Administration of Undergraduate Exams
Policy and Procedure
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Policy: The College of Nursing needs to provide guidelines for undergraduate exams.

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

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

Scope: Faculty
Administration Of Written/Online Exams Procedure

A. General Considerations

1. A faculty member or designee must monitor any student who is taking an exam. When possible, the course faculty should schedule the faculty to student ratio for exam monitoring at 1:50 student maximum. Preferably, at least 2 proctors in each exam setting will be scheduled for greater than 15 students.

   1.1 Whenever possible, rooms that will accommodate students seating to be spaced out and students not seated directly next to each other will be scheduled by the course faculty. This may require scheduling of multiple rooms to avoid multiple exam administration times.

2. Students previously evaluated by OU Disability Resource Center requesting special accommodations for testing must make arrangements through the Office of Student Affairs at the beginning of each semester. The Office of Student Affairs will communicate special student needs for testing to the Course Coordinator or the Student Services Representative. The student will be responsible for notifying Student Affairs and the course faculty that they plan to utilize their accommodations in Student Affairs at least 3 business days before the exam.

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 placed along the wall according to faculty instructions.

4. Students will be required to remove any head attire which shields their eyes during testing (unless medically prescribed and a written doctor’s letter is provided to the course faculty 3 business days before the exam).

5. After being seated, students will have only a photo ID and a writing instrument. Appropriate writing instruments should be supplied by the student. If scratch paper is being supplied, the faculty will pass out individual scratch paper after the ID has been verified.

6. Students may not have paper, notes, books, or any electronic device (including cell phones) with them after being seated at the exam site. Cell phones should be turned off and not in a student’s pocket. If a student needs to be contacted during
the exam, the number to administration should be utilized for the student to be contacted during the exam administration time. Calculators, when required, will be provided to each student. The exception to this procedure is when the exam is open book and/or when a blank sheet of paper is supplied to the student by faculty. Only electronic devices approved by faculty will be allowed.

6.1 *If a blank sheet of paper is supplied by faculty*, each student will receive a blank piece of paper and must put their first and last name on the paper. The faculty member must collect that sheet of paper at the completion of the examination and verify that each supplied sheet has been returned.

7. Drinks and/or snacks or candy/gum/mints in wrappers are not allowed in the exam area.

8. Students who leave the testing room will not be able to return and continue the exam. 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*.

9. The time allotment for the exam will be announced at the beginning of the exam period. All exam booklets and computer sheets must be handed in or submitted online at that time. No student will be allowed additional time to work on the exam without pre-approval and documentation of disability through the Office of Student Affairs. If a student comes late to an exam she/he will only have until the end of the exam period to complete the exam.

10. A suggested practice is to allow approximately 1.5 minutes for each exam question. No additional testing time will be allotted for students who report to an examination late. No student will be admitted after the first student has left.

11. Faculty or proctor designees will move throughout the room in direct observation of students taking the exam. Proctors should be posted in different areas of the testing environment to facilitate optimum observation of students taking the exam.

12. Faculty or proctor designees will be focused on observing students taking the exams. Answering questions causes proctor distraction from this focus and may give one student an advantage over other students. For these reasons, proctors will not be able to answer individual questions about the exam/questions once it has started. Concerns about questions will be apparent in the exam analysis.

13. Faculty or proctor designees 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.
14. 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 must be notified of any exam policy/procedure changes at least 3 days prior to the exam date.

B. Written Exams

1. Administration exam guidelines will be followed.

2. When standardized exams are distributed, students should sign out for the exam and answer sheet according to pre-assigned numbers. When the exams are submitted and collected, students should sign in for the exam and answer sheet according to that pre-assigned number. When course exams are distributed, the answer sheet and exam booklet should have matching numbers.

3. Students will not mark directly on the hard copy of the examination. If there is a need to use scratch paper the faculty will make that determination, and a blank sheet should be distributed by the instructor.

4. Students will record answers to objective exam questions directly on the Scantron sheet only. Scantrons are the official answer sheet and only the answers on this sheet will be accepted. Students are responsible for putting their names on their answer sheet in order to receive credit for the exam. Scantron sheets received without a student's name will not be graded.

5. Answers may not be transferred from the Scantron to an additional sheet of paper provided by the instructor. No additional sheets containing exam answers in any form will be allowed to be taken from the exam room. Scantrons will be processed by faculty and results will be posted in a timely manner.

6. All testing materials (including the exam booklet, Scantron, faculty distributed scratch paper, etc.) must 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 Scantron answer sheet and exam booklet, neither the exam booklet nor the Scantron answer sheet are to be returned to the student until after the exam has been graded.

C. Online Proctored Exams

1. Administration exam guidelines will be followed.

2. Online testing must use required CON lock-down browser or other safety and security precautions.
3. Faculty will ensure that passwords are implemented for all online exams to protect from inadvertent viewing of the exam outside of the proctored setting.
4. 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. All testing materials (including the faculty distributed scratch paper, etc.) must be turned in at the end of the allotted testing period

D. Make-up Exams and Final Exam

1. All make-up exams will be given at the end of the course/semester prior to the week of final exams. 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.

2. Final examinations are given at the discretion of the course coordinator and faculty team. When a final examination is given, the student must be present at the time the examination is scheduled. Every course will have a final examination or its equivalent unless otherwise stated in the course syllabus. Final examinations can only be given during final examination week; otherwise, the examination should be referred to as other than a comprehensive or final examination.

3. The following University Policy governs rescheduling of the final examination for individual students: "An examination may be rescheduled for an individual student only in such an emergency as the illness of the student or a serious illness in his immediate family." Such rescheduling must have approval of the instructor and/or the course coordinator.

Administration of Practicum Exams Procedure

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 faculty is 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 must 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 should 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.

Security Of Exams Procedure - Using Exam Booklets Outside Of The Exam Setting

1. Exams should only be duplicated by an assigned Academic Affairs secretary or course faculty.

2. Once duplicated, exams will be kept in a locked cabinet until the course faculty is taking the exams from the locked cabinet to the exam.

3. Completed exams will be stored in a secured area by the course faculty. This area should not be readily accessible to students. At the end of the semester, faculty will ensure that all examinations are shredded. Scantron answer sheets for each student will be retained in the course faculty's files until the student graduates or leaves the program.

4. Exam bank questions will not be distributed to students; however, sample exam questions can be discussed in class.

Examination Reviews Procedure

1. Post-exam reviews are offered at the discretion of the faculty. To protect exam integrity, students should not be allowed to record or write notes during the review.

2. No form of review of exam questions should occur if the faculty does not directly observe the student during the review.

3. After examination grades are posted, the examination may be reviewed by students at a time specified by the course faculty. The date and time of the exam review will be communicated to the students before the exam is taken. This specified time is the only opportunity for student review of examinations. The College of Nursing does not maintain an exam file for student perusal.
<table>
<thead>
<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
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<tr>
<td>1.0</td>
<td>TBD</td>
<td>Initial Release</td>
<td>Heath Burge</td>
<td>Gary Loving, Associate Dean</td>
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<td>2.0</td>
<td>12/13/2011</td>
<td>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.</td>
<td>Baccalaureate Faculty</td>
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<td>3.0</td>
<td>11/15/2013</td>
<td>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.</td>
<td>Curriculum Coordinating Committee</td>
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<tr>
<td>3.1</td>
<td>12/13/2013</td>
<td>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 OUHSC Office of Admissions and Records. 3.4. Deleted ‘etc.’</td>
<td>Baccalaureate Faculty</td>
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<tr>
<td>4.0</td>
<td>9/12/2014</td>
<td>Editorial changes. Changed word ‘test’ to ‘exam’ where appropriate. Deleted ‘as a rule’</td>
<td>Faculty Leadership Board</td>
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Faculty Leadership Board
statement and specific time frame. Replaced with ‘a suggested practice. . . “

§4, #3, 3rd paragraph, page 6 of the attached policy. Changed language from “course faculty” to: “At the end of the semester, faculty will ensure that all examinations are shredded.”