

School of Nursing Policy GRAD-05

Online Testing Integrity Policy

Effective Date

Summer 2024

Last Revision Date

7/18/2024

Responsible Party

Graduate Program Director, Graduate Nursing Faculty, Graduate Nursing Students

Scope and Audience

Students enrolled in Graduate Nursing Programs

Additional Authority

N/A

1. Policy Purpose

To outline acceptable behavior during a proctored exam and the process for perceived academic misconduct when students utilize the ProctorU Record+ Academic Testing Center.

2. Policy Statement

The School of Nursing (SON) Graduate Program uses the university's established contract partner, ProctorU Record+ which includes artificial intelligence for proctoring tests.

When taking an exam with ProctorU Record+, students must comply with the following:

- Clear the work area of all items except your identification card (for proctor u verification) computer, mouse, and, if allowed, scratch paper and pen/pencil.
- Remove and put away hats, beanies, smartwatches, cell phones, and headphones.
- Remain seated throughout the exam. If you need a personal break, please take one before you begin. (Generally, exams that are less than 3 hours will not have a scheduled break.)*

- Only one screen is permitted during the test.
- Take your test in a quiet, distraction-free area.
- Avoid loud noises and speaking out loud while taking the exam.
- Position yourself in a clear view of the camera throughout the test. Your face should be fully visible at all times.
- Hold up any permitted test-aids in front of the camera at the start of your exam. Show both sides of each test-aid.
- Follow your instructor's guidelines for the disposal of scratch paper and test-aid material. You may be required to destroy materials in view of the camera before submitting your test.
- No eating or drinking during the exam without an accommodation from the Educational Access Center*.
- No smoking, vaping, or smokeless tobacco is permitted during the exam.
- Friends and relatives, including children, are not allowed to be present in the same room with the testee.

*If a student has a medical condition that requires food or drinks or additional breaks during a proctored exam, the student must contact the Educational Access Center to request an accommodation at least 30 days before the scheduled exam.

Process for Reviewing Flagged Submissions

If a student is flagged by ProctorU Record+ for potential academic misconduct, the recording is reviewed by a member of the Academic Testing Center (ATC). After the ATC reviews the recording, they make a determination of whether it was a false trigger or whether the faculty of record needs to review it for potential academic misconduct (cheating).

The program Director and the faculty member will review flagged events and if an event is determined to be academic misconduct as referenced in the University Policy 2020 Student Code of Conduct, they will meet with the student to discuss the potential violation and review the flagged event.

If a student is found in violation of academic misconduct, the student will be required to pay for live proctoring via ProctorU Live+ for the remainder of their time in the program. Additionally, there may be other sanctions placed upon the student by the Faculty, Program Director, Associate Divisional Dean, Divisional Dean, and/or the Dean of Students.

When students repeatedly engage in academic misconduct, the university responds to their behavior with a Sanctioning Board Hearing, which can result in suspension or dismissal from the university. Programs hold their own standards for dismissal. More information can be found in Section 8 of the [Student Code of Conduct](#).

3. Forms

N/A

4. Related Information

BSU: [Student Code of Conduct Policy 2020](#)

COHS: [Dismissal Policy COHS-315](#)

SON: [Dismissal SON-16](#)

Last Review Date

7/23/2024

Revision History

July 2023, May 2024, July 2024