Bradley University
College of Education and Health Science
Department of Nursing

Policy: Undergraduate Testing Policy

Purpose: To outline department standards for the undergraduate testing environment

Policy Statement: Undergraduate Core Nursing courses should use the following guidelines for the testing environment

In-Seat Exam Proctoring Guidelines

- Students will sit at every other seat when possible.
- For large classes in small rooms, effort will be made to schedule two rooms and proctors for testing.
- Books/backpacks/bags will be left in the front of the room.
- No hats or bulky coats to be worn during the exam.
- No cell phones allowed in possession during an exam.
- No smartwatches are allowed to be worn during an exam.
- No water bottles, soda, coffee cups, food, or candy allowed in possession during an exam unless approved by faculty due to medical necessity.
- Students are not allowed to leave the room once the exam has started.
- Smartphone calculators are not permitted.
- If questions during the exam are permitted, only one student may approach the instructor at a time.
- Students who arrive late for testing will only be given the remainder of the testing time to complete the exam. Extensions of time will not be granted.

For Computerized Exams:

- Laptops must be fully charged, and updates completed PRIOR to the exam.
- Requirements for a locked down browser must be installed and updated PRIOR to an exam.
- Dry erase board (maximum size 8 ½ x 11 inches) may be used during exams. Dry erase board must be wiped clean by the student after the exam is submitted and prior to leaving the room. Faculty must check dry erase boards are clean. Scratch paper may be used in place of the dry erase board, per the faculty's discretion. Only scratch paper provided by the faculty may be used. Scratch paper must be collected by the faculty after the exam is submitted.

Respondus Lockdown Browser and Monitor

- Courses using online examinations require students to use Respondus Lockdown Browser while taking an exam.
    - It is the student's responsibility to ensure the required lockdown browser is updated prior to taking an examination.
    - Respondus Monitor may be required for online examinations. A signed waiver is required prior to taking the first examination (granting permission to be monitored by an affiliate of Respondus Monitoring). A webcam is required for students taking an online examination requiring Respondus Monitoring.
- Computer requirements for Respondus Lockdown Browser and Monitor can be found on this link.
    https://support.respondus.com/support/index.php?/Knowledgebase/Article/View/89

For Students with Testing Accommodations:

- Students must follow the guidelines for scheduling exams set forth by Student Access Services (SAS).
- Students should follow course faculty guidelines for exam scheduling, which include scheduling during the regular exam time and adding the appropriate time accommodations.
- Students who are testing in the SAS will not be allowed to leave the SAS until all course exams are in progress.
- Students are responsible to make arrangements to obtain notes/copies of power points from courses prior to or after the exam.

Suspicion of Violations of Academic Integrity

If the faculty or proctor suspect cheating during an exam, the student's exam will be halted. Breaches of academic integrity will be reported to the Associate Dean and Director of Nursing as well as a Representative from the Student Affairs office. See the Department of Nursing Undergraduate Student Handbook, Bradley University's Cheating and Plagiarism Policy, and Breach of Academic Integrity Policy.