

## EXAM ROOM POLICIES

The following items will apply to each exam administration, including exams administered for accommodated and deferred exams.

1. Students should not schedule any events, flights, activities, etc. during the entire exam period. An exam date may change due to unforeseen circumstances.
2. Students are responsible for their own laptops. If a student's computer fails during an exam, for any reason, the student must complete the examination by handwriting.
3. Students should become familiar with using SofTest (Examsoft) before sitting for an exam where SofTest (Examsoft) will be used. Students are responsible for downloading their own exams for use in SofTest (Examsoft). Instructions for downloading exams can be found on the FCSL website. <http://www.fcsl.edu/tools-technology-resources-examsoft-information.html>
4. Courses that are offered via distance education will take their exams using SofTest (Examsoft).
5. Students who plan to use SofTest (Examsoft) for non-distance education courses must be in the room at least twenty minutes prior to the scheduled exam to boot their computers into the exam. Extra time will not be given to students who do not have ExamSoft ready by the start of the exam. If ExamSoft fails at any time, or the student does not have the exam properly downloaded, the student must handwrite the exam. Those computers not in use will be closed and moved to the front of the room.
6. During a closed book exam, no study materials of any kind shall be permitted in the examination area with the exception of writing utensils or your computer if applicable. Students taking limited open book examinations shall be permitted to bring only those materials specifically authorized by the professor. This would include pens, pencils, computers, etc. as authorized by the professor for exam taking purposes.
  - **Only a jacket/sweater, writing utensils, money, keys, foam earplugs, clear bottle with water (no labels), and an ID badge are authorized to be taken into the examination room.**
  - **Purses, book bags, and/or backpacks must be placed in the front of the examination room or any other location in the examination room as designated by the proctor.**
    - **All cell phones must be turned off and placed in your purses, book bags, and/or backpacks.**
    - **If your cell phone rings during the exam while in a purse, book bag, and/or backpack, the proctor will confiscate the phone to turn it off and return it to you at the conclusion of the exam.**
    - **If you keep your cell phone on your person during an exam you will fail that exam.**
    - **If there is any reason why you need to keep your cell phone turned on during an exam (e.g.. pregnant partner, sick/ill child or immediate family member) then you must give your cell phone placed on vibrate to the proctor to hold during the exam.**

## EXAM ROOM POLICIES

The following items are prohibited on your person and must be secured in your purses, book bags, and/or backpacks in the examination room and failure to abide by these rules will result in an automatic grade of “F”:

- Hats and headgear (other than those worn for religious purposes)
- Notes, books, paper
- Food or liquids with the exception of water in clear bottle with no label
- Any wireless communication device
- Headphones
- Wristwatches, palm pilots, handheld computers, or any other electronic device
- Dark, shaded, or mirrored eyeglasses, or eyewear that obscures eyes from the view of the proctor are not permitted to be worn during the examination

**7.** The student shall retrieve the examination packet (which includes the examination booklet, sealed answer booklets, scantron, and/or scrap paper) as directed by the proctor. All materials must remain closed until instructed by the proctor or professor. All testing materials, including scrap paper, must be returned to the proctor at the end of the examination, whether used or unused, in the provided envelope. Students should write their grading numbers and break the seal only on answer booklets they use during the examination. Failure to return all of the examination materials in the provided envelope will result in a grade penalty, up to and including a failing grade.

**8.** To preserve the anonymity in the examination process, students shall not identify themselves to the professor in any manner in or on the examination booklet or answer booklet(s).

**9.** Students shall not remove pages or portions thereof from the examination questions, the answer booklets, or any supplemental materials handed out by the proctor.

**10.** Students may leave the examination room to use the restroom only on the same floor as the examination room in which the student is taking the examination. All materials must be placed face down and computer screen must be closed before leaving the room. Students are not permitted to visit any other areas of the building for any other reason during the examination.

**11.** No students, including those who have completed the examination, will be permitted to leave the room during the last ten (10) minutes of the examination. Students must remain seated until called forward by the proctor.

**12.** Once the proctor or professor announces that the examination has ended, all remaining students must stop writing or typing and remain seated. The proctor will then inform the students when they may approach the desk to submit their examination materials and collect their personal belongings.

**13.** Once the proctor announces the commencement of the examination, no student shall speak, communicate, share any materials, or provide any assistance in any way with anyone, other than the proctor, about the examination until the grades for the examination have been posted in the Student Portal. Students must protect their answers, including their scantron sheets, from view of other examinees.

## EXAM ROOM POLICIES

**14.** Upon completion of the examination and acceptance of the exam by the proctor or professor, the student shall immediately depart the examination room and not return until the examination process has been completed by the proctor and the room is cleared of all examinees and exam materials.

**15.** In the event of an emergency, the following instructions shall apply:

A. Upon the sound of the fire alarm or other indication of an emergency requiring evacuation of the building;

- Put down all any writing utensils and stop any typing. (The Proctor will record the time of departure so the time can be added back to the allotted exam time)
- Do not to stop for personal belongings or use the elevators.
- Evacuate a safe distance away to the designated meeting area, and remain clear of emergency personnel/operations.
- Do not return until authorized personnel has communicated that it is safe.

Upon return to the exam, the Proctor will inform students of the remaining time to complete the exam based on the time that was recorded upon exiting the building. The time that was missed should be added back to the exam time and the countdown clock will be adjusted accordingly.

B. Power failure

- The Proctor will note the time the power went out.
- Discontinue writing or typing.
- Turn papers over on the desk and sit quietly until the proctor consults with the academic dean to determine the appropriate course of action.
- Do not leave the room at this time.
- The Proctor will be notified by administration of next steps.

Upon the restart of the exam, the Proctor will inform students of the remaining time to complete the exam based on the time that was recorded at the time of the power failure. The time that was missed should be added back to the exam time and the countdown clock will be adjusted accordingly.

**16.** A student's failure to comply with these policies may result in sanctions up to and including the student receiving no credit for the exam, a failing grade in the course, an Honor Code investigation, and/or a Student Code of Conduct investigation. In accordance with the serious nature of these sanctions, students should make a concerted effort to avoid even the appearance of impropriety with respect to any of the above exam policies.