



## **Examination Administration Policy**

### **I. POLICY STATEMENT**

Course grades are determined by team-based and individual assessments which include summative, formative, block or cumulative examinations. Examinations must be conducted in a manner which ensures the process is robust and prevents students from participating in any cheating incident, misconduct or any action that would compromise the integrity of the CNUCOP Honor Code Policy. Collaboration or communication with other persons on an exam (including take home exams) is strictly prohibited unless clearly authorized in the examination instructions.

### **II. PURPOSE**

The purpose of the Exam Policy is to ensure the integrity of the exam process and to outline expectations regarding organization, handling, administration and general oversight of examinations.

### **III. SCOPE/COVERAGE**

The policy applies to all students enrolled at California Northstate University College of Pharmacy, and applies to all 'high stakes' assessments such as mid-term and final examinations, but not quizzes, IRATS, or other types of in class formative assessments.

### **IV. PROCEDURES**

- a. The final exam period is identified on the annual Academic Calendar; specific exam schedules will be posted in course syllabi and on the College website and students will be notified when they are available.
- b. Individual exam rescheduling requests or emergency absences will be dealt with through the Excused Absence Request Policy; it is unlikely requests for rescheduling a final exam will be approved if the absence request is to attend a professional meeting. An unexcused absence from an exam will result in a zero for that exam.



- c. Emergency absences from exams will be excused only under exceptional circumstances. In such cases, students are required to make every reasonable effort to contact the professor (by phone or email) prior to the exam, or as soon after as possible. A student may be given a make-up exam if the student provides proof that the absence was due to circumstances beyond the student's control. Exam make-ups should be completed within **3 business days** from the originally scheduled exam date; course coordinators can exercise some discretion if a longer make-up period is deemed necessary. Failure to make-up the exam during the scheduled make-up time will result in a zero for the exam. The nature of the make-up exam will be at the sole discretion of the instructor, but will not be the same exam taken by the rest of the class.
- d. **For all exams students will be allocated to a seat by proctors and checked in so attendance can be monitored.** Exams will start at the scheduled time. No extra time will be allocated to students arriving late and students arriving late will not be allowed to take the exam if any student has completed or left the examination. The start and end time of the exam will be provided and monitored by the proctor(s).
- e. Exams will be administered online unless otherwise specified by faculty. Students are expected to have the exam downloaded and password screen open at the beginning of the test time. Failure to do so will not result in extra time. The exam will end after the allotted time, regardless of the time left on (except for a delayed start due to technical difficulties). Students must return scratch paper and demonstrate that answers have been uploaded before leaving the exam room. Student taking exams online are required to work independently without the use of textbooks, notebooks, audio or visual, or any input from others. Work submitted online must be work completed by the student only. Students should not take exams with others (even if 'open book'); failure to comply may be considered a violation of the Honor Code.
- f. All books, notes, backpacks, purses, coats, and other belongings, including all electronic communication devices (including cell phones, pagers, digital timers, etc.) must be deactivated/silenced and left at the front of the exam room. No hats, coats or sunglasses are allowed. Food and beverages are not allowed in the examination room at any time.



- g. Each exam should have a minimum of two proctors. Students are expected to follow the directives and requests of examination proctors involved in the administration of an exam. Failure to do so may be considered a violation of the Honor Code.
- h. If it is necessary to use the restroom, **students must have the proctor's permission** and may only leave the exam room one at a time; no extra time will be allotted.
- i. A student who starts an examination is expected to complete it during the scheduled examination period. A student who does not complete an examination will be graded on what he or she submits during the examination period unless an exception is granted on petition to the Office of Academic Affairs.
- j. A student should not ask the examiner for clarification of an exam question during the exam. If the student feels that there is an error in the question or if a question is unclear the student should submit an appeal to the proctor in writing prior to exiting the exam room. Note paper will be made available on request for this purpose. Question appeals made after an exam may be considered at the discretion of the coordinator, but must be made within 24 hours of the end of the exam.
- k. Students should refrain from contacting instructors about performance on an exam until final course grades are posted. Students should refer to the Grade Appeal Policy for more information about appealing a course grade.

**Approval Record:**

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REVIEW: every 2 years (or more often if required)