for cheating or altering test security, as determined by the course faculty, may include: a grade of zero for the test, failure of the course, or dismissal from the nursing program. The institution-wide Academic Integrity Policy is found at: <https://www.sjf.edu/policies/academic-integrity/>

For ExamSoft® Testing:

1. All students in the program take nursing exams on their own required laptop computer as detailed in the Nursing Student Handbook.
2. Students are expected to arrive at the exam site with their laptops adequately charged for the duration of the exam. Students should also bring a second battery for their computer.
3. Students are responsible for downloading the Examplify application to their own devices prior to the exam and ensuring that it is operational by testing with a mock exam provided by the faculty. This download only needs to be performed once per device.
4. Students are enrolled by faculty into courses in ExamSoft®. This provides students with access to the appropriate exams in their courses.
5. It is expected that the exam download is done **24 hours prior to** the start of the exam. Students receive notification from the faculty prior to an exam instructing the students to download the exam to their device for testing the following day.
6. No additional time for testing is provided for students who have not completed the download process prior to the exam time.
7. Attendance is taken by the proctor prior to the start of every exam.
8. Students are expected to arrive at the testing room at least 5 minutes prior to the exam start time so that attendance can be taken.
9. Arriving late, needing an emergency break, downloading the exam, etc. does **not** result in additional time for the student to complete the test.
10. When a student has completed the exam, he/she must upload it and show the faculty proctor in the room the 'green' screen. This indicates successful upload of the exam, prior to leaving the exam room. Faculty may check the student's name off the attendance list as completed.
11. Students will be required to adhere to existing testing and academic policies found in the Nursing Student Handbook.
12. Students are expected to adhere to professional standards of accountability, responsibility, and academic integrity and honesty. Examples of violations of these standards include but are not limited to:

- a. Sharing exam passwords with any other student
- b. Sharing account password to allow another student to test under his/her identity
- c. Failure to complete 'reverse download' of an exam upon faculty request
- d. Attempting to take the exam outside of the proctored area without faculty authorization.

ExamSoft® Information for Faculty:

1. A limited number of loaner laptop computers are available from the WSON for emergency test-taking purposes only. If a student is unable to provide his/her own device for testing, or have a device failure (for any reason) during the exam period, the student will be provided a loaner laptop, provided one is available. If a loaner laptop is not available, the student will be expected to take a make-up exam as per the course policy.
2. Refer to the WSON ExamSoft® Handbook for test upload directions, technology troubleshooting, and other information.

For Other Computerized Testing (e.g., Blackboard):

1. Computer test questions are randomized; therefore tests are not the same.
2. The only program to be open for computerized tests is the test itself on Blackboard or other testing site, with the exception of the Microsoft calculator program if permitted by the proctor/faculty. At no time may a student leave the testing web page.
3. The test can only be opened once and submitted. Students will lose answers if they leave the test for any reason or do not submit the test when finished.