



TEST ADMINISTRATION AND PROCTORING GUIDELINES

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.”*

The following test administration guidelines will be followed for all assessments.

- Students should arrive before the scheduled start time for all exams. If a late student arrives to an exam **after** another student has already completed the exam and left the room, they **will not** be allowed to start the exam.
- 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 must begin the exam as soon as the password is displayed by the proctor. Students that do not begin the exam on time may forfeit any time available to complete the assessment.
- Students are **not** permitted to ask questions related to the content of the assessment during an examination; 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 examination room before completing the exam, except in the case of extreme need - in which case a proctor will need to accompany the student if the student intends to return to finish the exam.
- Instructors reserve the right to re-administer any exam, to specific individuals or to the entire class, in the event of any irregularity.
- Due to the constraints of testing within our class time, if you arrive late to the exam you will need to complete the exam by the end of allotted in class time regardless of how much time is left in ExamSoft®.
- Students who test at a remote proctoring site or access center, must remain sequestered without access to electronic devices until the defined start time of the regularly scheduled exam.



Use a minimum of two proctors in assessments with >15 students.

- Proctors need to be vigilant and reduce personal distractions.
- Proctors monitor for adherence to testing guidelines, utilization of only approved materials and expectations.

Randomized seating.

- Students are randomly assigned a row for each assessment and proctors periodically check to ensure that students are seated in their assigned row.
- If a student is found to be sitting in a row different from the assigned row without approval, the student behavior will be reported as a professionalism issue to CPPS Student Services with a Student Concern Tracking form.
- Seating for exams will be randomized 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 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.

Be sure all desks are clear of books, notes, cell phones or other devices.

- With the exception of laptops, writing utensils and specified resources approved by the instructor, students may not bring personal items to their assigned seat during exams.
- Backpacks, purses, notebooks, food/drinks, etc. need to be left at a designated site in the classroom. All electronic devices must be left in backpacks/purses and silenced prior to seating.
- The use of all personal audio or recording devices are not allowed during assessments. Unauthorized devices include but are not limited to, ear buds, smart watches, recording devices, smart glasses, or headphones.
- No food or drink is allowed, including water bottles.
- Students wearing hats will be required to remove them during the test, or orient them so the brim is toward the back.
- Proctors watch for the use of written notes or unapproved electronic devices that can be stored and retrieved from the following places: up the sleeve, inside pockets, between fingers, inside clothing or under leg, written on hands and arms.



How to address suspected cases of cheating.

- Utilize the University Academic Integrity Guidelines to address potential academic integrity violations. Instructions and policies can be found at:
<http://www.conduct.wsu.edu/AI>.

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 assessment. For further questions, please refer to the course syllabus, Absence and Campus Closure policy.