

WSU COLLEGE OF PHARMACY & PHARMACEUTICAL SCIENCES

STUDENT TEST ADMINISTRATION POLICY

Test Administration Guidelines

- Students arrive at least 10-minutes prior to the scheduled start time for the block tests. 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 result in forfeiting the test attempt.
- Students are **required** to download their tests **no later than 8:00 AM** the morning of the scheduled test date. If a student does not download his/her test by the scheduled time, he/she will forfeit a test attempt. If a student encounters an issue when downloading the test, he or she needs to seek assistance from the following potential resources.
 - Pharmacy Information Services (pharmacy.its@wsu.edu; 509-358-7916)
 - ExamSoft® Coordinator (pharmacy.examsoft@wsu.edu; 509-358-7667)
 - ExamSoft® Support (support@examsoft.com; 1-866-429-8889)

Absences

- Students who are absent on a test day need to complete and submit an on-line Absence Notification form before the start of the test or course. For further questions, please refer to the Absence and Campus Closure policy.

Assigned Seating

- Seating for tests is assigned. Proctors may choose to re-seat students at any time during the test. If a student sits in a row different from the assigned row without approval, the student’s behavior will be reported as a professionalism issue to CPPS Student Services with a Student Concern Tracking form.

Testing Expectations - Before the Test(s) Begin

- Students may only have a laptop, writing utensil, scientific calculator, scratch paper at their assigned seat during testing. All other items must be stored at the back of the room including but not limited to food and drink, graphing calculators, calculator sleeves, cell phones, watches, wrist jewelry, earbuds, headphones or other electronic devices.
- All laptops must remain closed until the proctor displays the test password. At that point, laptops may be opened.
- Scratch paper/equation sheets are completely blank prior to the start of the test. Once the proctor displays the passwords, students may write on their scratch paper and/or equation sheets.
- Students wearing hats will be required to remove them during the test, or orient them so the brim is toward the back.
- Students must begin the exam as soon as the password is displayed by the proctor. Students that do not begin the exam on time will be reported as a professionalism issue to the CPPS Student Services with a Student Tracking form.

Testing Expectations - During Test(s)

- Student are not permitted to ask questions during an test; however, a written challenge or explanation to specific questions may be provided using the electronic comment card feature of ExamSoft®.
- Students are not permitted to leave the test room before completing the test, 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 test.

Testing Expectations - Between Test(s)

- Students are required to leave their testing device within the testing room during the scheduled breaks between test blocks. This requirement is for initial tests, retests, and ELEs. Students can only remove their devices if they have completed all testing for that day.
- Students can take paper notes and other electronic devices out of the room during breaks.

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