

March 10, 2014

Policies and Procedures for OSU-COM Course Exams*

Exam Policies

- The course director(s) will oversee assembly and administration of course exams, in accord with OSU-CHS policies and procedures.
- The following will be considered to be academic dishonesty and will subject involved students to procedures and penalties as described in the OSU-CHS Academic Dishonesty Policy:
 - Communication during the exam with any other person about the content of the exam;
 - Use of any electronic device or resource, except for expected use of the OSU-CHS assigned computer;
 - Any attempt to disable or tamper with exam software security features;
 - Removal from the exam room of any exam or exam question, or transmission either orally, electronically, or in writing of the content of any exam question.

Procedures related to use of OSU-CHS exam computers

- Students should arrive at the exam room with their CWID and SofTest password ten (10) minutes prior to the scheduled exam time.
 - Students without their CWID and SofTest password will not be able to download the exam, and thus will receive an exam score of zero (0). Faculty and staff proctoring the exam will not provide students with CWIDs or SofTest passwords.
 - Students arriving at the exam room after the scheduled start time may not be permitted to sit for the exam.
- Students should take from the cart outside of the exam room their assigned OSU-CHS computer, and an external mouse if they do not want to use the trackpad on the computer,
 - Exam proctors will post randomly assigned computer numbers outside of the exam room.
 - If there is a seating chart for the exam, students' assigned seats will be the same as their assigned computer assignment number.
- Students should take their assigned computer to their seat, download the appropriate exam using their CWID and Softtest password, and then wait for the exam password to be divulged.
- Exam proctors will provide students with scratch paper and a pencil with eraser.
- After the exam password is divulged, students should enter the password and begin the exam.
- During the exam, students should report technical issues with the computer or with SofTest immediately, so as to affect a swift resolution.
- Upon completion of the exam, students should upload the exam to ExamSoft and then, as proof of the upload, show their green screen to a proctor.
 - Students should upload the exam by the announced end time, regardless of whether ExamSoft times out the exam and regardless of late arrival at the exam. Exceptions will be allowed only by permission of the course director for extenuating circumstances (e.g., technical difficulties).
- After a proctor confirms the upload, students should shut down their computer properly, exit the exam room quietly, and then return the computer to the appropriate slot (i.e., the slot

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corresponding to the computer's number) on the cart outside of the exam room and also hand in their scratch paper and pencil.

Other procedures

- Students should not bring personal items into the exam room, including, but not limited to:
 - Hats and hoodies (allowed with the hood down)
 - Electronic devices, including, but not limited to, cell phones, personal computers & tablets.
 - Food (medical exceptions allowed by permission of course director)
 - Drink (water in clear containers is allowed)
 - Personal paper or writing utensils
 - Headphones/Over-the-ear earplugs (traditional in-ear plugs are allowed)
- After the exam begins, students should not leave the exam room before uploading the exam (and having the upload confirmed by a proctor), except briefly in an urgent situation with the express permission of the exam proctor and ordinarily only one at a time.
- During the exam, students will not ask questions about exam content, except to inform the course director of an error in the exam that prevents students from proceeding.

*Students who violate these guidelines in ways that endanger exam security or proper computer functioning or make more work for faculty or staff administering the exam may be assigned a Non-cognitive Grade of N.

Signature Routing Coversheet- APPROVAL

Policy and Procedure: Oklahoma State University Center for Health Sciences (OSU CHS); Examination Policy and Procedure; March 2014

March 13, 2014



Chairman, Curriculum Oversight Committee
Randy Wymore, Ph.D.

3-13-14

Date



Chairman, Curriculum Advisory Committee
William J. Pettit, D.O.

4/9/14

Date



President, Provost, and Dean OSU CHS
Kayse Shrum, D.O.

4/9/14

Date