

STUDENT EXAMINATION PROCEDURES

Note: This policy is effective for the Class of 2020 until the end of summer semester 2017, and is not effective for the Class of 2021

1. Prior to the Exam:
 - a. It is the responsibility of each individual examinee to ensure that the correct examination has been downloaded to his/her personal electronic device no later than 1:00pm the business day before the exam.
 - b. All technology-related issues including, but not limited to: device functionality, battery power, and compatibility with ExamSoft and SofTest, are the responsibility of the examinee.
2. Arrival at the Exam
 - a. It is strongly recommended that students arrive 30 minutes prior to the exam start time to allow ample time for check-in and device preparation.
 - b. Examinees are required to arrive no later than 5 minutes prior to the scheduled examination start time.
 - c. Doors will open 30 minutes prior to the scheduled exam start time.
 - d. Doors will close 5 minutes prior to the scheduled exam start time. STUDENTS ARRIVING LATE WILL NOT BE ALLOWED ENTRY TO THE EXAM ROOM.
 - e. If denied admittance to the exam room, examinees will be referred to the course syllabus to determine what next steps should be taken.
3. Personal belongings:
 - a. Allowed: pencils, soft ear plugs, device power cords or power packs, photo ID, keys, and your computer device.
 - b. NOT Allowed: hats, cell phones, watches, fitness wrist bands, calculators, memory sticks, paging devices, recording or filming devices, reference materials (books, notes, papers), backpacks, bags, briefcases, beverages or food of any type.
 - c. Headwear Exception: Nothing may be worn on an examinee's head other than for religious purposes.
4. Check-in:
 - a. Before entering exam room, examinees must check in with a proctor outside the exam room showing picture ID.
 - b. Once checked-in, examinees may not leave the exam venue. (See below for bathroom break policy.)
 - c. Once a student chooses his/her seat in the exam room, he/she cannot change seats.
5. During the Exam:
 - a. Breaks: During exams exceeding one hour in length, bathroom breaks will be allowed according to the procedures below.
 - i) Examinee should indicate the desire to take a bathroom break by raising a hand.
 - ii) Examinees should use the "hide exam" function in SofTest before leaving their seat.
 - iii) A proctor will escort examinees to the restroom. Examinees will be allowed to enter the stall by themselves.
 - iv) No additional exam time will be given for breaks.
 - b. No breaks will be given during exams less than one hour in length unless documentation of need is provided.
 - c. Due to the disruptive nature of taking breaks, it is expected that examinees plan accordingly, and not take a break unless necessary.
 - d. Taking breaks should be seen as the exception. Excessive or "routine" breaks may be prohibited.
 - e. Technical failures: If the examinee experiences a technical failure, he/she should raise his/her hand for assistance from a proctor or staff member.
 - f. Proctors may assign an examinee to a different seat at any time, without implication and without explanation, before or during the examination, as they deem necessary. Examinees are expected to accomplish any relocation quietly and without discussion.
6. End of the Exam:
 - a. When the exam is completed, examinees should select "Exit and Save" within SofTest. Next, examinees should select "Close Exam" and then "Exit".
 - b. When the answer file is successfully uploaded, a green screen and the word "CONGRATULATIONS" will appear. Examinees must not navigate away from this screen, close or turn off their device at this point.
 - c. Examinees must demonstrate to a proctor or staff member that he/she has successfully uploaded the answer file before exiting the exam venue.
 - d. Before exiting the room, examinees must turn in any scratch paper that was provided for the exam.