

## **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 are 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 is not extended for restroom usage.
5. Asking questions relating to a test question(s) is not 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. Students are strongly encouraged to arrive at the testing facility 30 minutes before the start of the exam to avoid any risk of tardiness. Tardiness will result in a grade deduction unless appropriate documentation is provided for extenuating circumstances. Students who arrive after the scheduled start time will incur a 5% deduction from their exam grade, unless valid documentation of an extenuating circumstance is submitted and approved by both the instructor of record and the PAS Student Academic Life (SAL) Committee. Failure to provide valid documentation and patterns of tardiness will result in a referral to the PAS SAL Committee.
8. See the GVSU PAS Program Student Attendance Policy for details regarding missed examinations.
9. Violations of this policy 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 who require remote assessment are 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 joins the video-conferencing session using a separate device (e.g., phone) with the link provided. The student must activate their audio and video feeds so they can be observed at their remote location during the assessment and delayed review, if offered.
4. Students receive the exam password, delayed review password, and any additional instructions by the proctor 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 is also 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 Student Accessibility Resources for extended assessment time follow the same procedures described above when PAS Program faculty or SAR personnel are not available to proctor the students in-seat.
8. Violations of this policy 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 instructs 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 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. Faculty enable the “Display Score on Exit” feature in ExamSoft, which allows students to see their exam scores immediately upon completion of the exam.
  - a. The immediate score release feature is intended to supplement the delayed review, not replace it. Students are still strongly recommended to attend the delayed review to review any incorrect questions from the exam. This is a valuable form of feedback and allows an opportunity for self-directed learning, as students can identify areas of strength and areas needing improvement.
  - b. Students should be aware that the immediate score does not include grades for short-answer/essay questions and may not reflect the final exam score, as faculty may adjust questions after reviewing student performance.
2. The delayed review in ExamSoft is scheduled at the discretion of the Instructor of Record.
  - a. Only the most recent exam can be reviewed. Students are not allowed to review previous exams from earlier in the semester.
  - b. Students are only allowed to review incorrect responses from the exam.

- c. Students are able to view their Notes created in Exemplify during the exam review for any incorrect questions, but they are not able to edit them.
- 3. All exam reviews are supervised by a faculty or a staff member.
- 4. PAS program faculty will not address specific questions during the exam review.
- 5. Cell phones, cameras, notes, lecture material, backpacks, and any other items, per the discretion of the faculty/staff member, are not allowed during the exam review.
- 6. Students are not allowed to photograph or copy any exam question for any purpose.
- 7. Violations of this policy 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.