

## **Pomeroy College of Nursing: Exam Policy**

All proctored examinations including Kaplan must be completed on the scheduled dates, at the scheduled times identified in each nursing course syllabus.

In the event of an unexpected situation that is beyond the student's control (serious illness, accident, death of an immediate family member, etc.), the student must notify faculty by email or phone prior to the beginning of the scheduled examination, to request an excused absence from the exam. Documentation of the emergency or unforeseen circumstance may be required.

If a test is missed students must be prepared to take a make-up examination on their first day back in class, clinical, and/or lab. Should a clinical shift (day, evening or weekend) be missed, students must make up the clinical shift. (*Refer to the clinical makeup policy*). Students must reach out to course lead to schedule make-up exam date and time. Make-up exams may be scheduled outside of class time. Students are expected to arrange their work and family schedules accordingly.

If the student is a No-call/ No-show to the exam, they will receive a grade of zero for the exam and a professional misconduct will be issued.

Students will not be admitted to proctored examinations once the testing room doors are closed. Students arriving up to 15 minutes after the scheduled start time of the exam will report to the check in table outside the testing room and wait there until further directed by faculty. Students will be placed in an alternate location to test, will not receive additional time to complete the examination, will receive a professional misconduct and will have 2.5 percentage points deducted from any proctored exam.

Example: The student's score is 80%. Grade earned: 77.5%.

If a student has a second offense of being late to a proctored exam in any course throughout the program the student will be placed in an alternate location to the test, will not receive additional time to complete the examination, will receive a professional misconduct and will have 5 percentage points deducted from the exam.

Example: The student's score is 80%. Grade earned: 75%.

Students arriving more than 15 minutes after the designated start time of the proctored exam will be not be able to take the examination, a grade of zero will be assigned and a professional misconduct will be issued.

If a student is late for a proctored Kaplan exam, points will be deducted from the assigned Kaplan course grade.

### **Testing Session Procedures:**

- Students are expected to arrive 15 minutes before the designated start time for all proctored exams for check-in and be seated by the official exam start time.
- When checking in for the exam, students must have their password, be logged into Examplify, have the proper exam downloaded, and have the privacy screen on their device.

- Prior to the start of proctored exams, students will place all personal belongings outside of the testing room. This includes all bags, coats, jackets, cell phones, watches, electronic devices (excluding device used for testing). Students are responsible for securing their own belongings outside of the testing room (i.e. vehicle).
- All head coverings (hats/hoodies/scarves) are not permitted in the testing area, with the exception of religious head coverings.
- No food or beverage will be allowed during testing.
- Students should use the restroom prior to the testing session. Students needing to use the restroom during the exam will be escorted by a faculty/staff member.
- Students are not permitted to enter the testing room until directed.
- Upon entering the classroom, all students must keep their laptops closed.
- Seating will be at the discretion of the faculty proctors.
- Once students are in the exam room, keep conversations to a minimum. No questions related to exam content will be allowed.
- Once all students are seated, the exam password will be provided. Students will enter lockdown browser displaying the orange screen. Students must hit “continue” and move to next orange screen with the stop sign icon, then the student must turn their laptop towards the proctor until the proctor gives permission to all students to start the exam. Students will not be allowed to have any open applications on their laptop upon entry of the exam.
- Faculty will provide a pencil, calculator and blank piece of paper or whiteboard for each student. Students are required to return these items to faculty prior to leaving the testing area. Any student who removes the paper or whiteboard from the testing area will be considered in violation of the academic integrity policy.
- Students may utilize only college-distributed ear plugs for use during exams.
- Faculty will move throughout the room in direct observation of students taking the exam. Proctors will be posted in different areas of the testing environment to facilitate optimum observation of students taking the exam.
- Only questions regarding typographical, non-medical terms or technical issues may be asked during the exam. Raise your hand for assistance if this occurs.
- Math exams may fall outside scheduled class time.