

UMKC SOP Universal Testing Procedures –Student Version

UMKC SOP has adopted universal procedures in order to optimize the evaluation of a student's performance and minimize the risk of capricious grading. Course coordinators apply these procedures to the tests administered within their course and are ultimately responsible for each exam.

The following are the testing procedures approved by the SOP:

Connecting Sites during the Exam

Each SOP site will be connected during an exam.

Calculators

The calculator function will be enabled for all examinations that use ExamSoft so that all students can use its calculator function. For paper-based examinations students will only be allowed to use calculators provided by the School of Pharmacy.

Addition of Name and Identification Number to Paper-based Exams

Students are not permitted under any circumstance to add their name and/or identification number to the paper-based exam prior to the start of the exam. **Exams will be passed out face-down prior to the examination start time and they should remain face-down until the exam start time is called.** Exams will be passed out individually to each student in the examination room.

Testing Time

Exams **must** start and finish within regular allotted time for the course. Exams cannot be extended beyond the allotted classroom time. The time will be displayed in each testing room with periodic announcements of time remaining being made by the course coordinator or designee.

If ExamSoft is used, the password to start the exam will not be distributed until all students have Examplify open on their devices and have access to the examination. The name of the examination should be displayed. When ready, the course coordinator or designee will begin the exam by stating "you may begin the exam now." At this time, the password will be revealed so that students may begin the exam. The course coordinator or designee will officially end the exam by stating "the exam has now ended."

Once students have completed the exam using ExamSoft, the proctor must verify that the completed exam has been uploaded. To do this the student must quietly show the proctor the green screen on their electronic device. The proctor will ensure that the student has a green

screen indicating that the file was uploaded correctly and check their name off the roster. The exam name should also be verified at this time. Once the student has shown the proctor their green screen and everything has been confirmed, they must leave the examination room, according to the “Entering/Exiting the Examination Room” procedures provided below.

For paper-based examinations, students must stop writing once time has elapsed. Any work performed by a student after time has been called will not be graded.

Stowing of Personal Belongings and Electronic Devices

Personal belongings must be stowed in the designated area of each examination room taking into consideration issues around fire escape hazards for each specific room. All electronic devices not needed to complete the exam (e.g., cell phones, smart watches) must be stowed in the designated area at all times.

Questions during an Examination

No content or content clarifying questions are allowed.

Entering/Exiting the Examination Room

To preserve the integrity of the examination process, students will not be allowed to leave the examination room until 15 minutes after the start of the exam or to enter the examination room any later than 15 minutes after the start of an exam *lasting 75 minutes or less*.

Students are not allowed to leave the examination room without permission from the proctor. Restroom breaks are **strongly discouraged**. Permission to use the restroom must be obtained and the student must sign when leaving and returning to the testing room in the space provided on the Exam Information form. Cell phones and all other personal belongings must be left in the examination room.

Once the proctor verifies that the exam has been uploaded successfully or the student submits a completed paper-based exam, the student must leave the examination room. Students will be allowed to re-enter the examination room once all exams have been uploaded or submitted to the proctor at all sites.

Students with Disabilities

Students with a disability who have been granted special accommodations by the UMKC Services for Students with Disabilities Office must provide documentation of their accommodation to the Course Coordinator. The Course Coordinator will inform the students of their specific testing arrangements.

Emergency Evacuation Procedures

In the case of an emergency that requires the evacuation of the site where students are taking an exam (e.g. fire alarm, bomb alert, tornado warning, etc.), proctors will facilitate the cessation of the exam and safe evacuation of the room(s) in use. Proctors will instruct students to turn off or close their devices and to leave their devices and personal belongings in the examination room. Students should follow their proctors to their designated evacuated area.

Dress and Attire during an Examination

Refer to the “Standards of Professional Attire and Classroom Etiquette” policy of the UMKC School of Pharmacy.

Refer to additional UMKC Resource and Policy Statements and required syllabus components for additional information.