

PAS Program Student Testing Policies and Procedures

Policy for Testing Behavior for In-Person Exams

During a test or examination, the following student behaviors are expected:

1. Refrain from talking, loud noises, or other unprofessional distractions during the examination.
2. No backpacks, books, notebooks, cell phones, smart watches, electronic devices other than those required to complete exams, water bottles, or other materials will be allowed at your test station (unless preapproved by the instructor).
- ~~3.~~ No writing down or photographing test questions.
4. Students are encouraged to use the restroom prior to the exam and during scheduled breaks. If there is an emergency during testing, students must notify the instructor before leaving. Testing time will not be extended for restroom usage.
5. Asking questions relating to a test question(s) will not be allowed during the examination unless it concerns formatting issues or typographical errors.
6. Students may be randomly assigned to seats before the examination at the instructor's discretion.
7. Tardiness for an exam, defined as an arrival of ten or more minutes after the start of the exam, will be considered a failure to notify the instructor or proctor properly and will result in a 0% grade for the exam. Students are encouraged to arrive at the testing facility 30 minutes before the start of the exam to avoid tardiness.
8. All requests for make-up exams should be submitted in writing within three (3) days of the original exam along with supporting documentation (i.e., treating healthcare provider note). If allowed, the date and time of the makeup exam will be determined by the Instructor of Record.
9. Violations of this policy will result in a referral to the PAS Program Student Academic Life Committee for action which may include disciplinary warning, disciplinary probation, or program dismissal. Refer to the PAS Program Student Policy and Procedure for Disciplinary and Professionalism Review for additional details.

Remote Proctoring Policy

1. Students who are participating in remote testing should (a) find a quiet room that allows them to be comfortable and undisturbed, (b) use earplugs to reduce distractions, if necessary, and (c) inform roommates and/or family members of the testing time and duration.
2. All students that require remote assessment will be proctored remotely during the assessment using a video-conferencing platform (e.g., Zoom) hosted by the proctor.
3. Prior to the start of the assessment, the student will join the video-conferencing session using a separate device (e.g., phone) with the link provided. The student must activate their audio and video feed so they can be observed at their remote location during the assessment and delayed review, if offered.
4. Students will receive the exam password, delayed review password, and any additional instructions by email before the start of the assessment.
5. Communication between the student and proctor during the exam should be conducted through the Zoom "chat" feature. The cell phone number of the

Instructor of Record will also be made available for remote exams. Students should keep this readily available in case of technical or other issues.

6. All testing policies and procedures outlined in the Policy for Testing Behavior for In-Person Exams remain in place.
7. Students approved by Disability Support Resources (DSR) for extended assessment time will follow the same procedures described above when PAS Program faculty or DSR personnel are not available to proctor the students in-seat.
8. Violations of this policy will result in a referral to the PAS Program Student Academic Life Committee for action which may include a disciplinary warning, disciplinary probation, or program dismissal. Refer to the PAS Program Student Policy and Procedure for Disciplinary and Professionalism Review for additional details.

Remote Proctoring Policy for Distant Campuses

1. Remote proctoring may also occur for the entire cohort on either campus via telepresence conferencing.
2. The exam proctor will instruct the remote cohort to activate their audio and video feed so all students at the remote campus can be observed during the assessment and delayed review, if offered.
3. All testing policies and procedures outlined in the Policy for Testing Behavior for In-Person Exams remain in place.
4. Violations of this policy will result in a referral to the PAS Program Student Academic Life Committee for action which may include a disciplinary warning, disciplinary probation, or program dismissal. Refer to the PAS Program Student Policy and Procedure for Disciplinary and Professionalism Review for additional details.

Didactic Exam Review Policy

1. Students are given the opportunity to have a supervised post-exam review scheduled at the discretion of the Instructor of Record.

Didactic Exam Review Procedure

1. Only the most recent exam can be reviewed. Students will not be allowed to review previous exams from earlier in the semester.
2. All exam reviews are supervised by a faculty or a staff member.
3. Students are only allowed to review incorrect responses from the exam.
4. Students will be able to view their Notes created in Exemplify during the exam review for any incorrect questions, but they will not be able to edit them.
5. PAS program faculty determine whether specific questions may be addressed during the exam review or following the exam review via email or during office hours, either in person or by teleconference. The instructor of record may require the student to provide them with additional information about their question prior to an office visit.
6. Cell phones, cameras, notes, lecture material, backpacks, and any other item, per the discretion of the faculty/staff member, are not allowed during the exam review.
7. Students are not allowed to photograph or copy any exam question for any purpose.

8. Violations of this policy will result in a referral to the PAS Program Student Academic Life Committee for action which may include a disciplinary warning, disciplinary probation, or program dismissal. Refer to the PAS Program Student Policy and Procedure for Disciplinary and Professionalism Review for additional details.

Didactic Test Question Dispute Policy

1. If a student wants to dispute a test question, the dispute must be submitted in writing to the faculty within 24 hours of the exam review session. The dispute may only reference lecture materials, required or recommended texts, and appropriate medical peer-reviewed articles/websites. Sources must be included with the written dispute.
2. The faculty member will respond promptly in writing.
3. In the event of any dispute, the faculty member reserves the right to adjust the score as they deem appropriate.
4. If the student is unsatisfied with the faculty member's response, they are referred to the PAS Student Academic Grievance Procedure.