Appendix D

EXAM INSTRUCTIONS AND POLICIES

I. EXAM DAY INSTRUCTIONS

A. <u>Arrive Early!</u>

B. Bring your laptop and power cord.

C. Ensure you have the examination downloaded per instructions sent out via LMU email prior to exam day. Internet connection needs to be made to upload your final answer file.

D. Ensure the wireless network access is turned on and is functioning

E. Connect to "Open Access" network.

F. Examination center protocol:

1. Absolutely **NO** electronic devices [i.e. cell phones, iPods, watches (electronic or otherwise), electronic headphones, or Bluetooth enabled devices, etc.]. Only a personal laptop will be allowed in the exam area. No programs should be opened or running in the background of the laptop prior to entrance into exam area.

2. Possession of a cell phone or watch (regular or electronic), even if turned off, will be considered cheating and may result in an automatic zero for the exam.

3. Items permitted to be brought into the exam room: pencils, pen, one highlighting marker, a drink in an <u>unlabeled</u> closable container (drink labels on bottles must be removed), tissues, wireless mouse, and <u>foam earplugs. No hats, or "hoodies" are allowed in the exam room.</u>

4. <u>Note paper will be provided, but must be returned to the examination proctor prior to exiting the examination center, even if blank</u>

5. Once you enter the exam room, **all information provided in the exam room is confidential.** Do not discuss contents of exams or other information provided the day of the exam with students not present during exam day. Any breach of confidentiality is considered unprofessional conduct and will result in immediate referral to the Student Progress Committee (SPC) with a recommendation for dismissal. Additionally, it is inappropriate for students to discuss exam questions following the completion of the exam. Congregation in any common areas to discuss the examination may be considered unprofessional behavior and may result in professionalism mentorships for students who participate in this.

6. Once the student enters the exam room, no open programs (i.e., Word, PPT, etc.) or Internet websites should be running on the laptop in the background. Students should NOT open any other programs except Examplify.

7. The following tasks must be completed during PREP time before exam BEGIN time:

   I. Students will open Examplify (the exam should already be downloaded)

   II. If not already in place, a proctor will pass out one sheet of paper to each student a few minutes prior to exam BEGIN time. Write your name on the paper. **Do NOT** write anything else on this paper until the

exam time has started.

   III. Once you are prompted to begin, type the password provided by your proctor, launch the exam byclicking **"Start Exam"**

   IV. You will see the Secure Exam Starting warning. Click **"Continue"**

   V. You will now see the Exam Code of Honor Notice. Click **"Next"**

   VI. Go through all steps until you reach to the "Please Wait" screen. STOP HERE at "Pleasewait" Type in the code only when you are instructed to start and click **"Start Exam"**

G. Tools:

   a. You will see an information tab at the top that will let you view the honor code and lab values.

   b. At the top of the screen you will see time remaining. If you click on the clock, you get the option to add a silent alarm.

   c. You will see a highlight symbol. If you click on it, you can highlight text.

   d. Beside the highlighter, you will see a drop down menu. This is where the calculator is located.

   J. If your computer freezes during the exam, raise your hand for the proctor. DO NOT EXIT THE EXAM CENTER.

   K. Students wishing to use the restroom must click on "Exam Controls" in the menu bar of the exam and choose "Hide exam". Please record your name and time on the Sign Out/In Log located by the exit. The timer on the exam will <u>NOT</u> stop during restroom breaks.

      1. The proctor will monitor restroom usage and will only allow a max of one (1) male and one (1) female students to use the facilities at a time.

      2. Absolutely, no talking or leaving the first level atrium (or testing area) during restroom breaks.

      3. The designated restrooms are on the first floor next to the auditorium when exam is held on the first floor.

   L. Students must finish the exam by the END time. When time expires the exam will close automatically and answers will be uploaded. **Time cannot be extended.** When a student has finished, he/she must submit the exam by clicking on the "Exam Controls" drop down menu, thenclick on **"Submit Exam"**.

   M. You will receive a warning that you are exiting the exam. Click on the box indicating you areready to exit and click **"Exit"**

   N. Wait for the green confirmation screen to appear. Please show this screen to your proctor and turn in your scrap paper before exiting the room.

   O. The **"Leave Feedback"** button is for Examplify comments on the Examplify software NOTfeedback on exam questions.

   P. After checkout, students must leave the common area in front of the examination room and may not under any circumstance use the designated exam restrooms. Any student found violating any exam requirement and/or element of the honor-code will be referred to the SPC.

   Q. SOFTWARE SECURITY

ANY ATTEMPT TO DISABLE OR TAMPER WITH EXAM SOFTWARE (Examplify) SECURITY FEATURES

WILL BE CONSIDERED A VIOLATION OF THE STUDENT HONOR CODE. IT IS YOUR RESPONSIBILITY TO FAMILIARIZE YOURSELF WITH YOUR EQUIPMENT AND THE SOFTWARE PRIOR TO THE START OF YOUR EXAM

EXAMINATION HONOR CODE

Dishonesty of any kind on examinations, unauthorized possession of examination questions, duplication of examination questions, the use of unauthorized notes during an examination, obtaining information during an examination from another physician assistant student, assisting others to cheat, altering grade records, or illegally entering an office are instances of cheating and are violations of appropriate student conduct and professionalism.