



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Examination Policy
DATE: August 28, 2023

INDEX TITLE: Curriculum

I. POLICY:

It is the policy of the UPMC Schools of Nursing to define the examination process administered in each course.

II. PURPOSE:

The purpose of this policy is to inform students of expectations related to examinations administered in each course and the required technology (see attachments).

III. SCOPE:

This policy applies to all students in the UPMC Schools of Nursing.

IV. PROCEDURES:

1. Students will be required to show their school issued photo ID badge or a government issued form of ID before they may sit for an exam. Lack of proper identification will preclude the student from sitting for the examination. The student will need to reschedule the examination at the discretion of the instructor and take a 7% reduction from the total point value of the examination.
2. In the event a student misses an examination, the student must notify the course chairperson within 24 hours of the originally scheduled start time of the examination to arrange the make-up examination. If a student fails to notify the course chairperson within that 24 hours, the student forfeits the ability to complete a make-up examination and will receive a grade of "0" for that examination.
3. All students must be prepared to take the examination upon the day of return to the school at a time determined by the course chairperson or the recorded examination grade will be a "0". Students will take the make-up examination no later than 3 business days (full time) or 7 days (part time) from the originally scheduled date of the examination.
4. Faculty reserve the right to administer an alternative examination.
5. There will be a 7% reduction from the total point value of the examination for absence of scheduled examinations. Should a student be absent for the scheduled make-up examination, the student will receive a "0" for that examination.
6. Students are not permitted to take examinations prior to the scheduled test date.

7. Should a student begin an examination and not be able to complete the examination, the student will need to arrange for a make-up examination and will also receive a 7% reduction from the total point value of the examination. An alternative examination will be given.
8. A student arriving late for a scheduled examination up to 15 minutes after the scheduled start time of the examination will be assigned to an alternative room and:
 - a). be permitted to take the examination in the remaining scheduled testing time with no penalty or
 - b). make-up the exam with a 7% reduction from the total point value of the examination.
9. If the student arrives later than 15 minutes after the scheduled start of the examination, the student will be required to take a make-up exam with a 7% reduction from the total point value of the examination.
10. In the event a student has received a subpoena to appear in court, has an approved bereavement day, is selected for jury duty, or has required military service, the student will need to meet with the Director to discuss the individual situation. The student must be able to provide a copy of the subpoena, court documents or military orders. There will be no reduction in the make-up examination grade.
11. Test review will occur after all students have taken the examination. If the student requires further remediation, they should make an appointment to meet with the course faculty or an academic support team member before the next scheduled course examination.
12. In courses that have a cumulative final, a one-time final test preparation review must be offered. The course chairperson will determine the methodology, date and time of the review.
13. Testing via an electronic platform: Answers uploaded to the electronic answer file will be considered the selected/final answer. (See Attachment A: Exam Soft Student Exam Day Guidelines.)
14. Students must conform to the technology required for exams administered via electronic platform (See Attachment B)
15. If a student does not bring a functional electronic device the day of the exam, the student will be required to take a make-up exam with a 7% reduction from the total point value of the examination. (Attachment A)
16. Course faculty reserve the right to ask students to remove any personal items that may compromise the integrity of the examination.

17. Students are to adhere to the Student Code of Conduct for Exams (Attachment C) for all proctored exams and exam reviews.

V. POLICIES REFERENCED/RELATED WITHIN THIS POLICY:

UPMC Schools of Nursing Bereavement Policy

UPMC Schools of Nursing Information Technology Resources: Acceptable Use Policy

UPMC Schools of Nursing Academic Integrity Policy

Reviewed/Revised: 12/28/2022

Originated Date: 1/05/15

Effective Date: 8/28/2023

Signature:  _____ Date: 08/28/2023 _____
Executive Director
UPMC Schools of Nursing

Examination Policy: **Attachment A**

UPMC Schools of Nursing
Exam Soft
Exam Day Student Guidelines

Prior to the exam

1. The exam will be available for you 24-hours prior to the scheduled exam date and time.
2. You **MUST** download the exam within this 24-hour window.
3. It is **HIGHLY RECOMMENDED** that you download the Exam the day before in case there are technological issues with your computer.
4. Make-sure you know how to disable your antivirus software. If you are unsure how to do this, please refer to your antivirus manufacturer or call Exam Soft Support.
5. Exam Soft Support #: Toll-Free 866.429.8889

Exam Day

1. **Power your computer up upon arrival. It is recommended that you arrive 15 minutes prior to the start of the exam.**
2. Students will be expected to provide an electronic device which is adequately charged for the duration of the exam. Students may plug in their devices if necessary for the duration of the exam, but the school cannot guarantee sufficient access to outlets in the testing room. The school of nursing is not responsible for loss of power to an individual computer during an exam.
3. Students are also responsible for disabling any antivirus software that may impact on the functionality of Examplify during an exam.
4. Make sure your date and time are correct on your computer.
5. Launch Examplify and Open the exam. Wait for further directions.
6. **It is expected that Steps 1-5 be completed prior to the scheduled start of the exam. No additional time for testing will be provided for students who have not completed this process.**
7. **You are expected to have the exam downloaded prior to the testing time. No additional time for testing will be provided for students who have not completed this process.**
8. If you arrive later than 15 minutes after the scheduled test times all downloads will be removed, and you will need to complete a make-up exam.

Taking the Exam

1. When directed, enter the exam code and click Start Exam.
2. Stop at the yellow screen. **DO NOT** proceed until the proctor says so.
3. After you have finished your exam, you will receive a Green Screen stating your exam has been uploaded. Raise your hand for a proctor to acknowledge verification of your upload. **DO NOT** close Examplify until a proctor has verified your upload.
4. Any exam uploaded once the student has left the testing room will be subject to review and will be considered a violation of the Academic Integrity Policy.

5. If you are experiencing technical difficulties at any time, raise your hand and a proctor will come to you.
6. Sharing of any part of the electronic exam including but not limited to questions, passwords, images; will be considered a violation of the Academic Integrity Policy.

Technology Requirements – **Attachment B**

The UPMC Schools of Nursing conduct all testing in an electronic format. Therefore, all students are required to have a functional computer throughout the program. An iPad may also be utilized. No other tablet can be utilized as it is not compatible with the requirements below.

The computer must meet the following requirements:

Examplify can be used on virtually any modern computer (i.e. purchased within the last 3-4 years). At this time, we only support Mac, Windows, and iPad operating systems. Examplify will not run on Chrome, Android, or Linux operating systems.

Examplify: Minimum Systems Requirements

<https://examsoft.com/resources/examplify-minimum-system-requirements#:~:text=For%20Windows%3A%201%20Examplify%20version%202.4%20or%20greater%29%206%20Internet%3A%202.5%20Mbps%20upload%20speed.%20>

Attachment C
UPMC Schools of Nursing
Exam Code of Conduct Honor Code

For this exam, I make the following truthful statements:

- I have not received, I have not given, nor will I give or receive, any assistance to another student taking this exam, including discussing the exam with students in another section of the course. I will not replicate the exam in any way.
- I will not use any communication devices (i.e., phones, smart watches) to assist me on an exam.
- I will not remove the exam or any exam material from this room, either on test day or the day it is reviewed in class. I acknowledge that this exam belongs to the UPMC School of Nursing.
- I understand that acts of academic dishonesty may be penalized to the full extent allowed by the UPMC SON Academic Integrity Policy, including receiving a failing grade for the course. I recognize that I am responsible for understanding the provisions of the UPMC SON Academic Integrity Policy.

Testing Rules

- Your belongings are to be placed in the designated area prior to sitting for the exam.
- Nothing is to be at your seat except your ID, scratch paper and writing utensil. This includes drinks.
- You are not to have any hats/hoods, scarves, or coats/ jackets on while taking the exam.
- You must exit the testing room quietly after you have completed your exam.
- You can gather your belongings quietly; students are to remain quiet outside the testing area.
- You are not permitted to re-enter the room until all students have completed the exam, and the proctor opens the doors.
- No communication devices – phones, watches, etc.

Virtual Testing

If you are testing virtually:

- Your face must be clearly visible on the camera at all times.
- Your microphone must work for the entirety of the exam.
- You are to have nothing but you and your computer at your desk.
- Other objects may not appear in the screen (drinks, blankets, other people, animals, etc.).
- Use of any other electronic devices (Alexa, watches, etc.) is prohibited for any reason.

Violation of any of the above will result in forfeiture of the exam and a grade of 0 (zero).