



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."*

For planned absences associated with university sanctioned events, military duty, jury duty or court summons, an individual may request to take an exam in person at a WSU CPPS approved testing facility. A completed Remote Proctoring Request form must be submitted to the ExamSoft® Coordinator **15 business days** prior to the scheduled exam.

***Responsibility for identifying the testing facility, coordinating logistics, and any fees are the sole responsibility of the student.***

### **Student Expectations**

1. Student initiates the process by submitting the [Qualtrics survey](#). This gives the student access to the Remote Proctoring Request form that must be submitted to [pharmacy.examsoft@wsu.edu](mailto:pharmacy.examsoft@wsu.edu) at least 15 business days prior to the scheduled exam.
2. Student locates a testing facility that meets the requirements outlined in this policy.
  - Facility must be available during regularly scheduled exam times regardless of time zone location and any university approved student accommodations.
3. Student incurs all costs associated with the facility and pays any fees directly to the facility.
4. Student will provide proof of identification, i.e. Driver's License and/or Student ID at the time of the exam.
5. Student is expected to adhere to on-site WSU CPPS Test Administration Guidelines.
  - Apart from laptops, writing utensils, scientific calculators, and specified resources approved by the college, students may not bring any other personal items to their assigned seat in the testing room. All hats, watches, connected glasses, cell phones, graphing calculators, backpacks, water bottles, etc. must be left in the student's backpack and located away from the assigned seat.
6. Should the testing facility not meet the requirements specified in the WSU Remote Proctor Request Policy; it is the student's responsibility to locate a new site.



## Proctoring Expectations

To administer the exam under the policies and guidelines set by college, Proctors must meet the eligibility criteria described below.

1. Work directly with the student to pay any proctoring fees charged by the proctoring site.
2. Require the student to provide one of the following approved forms of photo ID: a current driver's license, a state-approved ID, a college ID, a current state or federal ID card, a current passport, a tribal ID card, a naturalization card or certificate of citizenship.
3. Prohibit the student from using any materials or aides that have not been specified by WSU College of Pharmacy and Pharmaceutical Sciences (WSU CPPS).
  - With the exception of laptops, writing utensils, scientific calculators (excluding sleeves), and specified resources approved by the college, students **may not** bring any other personal items to their assigned seat in the testing room. All hats, watches, bracelets, connected glasses, graphing calculators, cell phones, backpacks, food, drinks, etc. must be left in the student's backpack and located away from the assigned seat.
4. The proctor must be present during the entire testing session, from log-in to submission of the test. The proctor must be vigilant and not otherwise inattentive to monitoring the student during the entire exam.
  - The proctor will provide the student with WSU CPPS scratch paper. The scratch paper provided to the student must be collected and returned to the WSU CPPS test coordinator within 24 hours of exam completion. \*Please note, that WSU CPPS will not provide mailing materials, i.e. envelopes, stamps, etc. for the return of scratch paper. Materials may be scanned and emailed to [pharmacy.examsoft@wsu.edu](mailto:pharmacy.examsoft@wsu.edu). Upon confirmation of receipt by WSU CPPS, the original materials must be destroyed in accordance with local, state, and federal guidelines for FERPA data.
5. The proctor is NOT a family member, relative, friend, or peer and does not live in the same household as the student.
6. The proctor will not copy, in any fashion in whole or part, any of the materials provided by WSU CPPS. As the proctor, you acknowledge that all said materials are copyrighted, and agree not to share in any way such materials with any unauthorized persons.
7. Proctors must be responsible adults familiar with accepted practices for administering standardized tests.
8. Proctors must be authorized by their organization to proctor exams.
9. The proctor will administer the test during the scheduled time defined by WSU CPPS. All times will be based on Pacific Standard Time zone and must be conducted during the scheduled Pharmacy exam time.
10. The proctor will return all test materials provided by WSU CPPS via mail no later than 2 business days after the completion of the exam.