

New Mexico State University School of Nursing

Student Policies & Procedures for Computerized Testing

The following rules and guidelines are in place in an effort to ensure that students have efficient, fair and positive experiences on exam days. All students must sign the sign-in sheet, be in their seats with iPads fully charged and turned on, with the Exemplify app setup and ready to start by the designated exam time. The exam download will be made available no more than 24 hours prior to exam start time.

1. The student will come to class prepared with the exam file downloaded to their iPad. Failure to do so after the first time will result in a **5% deduction off of their exam grade**. This means for each courses that uses ExamSoft, the instructor will excuse one time for failure to download exam file prior to class. After the first time, and thereafter, 5% will be deducted off of each exam the student fails to download to their device prior to scheduled exam. **This will be enforced in each course ExamSoft is used.**
2. As soon as the student enters the exam room, they should setup their iPad in preparation for an exam. Close out all other apps and launch the Exemplify app and navigate to the "Password" screen and wait for instruction from the instructor/proctor. The exam password will then be provided by the proctor.
3. It is each students' responsibility to resolve technical issues through ExamSoft support service at: Support@examsoft.com or (866) 429-8889, before the exam.
4. In the event a student downloads an exam and the iPad malfunctions prior to exam time, it is the student's responsibility to obtain an alternate iPad and notify the instructor to request a second download of the exam. Any exam malfunctions must be reported to instructor/proctor. A simple restart of the iPad usually resolves most glitches.
5. All personal belongings must be placed at the instructor designated area prior to the start of the exam. All electronic devices must be turned OFF. A clear water bottle with no label will be allowed, as well as a pen or pencil and note page.
6. Smart phones and smart watches are strictly prohibited. If a student is discovered with either, the student will be escorted out of the room and receive a zero for that exam.
7. One colored, blank sheet of paper will be provided to each student at the beginning of class. Students **MUST** put their name and date on the paper and turn it in once they are finished, whether used or not. Failure to turn in the sheet may result in a "zero" for that exam. No other notes or papers will be allowed during exam time.
8. If a student is late, the exam will end at the original exam end time (typically 5 minutes before the scheduled exam end time). No extra time will be given and the exam must be uploaded before the upload deadline.
9. The student **MUST** show the exam proctor the **GREEN** "Congratulations/Confirmation" screen signifying a successful exam upload before exiting the room. Successful upload of the exam is the students' responsibility. If a student leaves the classroom without uploading or loses their exam file for any reason, a zero will be given for that exam.
10. During an exam, students may only leave exam when accompanied by a proctor and only in an urgent situation. Exam timer will continue to run during this absence.
11. Specialized cases/attachments for iPads are permitted. Students must ensure that their cases/attachment contains no notes or materials to aid them during assessments. Possession of these materials during the assessment will result in a zero for that assessment, even if the student had no intention of using them.

Student Banner ID & Name _____

8/10/2017 (this document is subject to change)