Policy for Undergraduate Electronic Testing - Students

1. Testing in the College of Nursing prepares students in a similar testing environment to current licensure testing (NCLEX), which is a strategy for your success.

2. Testing accommodations should be presented to the instructor at the beginning of the semester.

3. Seating will be at the faculty’s discretion and may be assigned. It is in your best interest to arrive at the testing room 15 minutes early to ensure an on-time start. Students may not be allowed to enter the room after an exam begins.

4. Testing device should be fully charged and have the test downloaded before arriving. Students should restart their computers and be connected to Eduroam before beginning their test. Students are not permitted to have any programs open on their testing device besides Examplify.

5. All bags and belongings are to be placed either at the front of the room or away from the testing environment. No other items may be present on the desk, including water bottles, mugs, or blank paper. No hats, headphones, or ear buds are allowed. Items such as phones or other electronic devices should be turned off and stored.

6. Keyboards, cases, and covers are permitted if they are attached to the device. These must be free of any writing or notes and available to the proctor to check.

7. Backward navigation (the ability to return to a previous question once it has been submitted) is disabled on all exams.

8. Once complete, exams must be uploaded BEFORE leaving the testing room. Students must show the instructor the green checkmark success screen before closing Examplify or leaving the testing area.

9. Students will be provided the exam password at the beginning of the exam period. Once the password is entered, the exam must be started within 3 minutes. The following are prohibited;
   a. Attempting to take the exam before the exam period,
   b. Attempting to take the exam outside of the testing area,
   c. Continuing to take the exam after the exam period has concluded,
   d. During exam review, note taking, for example on paper or recording of any kind, including photography.

10. Students must follow University Policy regarding Academic Honesty (http://www.umass.edu/honesty/).

11. Passwords may not be shared with other students.

12. Excused or make-up exam arrangements must be made with the instructor before the scheduled exam time.

13. In the event of an issue with the student’s device, the student should immediately bring their testing device to the proctor for assistance.
14. Additional testing time will not granted for a bathroom break or other break.

(Approved, Faculty Assembly 4/19/17, revised to reflect Examplify 7-10-17)