



Administration of Undergraduate Exams Policy and Procedure

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Administration of Undergraduate Exams Policy and Procedure

Policy: The College of Nursing needs to provide guidelines for undergraduate exams. Quizzes are not covered in this policy.

Purpose: The purpose of the undergraduate exams policy and procedure is to provide faculty with guidelines on the:

- Administration of written exams
- Administration of online exams
- Administration of practicum exams
- Security of exams
- Exam reviews

Scope: Baccalaureate Faculty

Rationale: Students will follow the exam procedures and the instructions of the exam proctor. The exam policy and procedures help prepare students for NCLEX-RN testing expectations, maintain exam integrity, and ensure an equitable testing experience.

Administration Of Written/Online Exams Procedure

A. General Considerations

1. A faculty member, proctor, or a University approved remote proctoring system will monitor any student who is taking an exam. The course proctor to student ratio for exam monitoring is 1:50 student maximum, 1:50 in on-line testing environments, and 1:50 in live face-to-face testing. Any ratios higher than stated require additional proctors. When using online web cam monitoring, student to proctor ratios may exceed 1:50.
 - 1.1. Whenever possible, rooms that will accommodate student seating to be spaced to ensure students not seated directly next to each other will be scheduled. This may require scheduling of multiple rooms to avoid multiple exam administration times.
2. Students registered by Student Accommodation Services (SAS) that receive special accommodations for testing will make arrangements through the SAS and renew them at the beginning of each semester. The SAS will communicate student accommodation via an email memo to College leadership who will then disseminate to individual course faculty. The student will be responsible for notifying the course faculty that they plan to utilize their accommodations at least 3 business days before the exam. Faculty will be familiar with the accommodations process. See <https://www.OU Health Campus.edu/academicaffairs/accommodations/faculty-staff-resources/faculty-faq>.
3. Students may be asked to sit in designated seats during examinations. Students may be divided into different rooms for testing. No books or book bags will be allowed in the testing area. Bags and other belongings will be secured according to proctor instructions.
4. Students will be required to remove any non-religious head attire which shields their eyes during testing (unless accommodation is in place from SAS).
5. After being seated, students will have only a photo ID, testing device, and a writing instrument; materials not explicitly outlined by the policy will be removed from the testing area. Appropriate writing instruments will be supplied by the student. If scratch paper is being supplied, the proctor will pass out individual scratch paper after the ID has been verified and a University approved exam lockdown browser is engaged. If scratch paper is allowed, the proctor will pass out individual scratch paper after the ID has been verified and the student's exam timer has started.
6. Paper, notes, books, or any electronic device other than the testing device (including cell phones) are not permitted in the testing area.
 - 6.1. Cell phones and all electronic communication devices (including watches) will be turned off and not in a student's pocket or possession. If a student needs to be contacted during the exam, the number to administration will be utilized for the student to be contacted during the exam administration time.
 - 6.2. Calculators, when required, will be provided to each student as part of the learning management/exam system or as provided by proctor. Only testing devices will be allowed in the testing area.
 - 6.3. All electronic or smart devices are strictly prohibited during exams unless specifically approved through official accommodations or modifications as communicated by SAS.

This includes, but is not limited to: cell phones, smartwatches, earbuds, wireless headphones, tablets, laptops, smart glasses, fitness trackers, medical devices, or any device capable of internet access, communication, recording, information storage, or Bluetooth capability.

- 6.4. Any unauthorized possession or use of such devices or materials, accessing the exam outside of the proctored environment, leaving the exam environment with scratch paper or exam content in any form, communicating about exam content before, during, or after the exam, or any other action outlined in the academic misconduct code during an exam will be considered a breach of academic integrity and will result in the student being removed from the exam. The student will receive zero points for the exam and will be subject to disciplinary action pursuant to the Academic Misconduct Code.
- 6.5. Prior to the exam, students may be asked to show their ears and push up long sleeves to expose wrists and forearms. Proctor may ask to check testing devices for unauthorized material.
- 6.6. The only exception to this policy related to items in the testing area is when the exam is open book.
- 6.7. Snacks or candy/gum/mints in wrappers are not allowed in the exam area except in very specific scenarios where such has been approved by the College or another OU Health Campus department. Drinks in a clear bottle with the label removed may be used during the exam.
- 6.8. ***If a blank sheet of paper is supplied by proctor***, each student will receive a blank piece of paper and will put their first and last name on the paper. The proctor will collect that sheet of paper at the completion of the examination and verify that each supplied sheet has been returned.
7. The exam needs to be completed in one uninterrupted setting. Students will need to adjust their intake etc. to accommodate being able to sit for the exam period without the need for leaving the exam room **except in extreme emergencies**.
8. The time allotment for the exam will be announced at the beginning of the exam period. All exams and scratch paper will be handed in or submitted online at the end of the exam prior to the student exiting the testing area. No student will be allowed additional time to work on the exam without pre-approval and documentation of disability through the SAS. *No additional testing time will be allotted for students who report to an examination late.*
 - 8.1. No student will be admitted to the test site after the first student has left.
9. Allow approximately 1.5 minutes for each exam question.
10. Faculty or proctors will move throughout the room in direct observation of students taking the exam. Proctors will be posted in different areas of the testing environment to facilitate optimum observation of students taking the exam.
11. Faculty or proctors will be focused on observing students taking the exams. Proctors will not be able to answer individual questions about the exam/questions once it has started.
12. Faculty or proctors will not respond to questions about the exam content until all exams have been graded and the analysis is completed. No discussion of the results of the exam will

occur at the end of the exam so that other students can be tested in a timely manner and interrater reliability can be established.

13. Exam administration guidelines will be posted in the online portion for all courses at the beginning of the course and all faculty, proctors, and students are expected to follow the college guidelines for exams. **Undergraduate students will be notified of any exam policy/procedure changes at least 3 days prior to the exam date.**

B. Written In Person Proctored Exams

1. Administration exam guidelines will be followed.
2. All testing materials (including the proctor distributed scratch paper) will be turned in at the end of the allotted testing period and no changes will be allowed thereafter. Once the student has completed the exam and submitted her/his booklet, the exam is not to be returned to the student.

C. Online Proctored Exams- In Person

1. Administration exam guidelines will be followed.
2. Online testing will use required University approved lockdown browser or other safety and security precautions. Webcam monitoring, if available, may be used to increase exam security. Students must use University encrypted devices for testing.
3. Faculty will ensure that unique passwords are implemented for all online exams to protect from inadvertent viewing of the exam outside of the proctored setting.
4. Faculty will ensure the following online exam settings are in place:
 - 4.1. The order of the questions and answers may be randomized.
 - 4.2. Set the exam for one question per page, preventing the student from going backward in the exam.
 - 4.3. Set the exam time limit at 1.5 minutes per question. Set the browser to enforce the time limit and provide a clock.
 - 4.4. Set the exam submission for no review of questions upon submission.
 - 4.5. Exam raw scores may be visible upon exam submission per discretion of the course faculty team.
 - 4.6. Faculty will state “Exam final scores will be posted to the gradebook following item analysis” in the exam submission screen and within the course syllabus. Hide the exam in the gradebook until item analysis has been completed. Faculty will communicate when students can expect to see posted exam grades.
 - 4.7. Class wide exam and grade statistics will not be available to student view.
5. Exam review of questions will not occur at the end of the exam, unless all students are present to take the current exam. The format, including date/time of review will be

determined by the course faculty.

- 5.1. Exam reviews of online-proctored exams can be provided via a posting of class wide issues related to course content or with individual students. Individual student exam reviews will focus on exam content, study skills, test-taking strategies rather than specific exam questions. No exam questions will be shown or discussed during an individual exam review, as this cannot be secure.
6. All testing materials (including the proctor distributed scratch paper) will be turned in at the end of the allotted testing period and prior to a student exiting the testing area.

D. Online Remote Proctored Exams

1. Administration guidelines will be followed.
2. Students may have one standard paper sized dry erase board and a dry erase marker as a scratch paper. The dry erase board will be blank on both sides and included in the environmental scan. This will be erased and both sides show to the webcam prior to submitting the final question.
3. Use the University approved lockdown browser and webcam monitor. Ensure webcam settings include a setting for demonstration of ID and environmental scan. The environmental scan will include the blank dry erase board.
4. Include the following statement in the exam instructions: "I understand and will follow the OU Health Campus and College of Nursing Student Handbooks. I have read and acknowledge the sections related to academic misconduct policies and understand that the sharing of exam content is considered academic misconduct. By continuing to the exam, I am signing my acknowledgement of these policies."
5. Faculty will ensure the following online exam settings are in place:
 - 5.1. Access to exams will close within 15 minutes of scheduled start time to ensure no students start an exam after others complete the exam.
 - 5.2. Faculty will instruct students to contact faculty immediately if internet signal is lost during the exam to ensure students can complete the exam.
 - 5.3. Use a password that is unique to the exam. Post the password to the course 15-30 minutes prior to the scheduled exam start time.
 - 5.4. Set the exam for one question per page, preventing the student from going backward in the exam. Set the exam time limit at 1.5 minutes per question. Set the browser to enforce the time limit and provide a clock.
 - 5.5. As the exam review cannot be secure, set the exam submission for no review of questions upon submission.
 - 5.6. Exam raw scores may be visible upon exam submission per discretion of the course faculty team.

- 5.7. Faculty will state “Exam final scores will be posted to the gradebook following item analysis” in the exam submission screen and within the course syllabus. Hide the exam in the gradebook until item analysis has been completed. Faculty will communicate when students can expect to see posted exam grades.
- 5.8. Class wide exam and grade statistics will not be available to student view.
6. Exam reviews of online-proctored exams can be provided via a posting of class wide issues related to course content or with individual students. Individual student exam reviews will focus on exam content, study skills, test-taking strategies rather than specific exam questions. No exam questions will be shown or discussed during an individual exam review, as this cannot be secure.

E. Make-up Exams

1. Students are expected to complete all exams at the scheduled times. It is the student's responsibility to notify the instructor before the exam if they are unable to take it. Missing an exam without prior instructor notification may result in a grade of “0” for that exam.
2. Make-up exams will only be offered with prior faculty approval and will be taken on the designated make-up dates, except in extreme circumstances and with the approval of the faculty. Make-up exams may be a different version of the original exam but will assess the same course objectives and content areas.
3. A 16-week Fall/Spring course will offer two make-up dates per semester, one scheduled mid-semester and the week prior to final exams. For 8-week courses, make-up exams will be offered once per semester. Make-up exam dates will be posted in the course syllabus at the beginning of each semester. A 16-week Fall/Spring course will offer two make-up exam dates per semester: exams missed during the first eight weeks will be made up on the mid-semester date, and exams missed during the last eight weeks will be made up on the date scheduled the week prior to final exams.
4. Testing procedures for make-up exams will follow the same procedure outlined above for other exams. Students missing multiple exams may be required to take multiple exams on the same day.

F. Final Exam

1. Final Examination has been defined as follows: an examination that is comprehensive in nature or which accounts for a greater proportion of the final grade than an examination given during the semester.
2. When a final examination is given, the student will take the examination.
3. If a final examination is given, no faculty member is authorized to depart from the published examination schedule for either a class or an individual without approval, as stated in the Faculty Handbook. Early final examinations are prohibited.

G. Administration of Practicum Exams

1. Students have the opportunity to arrive 10 minutes prior to scheduled time. Exams will begin promptly at the scheduled time and no additional time will be allotted for students who are late.
2. Students may be expected to perform practical lab exams in locations other than the practice lab.
3. During the practicum exam proctor are not to give either verbal or non-verbal feedback to the student.
4. Students may be given the opportunity to interject parts of the required skills that are recalled later during the testing situation even if out of sequence at the discretion of the course coordinator. However, critical indicators of the required skill will be performed in sequence, i.e. checking placement of an NG tube before instillation of feedings or cleansing site of venipuncture prior to insertion of catheter.
5. If simultaneous testing of several students is occurring in the same room, students will not be positioned next to others who are demonstrating the same skills at the same time.
6. Once the student has entered the testing site, all notes, books, and papers are to be placed in a designated area and are not to be used during the exam.
7. No discussion of the results of the exam will occur at the end of the exam so that other students can be tested in a timely manner and interrater reliability can be established. Students may make appointments after all exams are administered and are posted to review their results.

Examination Reviews Procedure

1. Post-exam reviews are offered at the discretion of the faculty. The focus of the review will be on exam content, study skills, test-taking strategies rather than specific exam questions.
2. Exam questions that posed a challenge to the entire class may be discussed with the entire class at course faculty team discretion. When an exam question is discussed with the class, it will be edited or removed from the test bank.
3. Exam reviews of online-proctored exams can be provided via a posting of class wide issues related to course content or with individual students. Individual student exam reviews will focus on exam content, study skills, test-taking strategies rather than specific exam questions. No exam questions will be shown or discussed during an individual exam review, as this cannot be secure.

Students failing to follow the instructions of the proctor or testing policies and procedures may receive zero points for the exam and are subject to the Academic Misconduct Code.

Revision History

Revision	Effective Date	Description of Changes	Requested By	Approved By
1.0	TBD	Initial Release	Heath Burge	Gary Loving, Associate Dean
2.0	12/13/2011	Re-arranged items. Changed post-test reviews (#10) from mandatory to 'at the discretion of the faculty'. Deleted item: assignment and use of student ID numbers. Added item: security measures for online testing.	Baccalaureate Faculty	
3.0	11/15/2013	Added/ revised items to reflect current best practices in exam administration. Practices are designed to maximize exam security and minimize opportunities for students to cheat.	Curriculum Coordinating Committee	
3.1	12/13/2013	2.A.10. Corrected time from 'one hour and thirty-six minutes' to '136 minutes (2 hours and 16 minutes)'. 2.D.2. Changed 'comprehensive examination' in last sentence to 'other than a comprehensive or final examination'. New wording is congruent with definition of final examination as published by OU Health Sciences Office of Admissions and Records. 3.4. Deleted 'etc.'	Baccalaureate Faculty	Baccalaureate Faculty 12/13/2013
4.0	9/12/2014	Editorial changes. Changed word 'test' to 'exam' where appropriate. Deleted 'as a rule' statement and specific time frame. Replaced with 'a suggested practice. . . " §4, #3, 3 rd paragraph, page 6 of the attached policy. Changed language from "course faculty" to: " <u>At the end of the semester, faculty will ensure that all examinations are shredded.</u> "	Faculty Leadership Board	Faculty Leadership Board

4.0	5/9/2017	Reviewed and no changes needed	S. Fix	Senior Associate Dean
5.0	9/13/19	Updates to language and procedures	K. Konrad BSN Program Director	Baccalaureate Faculty 9/13/19
6.0	8/12/20	Updates to include online remote proctored exams	K. Konrad BSN Program Director	Baccalaureate Faculty 8/20/20
7.0	8/13/2021	Updated to reflect utilization of web monitor with lockdown browser.	K. Konrad BSN Program Director	Associate Dean for Academic Affairs
8.0	9/5/2025	Updated to reflect current University policies.	Baccalaureate Faculty	Baccalaureate Faculty 9/5/25
8.1	12/1/2025	Updates on feedback from faculty	Baccalaureate Faculty	Baccalaureate Faculty 2/2/26