

4.4 Student Test Taking

(Approved 12/16/2020)

1. All exams are administered via web-based software. Students with testing accommodations are responsible for obtaining the appropriate documentation from the UT Tyler Office of Student Accessibility and Resources (SAR) <https://www.uttyler.edu/disabilityservices/>
2. Exams will start promptly. Late arrivals will be admitted into testing area only at faculty discretion. At faculty discretion campuses will offer a white board, marker, & eraser or a blank sheet of paper after the exam begins. Information on the paper or board will not be shared with other students. Whiteboards must be erased before turning in and paper must include the students' name and be turned in at the end of the exam.
3. Students will sit in locations as determined by the instructor. Students may be placed in an assigned seat.
4. All personal items including class notes are to be placed at the front of the testing room unless otherwise directed by the proctor. No cell phones or other electronic devices (including text capable electronic watches) are allowed preceding or during an exam. All electronic devices will be turned off in the testing environment. All hats/caps will be removed before testing.
5. Students are expected to refrain from talking, gesturing, or communicating in any manner with other students before, during, and immediately following the exam. The testing environment should be quiet.
6. Faculty will not explain content in questions during the exam. If a student has a concern about a question regarding spelling or clarity, the student should send the course faculty an email detailing the concern after the exam.
7. For dosage calculations, if rounding is applicable, instructions will be given specific to each question. For clinical courses, the number for medication calculation items on each exam should be a minimum of two or more but not to exceed five.
8. Exam format will include multiple choice items and alternative formats (e.g. Select all that apply, multiple response; fill-in-the-blank calculation; ordered response, exhibit item, audio item, graphic item, and/or hot spots).
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Based on 50-item test number and progression of alternate style questions
Pathophysiology (pre-nursing course) 4% (2) at semester beginning progressing to 8% (4) by semester end. Correct number of options will be included ("choose 3 from the following").
1 st level: 4% (2) at semester beginning progressing to 8% (4) by semester end
2 nd level: 8% (4) at semester beginning progressing to 14% (7) by semester end
3 rd level: 16% (8) at semester beginning progressing to 22% (11) by semester end
4 th level: 24% (12) at semester beginning progressing up to 30% (15) by semester end

10. The number questions on unit and final exams will be determined and shared by course faculty. Most unit exams will contain 50 questions and most finals will contain 100 questions.

11. Students may not leave the room during testing without permission. Students should take care of biological needs prior to entering the testing center.
12. Divulging the contents of an examination, for the purpose of preserving questions for use by another is considered cheating and academic dishonesty and is subject to disciplinary action. See <https://www.uttyler.edu/graduate/files/scholastic-dishonesty.pdf>
<http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php>
13. Students are expected to cooperate in maintaining the integrity of examinations as noted in the UT Tyler Honor Code: I will embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.
14. Predetermined makeup exam dates may be determined and shared with students in each course. Make-up exams will be administered at the discretion of the faculty and may be in an alternate format.
15. Students must notify faculty of absence prior to the examination or as soon as possible based on an extenuating circumstance. Make-up exams may be administered in an alternate format at faculty discretion, & documentation of a missed exam may be required from the student for example a physician statement.
16. Students who score under 75 percent passing score on an exam are highly encouraged to make an appointment to review the exam with the course instructor within 2 weeks from grade posting. Students should bring their text and notes to the review. Additionally, students in courses with Nursing Success Mentor (NSM) support will be required to attend (NSM) sessions before the next exam. See guidelines from course faculty.