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 quizzes and exams administered within their courses 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 quizzes and exams.

Calculators

It is the course coordinators responsibility to determine if a calculator is needed to complete an examination or quiz. If deemed necessary, the calculator function will be enabled for all ExamSoft administered examinations and quizzes. In addition, the School of Pharmacy purchased calculators must also be available for use. Students are not allowed to use their own, personal calculator when completing exams and quizzes.

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 made by the course coordinator or designee.

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

Once students have completed the quiz/exam using ExamSoft, the proctor must verify that the completed quiz or 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. The quiz/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 unless otherwise instructed by the course coordinator.

Privacy Screen Policy

All students will be required to purchase and use a privacy screen when completing quizzes/exams administered through ExamSoft. These filters allow you to see the device's screen clearly if you look directly at it but obstruct views from side angles. If students fail to bring or use a privacy screen, there will be consequences. The first time, the student will be asked by the instructor or administrative staff to move to the back of the room to decrease the capacity of others to see the screen. The instructor will send the Office of Academic Affairs an email to record the incident. If the same student attempts to take an assessment a second time without the screen, that student will again move to the back of the room but when the instructor notifies the Office of Academic Affairs, a Student Behavior Concern Form will be written to reflect the issue and forwarded to the Associate Dean for Student Affairs.

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. However, logistical questions may be asked and answered.

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. The time is extended for exams lasting more than 75 minutes. Students will not be allowed to leave the examination room until 30 minutes after the start of the exam or to enter the examination room any later than 30 minutes after the start of an exam.

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 should leave the examination room.   Please leave the examination room as quietly as possible as other students may still be working. Also be aware of congregating and talking outside the exam room. Noise from the hallways can be distracting to fellow students still in the examination room.

Students will be allowed to re-enter the examination room once all exams have been uploaded 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 as soon as the accommodation is granted. The Course Coordinator will inform the students of their specifics 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 evacuation 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.