

The policy is guided by **ACPE Standard 10.17 Academic Integrity**: *“To ensure the credibility of the degree awarded, the validity of individual student assessments, and the integrity of student work, the college or school ensures that assignments and examinations take place under circumstances that minimize opportunities for academic misconduct. The college or school ensures the correct identity of all students (including distance students) completing proctored assessments.”*

Block test and exam instructions:

Students are notified via email when block tests/exams are posted and available for download.

Students are required to download their block tests **no later than 8:00 a.m.** the morning of the scheduled test/exam date. If a student does not download his/her exam by the scheduled time, he/she will forfeit the test attempt. Students who did not receive an email notification regarding their initial exam or retest should contact the ExamSoft® Coordinator (pharmacy.examsoft@wsu.edu) immediately to address this issue.

Students who experience technical difficulties related to downloading an exam should contact one of the following resources immediately to address this issue.

- Pharmacy Information Services (tech@pharmacy.wsu.edu; 509-358-7916)
- ExamSoft® Coordinator (pharmacy.examsoft@wsu.edu; 509-358-7667)
- ExamSoft® Support (support@examsoft.com; 1-866-429-8889)

Yakima on-site resources:

- College of Pharmacy Office Assistant (509-249-7923)
- PNWU Technology Services (help@pnwu.edu; 509-249-7777)
- Pharmacy Information Services (tech@pharmacy.wsu.edu; 509-358-7916) remote support

Students should arrive 10-minutes prior to the scheduled start time for the block test/exam. Please refer to the block test schedule for the scheduled start time for your cohort. “Late start” students are those who are not within the testing room when the password is displayed at the scheduled start time.

The “late start” student(s) will be seated in a designated area by a proctor and the late start will be noted on the student’s scratch paper. Late students will receive one warning regarding their tardiness; any additional “late starts” will be considered an unexcused absence, resulting in a forfeiture of that test attempt. If a ‘late arrival’ enters the exam room after another student has completed and exited the testing room they will not be allowed to sit for their exam and will result in a forfeiture of their test attempt.

A proctor will notify students once the testing room is ready for entry. Once this announcement is made, students will file into the testing room and follow the steps outlined below:

- Students will place all personal belongings along the side or at the front of the room.
- Students will collect their laptop or tablet, charging cord, pen/pencil, and scientific calculator (excluding sleeves), **prior** to obtaining their scratch paper. All other items are to remain in their backpack or purse.
- *Students will move to the front of the testing room to obtain scratch paper, their row assignment and any other relevant handouts needed for the assessments.
**Students in Yakima will check row assignments on scratch paper, then proceed to their assigned row and the proctors will distribute the scratch paper.*
- Scratch paper is listed alphabetically by last name.
- Row assignment is located on the top right-hand corner of the scratch paper.
- Seating for exams will be randomized (random assignment to a row) or otherwise assigned. Proctors may choose to re-seat students at any time during the examination. Each student is expected to sit in the row to which he/she has been assigned. If there is a specific issue with the row assignment, please contact one of the proctors in the room for resolution to the problem.
 - Random spot checks of one or more rows will occur during each block testing session to verify that students are sitting in their assigned rows. If a student is found to be sitting in a row different from the assigned row without approval, student behavior will be reported as a professionalism issue to COP Student Services with a Student Concern Tracking form.
- Students will navigate to their assigned row and select a seat within that row.
- Student laptops will remain closed until the assessment password is displayed.

Prior to the start of block tests, your proctor will complete the following announcements/reminders:

- Proctors will complete a random seat check at the start of each block exam.
- Food and drinks are not permitted within the testing room.
- Cell phones should be silenced and stored within your backpack or purse.
- Baseball or other types of hats will be turned backwards or removed during the assessment.
- Students will not be allowed to wear any form of wrist jewelry or watches, including any type of fitness tracking watch. If you are seen wearing any of these items you will be asked to remove it immediately and store it within your backpack.
- Scientific calculators (excluding sleeves) are allowed during the block tests. **Graphing calculators are not allowed.**

Proctors are not permitted to answer questions related to the assessments that are being administered. A written challenge or explanation to specific questions may be provided using the electronic comment card feature of ExamSoft®.

If there are more than 2 block tests, students will receive a ten-minute break.

Students are not permitted to leave the examination room before completing the exam, except in the case of extreme need - in which case a proctor will accompany the student if the student intends to return to finish the exam.

During testing breaks or upon completion of exams, students are required to leave the designated quiet zone (area located directly outside of testing location). This is to ensure that students who are still testing do not experience distractions due to noise in the hallway.

Students will sign and return their scratch paper to a proctor at the conclusion of each testing block.

Students are required to leave their testing device within the testing room during the scheduled breaks between test blocks. Students can only remove their devices if they have completed all testing for that day.

The complete policy and procedure on Test Administration Guidelines is available on the College of Pharmacy website.

**Please note instructors reserve the right to re-administer any exam, to specific individuals or to the entire class, in the event of any irregularity.*



College of

Pharmacy and
Pharmaceutical Sciences

WASHINGTON STATE UNIVERSITY

WSU CPPS Student Test Administration Policy- Draft –
combination of the WSU CPPS Student Test Administration Policy & Pre-block Test Day of Test Instructions (tests & ELEs)