Section B: Curriculum

Policy: 5.2 Classroom Testing Policies

Date Created: 8/08
Date(s) Revised: 5/24/13

5.2 Course Examination Policy

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 Undergraduate Nursing Student handbook and enforced by all exam proctors.

Procedure:
1. Turn off all electronic devices (i.e., cell phones, beepers, IPODS etc.).
2. Electronic devices 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, and other materials, except a pencil/pen, are to be removed from the desk and placed at the front of the room.
5. You may use a scrap piece of paper for calculations; no other papers are to be on your desk during testing.
6. No talking or eating/drinking is allowed.
7. Hats must be removed.
8. Looking around the room and at others’ tests/computer screens is not allowed.
9. You are not allowed to leave the testing area once the test has begun.
10. All paper tests and scrap paper must be handed into the proctor when you are finished and ready to leave the testing area.
11. Students must leave the testing area when they are finished and are not permitted to return to the area until all students are finished with the exam.
12. Students may not copy, print or duplicate any exam or part of an exam.
13. A reminder that the consequences for cheating or altering test security may include: a grade of zero for the test, failure of the course or dismissal from the nursing program.

For Blackboard or Web-based Testing:
14. Computer test questions are randomized; therefore tests are not the same.
15. The only program to be open for computerized tests is the test on Blackboard, with the exception of the Microsoft calculator program.
16. The test can only be opened once and submitted. You will lose your answers if you leave the test for any reason or do not submit the test when finished.
17. Students may not electronically copy, print, duplicate or send any exam or part of an exam.