

Protocol for Planning and Administration of Examinations

General.

1. Examination dates must be included in the course syllabus or course schedule and communicated to students at the start of every term. Topics covered on an exam should be generally indicated, such as chapters, dates when tested content was delivered (e.g., presentations between January 6 and February 1), topics areas (e.g., circulatory system, prep design), etc. Cumulative exams should be identified as such.

Rationale: reiteration/clarification of existing policy and best practice.

2. Course directors are strongly urged to create new examination items reflecting current course content. New test items should comprise at least 40% of any given examination.

Rationale: reiteration/clarification of existing policy and best practice.

3. Examinations must be proctored by faculty. A reasonable minimum student-to-proctor ratio is 70:1.

Rationale: reiteration/clarification of existing policy.

4. Examinations should begin promptly at the designated start time and run 50 minutes. Final examinations scheduled during the end-of-quarter examination period run 120 minutes. Only students accommodated under the Americans with Disabilities Act are exempt from this time limit rule. Late arrivals are permitted, but are not given additional time to complete the exam.

Rationale: reiteration/clarification of existing policy.

5. Books, study materials, purses, backpacks, and other personal belongings must be stored out of the immediate vicinity of the student. Hats and visors may not be worn during examinations, and no electronic devices, including but not limited to phones, calculators, smart watches, cameras, may be visible or accessed during an examination EXCEPT for the device used to administer ExamSoft.

Rationale: reiteration/clarification of existing policy.

6. Restroom breaks are permitted, providing that no more than one student per room is absent at any time. For electronic examinations the student must close the laptop to prevent viewing from others and return the scratch paper to the proctor. Upon returning to the examination, the student will retrieve the scratch paper from the proctor. The student's absence times will be recorded and reported by the proctor.

Rationale: reiteration/clarification of existing policy.

7. Student learning can be greatly enhanced by reviewing examination performance. At a minimum, course directors should report to students their individual score, the class average, distribution of grades, and scale used for scoring. Other recommended methods for sharing examination performance are in-class reviews, supervised reviews by individual students, and public release of the full exam.

Rationale: reiteration/clarification of existing policy and best practice.

ExamSoft.

1. Students must be notified at least 24 hours in advance that an examination is available for downloading. It is the student's responsibility to download the examination in advance or risk possible wi-fi issues on the day of the examination. Students are also responsible for maintaining and updating programs on their testing device and for bringing the device to every testing session adequately charged for that testing session. Access to external power sources such as electrical outlets cannot be guaranteed.

Rationale: Advance availability of the examination may reduce student stress on the day of the examination and avoid burdening the school's network. Maintenance of student-owned computers is beyond the responsibility of the school.

2. For mid-term examinations the use of seating charts is at the discretion of the course director. It is recommended that students be notified of their general seating assignment in advance of the day of the exam. Seating charts are not used for final examinations.

Rationale: reiteration/clarification of existing policy and best practice.

3. The password to unlock an examination ("assessment password") is to be prominently printed on the top right hand side of the scratch paper.

Rationale: Best practice among ExamSoft users. Additionally, this allows faculty and support staff to enforce the maximum time allowed for the exam (i.e., late arrivals are not given the entire period to complete the exam).

4. At the start of the exam each student receives a one page, color-coded piece of scratch paper with the password prominently printed on the top right hand side. On the top of one side of the scratch paper is a space for student name, ID number, a space to enter the time at which examination responses were uploaded, and a brief statement of the school's ethics code as it relates to examinations. Below the ethics section is a student signature line. At the conclusion of the exam, the proctor collects ONE sheet from EVERY student, even if no notes were made during the examination. Late arrivals are given the same sheet copied on a different colored paper. Scratch paper will not be returned to students after administration of the exam and will not be retained. *See Appendix A.*

Rationale: This helps enforce exam security by providing a mechanism to verify that only responses from students present in the examination room are counted in scoring. It also addresses the student desire for scratch paper during the exam, and aids faculty and support staff in enforcing maximum time allowed for the exam.

5. Examinations end promptly at the scheduled time. Students must upload their responses and note the upload time on their scratch paper, which is then given to the proctor, before leaving the examination room.

Rationale: reiteration/clarification of existing policy

6. Examinations should have a consistent format across courses and departments.

Rationale: reiteration/clarification of existing policy.

7. Make up examinations are allowed at the discretion of the course director, who determines date, time, format and location of the make-up exam(s) (see also Discretionary Day policy).

Rationale: reiteration/clarification of existing policy.

8. Lecture capture is available for use in examination rooms at the discretion of the course director. Lecture capture may be used for examinations scheduled during the end-of-the-quarter examination period.

Rationale: enhanced exam security and best practice on the Stockton campus and for all national board examinations.

9. **(for DDS2020 and IDS2019).** Privacy screens must be used for all examinations. If a student forgets or otherwise does not use a privacy screen, the course director or proctor has the authority to NOT administer or to interrupt the examination.

DDS & IDS 2017
PD 240: Pediatric Dentistry – Summer Midterm Exam
Course Director: Dr. Jeffrey Wood
August 10, 2015 – 8:00 AM – 8:50 AM

PASSWORD

Student Name: _____ Student #:

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 UPLOAD TIME: ____ : ____

Ethics Pledge: *My signature below indicates that I have not engaged in cheating of any kind on this examination per the school's Code of Ethics.*

Student **SIGNATURE**

NOTE: This sheet must be turned in immediately at the completion of the exam.

FOR PROCTOR USE ONLY

RESTROOM BREAK: Time out of room: ____ : ____ Time back: ____ : ____

Scratch Paper