Policy Number: S127
Approval Date: 8/22/14
Effective Date: 8/25/14
Review Date: 2016

POLICY TITLE: STUDENT TESTING POLICY

The purpose of the student testing policy is for students to understand their responsibilities in relation to testing at UHV School of Nursing. The UHV School of Nursing exams are faculty directed and administered under the purview and discretion of the faculty.

Downloading of Computerized Exams:

- Students must download the exam before the published testing session time and before entering the exam room.

Laptops and Technology:

- Students must bring their own laptops for testing. Laptops must meet or exceed the minimum technology requirements of the School of Nursing: http://www.uhv.edu/nursing/Resources/Minimum_Technology_Requirements2014.pdf

- Students must have their laptops fully charged. Faculty and university personnel cannot guarantee a student will be located near a power outlet to charge their laptops during an exam.

- Students having technological difficulty may not be allowed to take the exam during that testing session.

- Students must have a privacy screen for their laptops in order to be allowed to take the exam.

- Students must keep their eyes on their own computer screens at all times during the exam.

- Any student who demonstrates actions indicative of cheating during the exam may be asked to exit the testing session and may be given a zero for the exam at faculty discretion.

- It is the student's responsibility to notify the faculty or room proctor of any technological or clerical difficulty or concern during the exam. Concerns of technological or clerical nature raised after the exam has ended may not be taken into consideration by faculty for any kind of grade allowance or score adjustment.

- Students should notify the faculty or room proctor of any technological or clerical difficulty or concern during the exam by raising their hand and waiting to be recognized.

Exam Start and Administration:

- Students may be randomly assigned seats by faculty.

- Students must be in their seats and ready to begin the exam at the published testing session start time.

- Any student who shows up late for any reason will lose the time they have missed, or may be asked to exit the testing session at the discretion of the faculty.

- Any student may be relocated by the faculty at any time during the exam for any reason.

- Faculty may answer questions during the exam that relate to clerical or technological inquiries. Teaching, content clarification and guidance for answer selection are prohibited once the exam begins.

- Cell phones, smart technology, and all electronic devices must be "off" and silent during exams.

- No recording devices of any kind are allowed in the testing room.

- Students may bring ear plugs. There is no guarantee of a distraction-free classroom.

Uploading of Exams (when applicable):

- It is the student's responsibility to upload an exam during published testing session time.

- Exams not uploaded once the exam has ended may not be scored.

- It is the student's responsibility to notify the faculty or room proctor of any uploading difficulties and to make sure their exam has uploaded before they exit the testing room.

- Faculty members & university personnel will not call, text, or email students to ask them to upload their exams after the student has exited the testing site.

- Uploads must take place before the student exits the testing room.

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Exam Review:

Exam review will be at the discretion of the faculty.

Reviews may be restricted to content weaknesses rather than specific items.

Scratch Paper:

- Scratch paper may be provided at faculty discretion.

- If provided, students must put their names on the scratch paper and submit the scratch paper to the faculty or room proctor prior to exiting the testing room.

- Scratch paper not returned to the faculty or exam proctor may be considered and treated as breach of exam security, and the student may receive a zero for the exam.

Make-up for Missed Exams:

- Make-ups for missed exams may be given, only at the discretion of the faculty member.

Effective Date of Policy:

- This policy goes into effect August 25, 2014 and applies to all UHV School of Nursing Students.

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	4/5/2013	Initial version
1	8/22/14	Student Testing Policy Updated

Approved by SON Faculty Council, 8/22/14

Approved by Dean Kathryn Tart _____ Date: 8-22-14