



Division of Science, Health Professions, and Nursing
Nursing Education Program

Exam Administration Procedure

Purpose: To ensure secure conditions for exam administration.

Procedure:

1. All personal articles must be removed from the student's testing space.
2. Earplugs are available from the faculty upon requests. Students may not bring personal testing earplugs, ear buds, or headphones, unless approved by instructor.
3. Students may not access any educational, clinical, test preparation, or study materials during the exam.
4. Students may not use personal calculators. The exam proctor will make calculators available.
5. Students must power off and place the following devices with personal items: cell/mobile/smart phones, tablets, smart watches, smart glasses, MP3 players, fitness bands, jump drives, cameras, or other electronic devices.
6. Students may not wear watches. A timer will be displayed during the exam period.
7. Coats, hats, hoods (included hooded sweatshirts), scarves, and gloves are not permitted to be worn during testing. Students may be required to expose their ears to the proctor.
8. Students are permitted to have extra pencils, erasers, colored pens, and/or highlighters. Adhesive notes or flags are not permitted.
9. Students are not permitted to have food, gum, candy, or beverages.
10. Students are not permitted to have medical aids, devices, or lip balm.
11. Students may not have any personal items at the desk.

12. Students may not read out loud questions and/or answers during an exam, whether in person, at the testing center, or remotely proctored.
13. Students will not disclose or discuss information about the items or answers seen on exam/test/quiz unless it is during a formal test review with the course faculty. This includes posting or discussing questions on the internet and social media websites.
14. Students may not copy or reconstruct exam items during or following the exam for any reason.
15. Students may not seek help from any other party in answering items (in person, by phone, text, or by email) during the exam/test/quiz (including breaks).
16. Students may not remove exam/test/quiz items and/or responses (in any format) or notes about the exam/test/quiz from the testing room
17. Students will comply with any investigation related to exam integrity that needs to be conducted.
18. Students may not take the exam/test/quiz for somebody else.
19. Students may not tamper with the computer or use it for any function other than taking the exam/test/quiz.
20. 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.
21. 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.
22. Students are responsible for using a laptop or electronic device that meets the current technical requirements necessary to run required testing software. Students who do not have access to an appropriate device may borrow a computer from the Nursing Education program, subject to availability.
23. Students who sit for an exam are indicating that they are physically and mentally able to take the exam.
24. Students who arrive more than ten minutes after testing has begun may not be permitted to test that day.
25. Students may not begin any assessment until the proctor indicates it is time to start.

26. Students who begin the exam late will follow the proctor's exam timer and will not have the full time for the exam.
27. If testing with accommodations, submission of the exam indicates that the student's testing accommodations were met.
28. Any student who does not abide by the above may receive a "0" for that exam.

Effective Date: July 2023; Last Revised Date: May 2026

Approved by:

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

Elizabeth A. Mizerek, PhD, RN, FN-CSA, CNE, CEN, CPEN, FAEN
Dean of Science, Health Professions, and Nursing