



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.”*

Testing Instructions:

Students are notified by the faculty instructor of record via their wsu.edu email address when assessments are posted and available for download, typically at 1:30 pm, one business day prior to the scheduled exam.

Students are required to download their tests **no later than 8:00 a.m.** the morning of the scheduled assessment date. If a student does not download the exam by the scheduled time, he/she/they may be penalized based on the syllabus. Students that do not receive an email notification regarding the assessment download should contact the course instructor immediately to address this issue.

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

- Pharmacy Information Service (pharmacy.its@wsu.edu 509-358-7916)
- ExamSoft® Coordinator (pharmacy.examssoft@wsu.edu 509-358-7667)
- ExamSoft® Support (support@examssoft.com 1-866-429-8889)



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). All other items are to remain in their backpack or purse.
- Row assignment is located on the top right-hand corner of the scratch paper.
- Seating for testing is assigned. Proctors may choose to re-seat students at any time during the examination. Each student is expected to sit in seat to which he/she/they has been assigned. If there is a specific issue with the 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 testing to verify that students are sitting in their assigned seat. If a student is found to be sitting in a seat different from the assigned one 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 seat and wait for instructions.
- Student laptops will remain closed until the assessment password is displayed.
- Students must begin the exam as soon as the password is displayed by the proctor.
- Students may not write on scratch paper or any approved handouts until the password is displayed, **and the exam is started.**
- Students will sign and return their scratch paper to a proctor at the conclusion of each testing block.

Reminders:

- Proctors will complete a random seat check at the start of each 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®.

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.

**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.*