

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.

Scantron Sheets

- All multiple-choice exams will utilize the GREEN Scantron sheets only.

Calculators

- If the course coordinator allows the use of calculators during an examination, the student **must** use the calculator provided by the SOP. Use of personal calculators is not allowed.

Addition of Name and Identification Number to Exam and/or Scantron Sheet

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

Testing Time

- Exams **must** start and finish within the 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 their designee. **Once time has elapsed, the proctor will ensure that all writing stops and pencil/pens are resting on the desk or table. Any work performed by a student after time has been called will not be graded. All instances of individual students working beyond the announced conclusion of the exam will be reported to the course coordinator if not witnessed by the course coordinator. Violation of this process may be considered a violation of the Standards of Professional and Ethical Behavior.**

Stowing of Personal Belongings and Electronic Devices

- Personal belongings must be stowed in the designated area of the each examination room, taking into consideration issues around fire escape hazards for each specific room. All electronic devices, including but not limited to cell phones, iPads, laptop computers and smart watches must be stowed with other personal belongings or kept at the front of the examination room 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 are not 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. The student leaving the examination room to use the restroom must sign a form before leaving and upon returning to the testing room. Cell phones, personal belongings and any materials related to the content under examination during that time period must be left in the examination room or the student may be considered in violation of the Standards of Professional and Ethical Behavior.
- Once a student completes and submits an exam to the proctor, the student must leave the examination room. Students will only be allowed to re-enter the examination room once all exams have been 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.

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.