



UPMC SCHOOLS OF NURSING  
POLICY AND PROCEDURE

**SUBJECT:** Examination Policy

**INDEX TITLE:** Curriculum

**DATE:** May 6, 2019

**I. POLICY:**

It is the policy of the UPMC Schools of Nursing to define the examination process administered in each course.

**II. PURPOSE:**

The purpose of this policy is to inform students of expectations related to examinations administered in each course and the required technology (see attachments).

**III. SCOPE:**

This policy applies to all students in the UPMC Schools of Nursing.

**IV. PROCEDURES:**

1. Students will be required to show their school issued photo ID badge or a government issued form of ID before they may sit for an exam. Lack of proper identification will preclude the student from sitting for the examination. The student will need to reschedule the examination at the discretion of the instructor and take a 7% reduction from the total value of the examination.
2. In the event a student misses an examination, the student must notify the course chairperson within 24 hours of the originally scheduled start time of the examination to arrange the make-up examination. If a student fails to notify the course chairperson within that 24 hours, the student forfeits the ability to complete a make-up examination and will receive a grade of "0" for that examination.
3. All students must be prepared to take the examination upon the day of return to the school at a time determined by the course chairperson or the recorded examination grade will be a "0". Students will take the make-up examination no later than 3 business days (full time) or 7 days (part time) from the originally scheduled date of the examination.
4. Faculty reserve the right to administer an alternative examination.
5. There will be a 7% reduction from the total value of the examination for absence of scheduled examinations. Should a student be absent for the scheduled make-up examination, the student will receive a "0" for that examination.

6. Students are not permitted to take examinations prior to the scheduled test date.
7. Should a student begin an examination and not be able to complete the examination, the student will need to arrange for a make-up examination and will also receive a 7% reduction from the total value of the examination. An alternative examination will be given.
8. A student arriving late for a scheduled examination (up to 15 minutes after the scheduled start time of the examination) may:
  - (a) make-up the examination with a 7% reduction from the total value of the examination OR
  - (b) be permitted to take the examination in the remaining allotted time with no penalty.
9. If the student arrives later than 15 minutes after the scheduled start of the examination, the student will be required to take a make-up exam with a 7% reduction from the total value of the examination.
10. In the event a student has received a subpoena to appear in court, has an approved bereavement day, is selected for jury duty, or has required military service, the student will need to meet with the Director to discuss the situation at hand on an individual basis. The student must be able to provide a copy of the subpoena, court documents or military orders. There will be no reduction in the make-up examination grade.
11. Test review will occur after all students have taken the examination. If the student requires further remediation, they should make an appointment to meet with the course chairperson or an academic support team member before the next scheduled course examination.
12. In courses that have a cumulative final, a one-time final test preparation review must be offered. The course chairperson will determine the methodology, date and time of the review.
13. Testing via an electronic platform: Answers uploaded to the electronic answer file will be considered the selected/final answer. (See Attachment A: Exam Soft Student Exam Day Guidelines.)
14. Students must conform to the technology required for exams administered via electronic platform (See Attachment B)
15. If a student does not bring the proper electronic device the day of the exam, the student will be required to take a make-up exam with a 7% reduction from the total value of the examination.

16. Testing via paper and pencil format: Answers provided by the student on the Scantron form will be considered the selected/final answer.

If a student believes that the Scantron score is incorrect, the student must notify the course chairperson within 24 hours of the formal test review.

17. Course faculty reserve the right to ask students to remove any personal items that may compromise the integrity of the examination.

V. **POLICIES REFERENCED/RELATED WITHIN THIS POLICY:**

UPMC Schools of Nursing Bereavement Policy

Guidelines for Test Review

UPMC Schools of Nursing Information Technology Resources: Acceptable Use Policy

**Reviewed/Revised:** 1/31/18; 4/11/19

**Originated Date:** 1/5/15

**Effective Date:** 5/6/2019

Signature: \_\_\_\_\_

  
Executive Director  
UPMC Schools of Nursing

Date: \_\_\_\_\_

5-2-2019

## Examination Policy: **Attachment A**

UPMC Schools of Nursing  
Exam Soft  
Exam Day Student Guidelines

### **Prior to the exam**

1. The exam will be available for you 24-hours prior to the scheduled exam date and time.
2. You **MUST** download the exam within this 24-hour window.
3. It is **HIGHLY RECOMMENDED** that you download the Exam the day before in case there are technology issues with your computer.
4. Make-sure you know how to disable your antivirus. If you are unsure how to do this, please refer to your antivirus manufacturer or call Exam Soft Support.
5. ExamSoft Support #: Toll-Free 866.429.8889

### **Exam Day**

1. **Power your computer up upon arrival. It is recommended that you arrive 15 minutes prior to the start of the exam.**
2. Students will be expected to provide an electronic device which is adequately charged for the duration of the exam. Students may plug in their devices if necessary for the duration of the exam, but the school cannot guarantee sufficient access to outlets in the testing room. This school is not responsible for loss of power to an individual computer during an exam.
3. Students are also responsible for disabling any antivirus software that may impact on the functionality of Examplify during an exam.
4. Make sure your date and time are correct on your computer.
5. Launch Examplify and Open the exam. Wait for further directions.
6. **It is expected that Steps 1-5 be completed prior to the scheduled start of the exam. No additional time for testing will be provided for students who have not completed this process.**
7. **You are expected to have the exam downloaded prior to the testing time. No additional time for testing will be provided for students who have not completed this process.**
8. If you arrive later than 15 minutes after the scheduled test times all downloads will be removed, and you will need to complete a make-up exam.

### **Taking the Exam**

1. When directed enter the exam password and click Start Exam.
2. Stop at the yellow screen. **DO NOT** proceed until the proctor says so.
3. When directed, enter the code and take the exam.
4. After you have finished your exam, you will receive a Green Screen stating your exam has been uploaded. Raise your hand for a proctor to acknowledge verification of your upload. **DO NOT** close Examplify until a proctor has verified your upload.
5. Any exams uploaded once the student has left the testing room will be subject to review and will be considered a violation of the code of conduct.

6. If you are experiencing technical difficulties at any time, raise your hand and a proctor will come to you.
7. Any sharing of any part of the electronic exam including but not limited to questions, passwords, images; will be considered a violation of the code of conduct.

## Technology Requirements – Attachment B

The UPMC Schools of Nursing conduct all testing in an electronic format. Therefore all students to have a functional computer throughout the program. An iPad may also be utilized. No other tablet can be utilized as it is not compatible with the requirements below.

The computer must meet the following requirements:

### Windows Based Computers

Most modern Microsoft Windows-based computers can be utilized (i.e. purchased within the last 3-4 years). Please see specific system requirements as noted below.

Virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments cannot be utilized.

- Operating System: 32-bit and 64-bit Versions of Windows 10.
- ***Alternate versions of Windows 10, such as Windows RT, and Windows 10 S are NOT supported at this time.***
- Only genuine, U.S.-English versions of Windows Operating Systems are supported
- CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
- RAM: 2GB or highest recommended for the operating system
- Hard drive: 1GB of available space or highest recommended for the operating system
- For onsite support, a working USB port is required (newer devices may require an adaptor)
- WIFI internet connection for downloads, registration, exam download and upload
- For technical troubleshooting, account passwords, including BitLocker keys, may be required.
- Screen resolution must be 1024x768 or higher
- Administrator level account permissions (Click [here](#) for instructions)

*For instructions on how to check your computer's specifications, click [here](#)!*

### MAC and iPad Requirements

Apple Macbook, Macbook Air or Macbook Pro natively, must have:

- Administrator level account permissions (Click [here](#) for instructions)
- WIFI internet connection for downloads, registration, exam download and upload
- For on-site support, a working USB port is required (newer devices may require an adapter)

- For technical troubleshooting, account passwords, including device passwords, may be required.
- Server versions of Mac OS X is not supported
- Screen Resolution must be **1024 x 768** or higher
- Operating system:
  - Mac OS X 10.11 El Capitan
  - Mac OS X 10.12 Sierra
  - Mac OS X 10.13 High Sierra
  - Mac OS X 10.14 Mojave
- Hard drive = 1 GB or higher of free disk space
- RAM = 2 GB
- CPU = Intel processor
- Touchbars are supported
- Virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments cannot be used.