

Mercer County Community College
Division of Health Professions
Nursing Program

Exam Administration Procedure

Purpose: To ensure secure conditions for exam administration.

Procedure:

1. The exam proctor is to walk about the room while the exam is in progress. If remote proctoring is used, the student must comply with the requirements of the remote proctoring process/program.
2. Students may not read out loud questions and/or answers during an exam, whether in person, at the testing center, or remotely proctored.
3. All personal articles will be placed in the front of the room during the examination.
4. Students may not access any educational, test preparation, or study materials during the exam.
5. Students may not use personal calculators. The exam proctor will issue calculators.
6. Students must power off and place the following devices with personal items: cell/mobile/smart phones, tablets, smart watches, MP3 players, fitness bands, jump drives, cameras, or other electronic devices.
7. Students may not wear watches. A timer will be displayed during the exam period.
8. Coats, hats, hoods, scarves, and gloves are not permitted to be worn during testing. Students may be required to expose their ears to the proctor.
9. Students are permitted to have extra pencils, erasers, colored pens, and/or highlighters. Adhesive notes or flags are not permitted.
10. Earplugs are available from the faculty upon requests. Students may not bring personal testing earplugs, ear buds, or headphones, unless approved by instructor.
11. Students are not permitted to have food, gum, candy or beverages.
12. Students are not permitted to have medical aids, devices, or lip balm.

13. Students may not have any personal items at the desk.
14. There is to be no talking or other communication between students and/or faculty during the examination. No questions will be answered during the exam. Comments regarding any question on the exam are to be written on the student's test booklet.
15. Student may not continue to answer questions or transfer answers to grading sheet after the exam time has expired.
16. Any student who does not abide by the above may receive a "0" for that exam.

Effective Date: February 24, 2009

Revised Date: 1/26/10, 6/20/12, 8/10/16, 7/11/17 – Formerly called Exam Proctoring Policy, May 2018, May 2019, July 2020

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

Elizabeth A. Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN, FAEN
Director of Nursing Education