

Exam Policy (updated July 2023)

The DKICP Exam Policy intends to promote academic integrity by delineating a well-defined, clearly articulated, fair process for administering different types of exams. Students who do not adhere to the exam policy will be subject to academic disciplinary action and will be formally referred to the Associate Dean of Academic Affairs. Exams include but are not limited to: IN-PERSON and REMOTE electronic exams and quizzes, skills assessment, OSCE (Objective Structured Clinical Examination), practicums, and oral exam. Exam review sessions (if offered) will follow this Exam Policy.

TAKING NOTES OR PHOTOGRAPHS OF EXAMS/QUIZZES DURING QUIZZES, EXAMINATIONS, AND/OR EXAM REVIEW SESSION WILL NOT BE ALLOWED: Any student who is suspected of doing so will be subject to disciplinary action including (but not limited to) receiving a grade of “F” for the course (regardless of their scores on the examinations), and be referred to the DKICP Associate Dean of Academic Affairs. All materials and/or devices which are found to violate any examination rules and regulations will be confiscated.

ARRIVE ON TIME: Students are expected to arrive on-time for all exams. Students who arrive more than 5 minutes late for an exam will NOT be allowed to enter. (Emergency situations will be taken into consideration on a case by case basis; documented proof of the emergency may be required). Late arrival is unprofessional and disturbs the concentration of other students.

DISPLAY DKICP STUDENT PHOTO ID CARD: Students must display their student ID card with their photo and name readily visible at all times during an exam.

PLACE ALL BELONGINGS IN THE FRONT OR REAR STORAGE AREA OF THE CLASSROOM: Students must place all of their belongings in the DESIGNATED area of the classroom before an exam.

NO HATS, HOODIES or SUNGLASSES: Students are not allowed to wear any attire covering their head or eyes, including hats, hoodies or sunglasses, unless for religious purposes.

CALCULATORS: If a calculator is required for an assessment, only non-programmable calculators will be allowed.

EAR PLUGS: Ear plugs are allowed to be worn during exams. Electronic ear buds, Air pods, or similar electronic ear plugs are NOT ALLOWED.

FOOD AND BEVERAGES: Food and/or beverages are NOT allowed during an exam. ONLY WATER in a **clear container** WILL BE allowed.

NO TALKING or OTHER COMMUNICATION ALLOWED BETWEEN STUDENTS DURING EXAMS: Any talking, disruption or suspicious behavior will be documented by proctors, reviewed by the course coordinator and Associate Dean of Academic Affairs and subject to academic disciplinary action.

NO TOILET OR PERSONAL BREAKS DURING ASSESSMENTS: Students are advised to attend to ALL personal needs before entering the assessment. Once seated, leaving the room for any

reason constitutes the end of the exam. In the case of an emergency, students may request permission to leave the exam room by asking the proctor. Any emergency request to leave the room will be documented and reviewed by the course coordinator and Associate Dean of Academic Affairs.

EXAMS MAY BE VIDEO TAPED WITHOUT NOTICE: DKICP reserves the right to videotape any exam at any time without notice.

CELL PHONES and ELECTRONIC DEVICES OTHER THAN A LAPTOP COMPUTER MUST be removed from clothing/pockets, turned off and placed in the front or rear storage area of the classroom. This includes smart watches and smart writing devices. Disruption of an exam due to an electronic device may be subject to academic disciplinary action.

SIT SEPARATED: When space allows students are required to sit with at least one empty chair between themselves and students to either side.

DESKS MUST BE KEPT CLEAR: Students are allowed to have a laptop computer, mouse, power cord, pencil, scratch paper if provided by the instructor (students must write their name at the top of the scratch paper and turn it in when they leave the exam), and **DKICP student photo ID card on their desks**. No other items will be allowed on the desk or around the desks of students during exams.

For EXAMPLIFY EXAMS:

The instructor will post the exam no later than one week before the exam seating.

PRIOR TO THE EXAM DAY: It is the student's responsibility to:

- download the most up-to-date version of Exemplify
- download the relevant exam by the deadline set by the course coordinator
- contact DKICP IT department if s/he is unable to complete the above steps by the designated time

ON THE EXAM DAY: Students must bring the following:

- laptop computer (that is compliant with the DKICP technical specifications and has a fully charged battery) with the latest version of Exemplify installed
- a power cord
- their personal wireless login username and password
- Exemplify username (UHH ID number) and login.
- DKICP Student Photo ID

Students should disable the sleep/hibernate mode on your computer before the exam. Some computers go into sleep/hibernate mode during extended periods of nonuse. During an exam, it can be difficult to exit this mode. Refer to the instructions for your operating system to modify these settings.

STUDENTS LAPTOPS MUST REMAIN CLOSED UNTIL THE PROCTOR GIVES INSTRUCTIONS TO OPEN THEM.

EXAM PASSWORD DISTRIBUTION: Once everyone is seated and has opened Exemplify, the proctor will show the exam password on the screen. At this point everyone enters the password and begins at the same time. Computer speeds vary but every student will be given the allotted time to complete the exam.

EXACT TIME LIMITS: All exams are set with a predetermined time limit by the course coordinator. At the end of each exam period, Exemplify will end the exam.

**Students who complete their exam early are allowed to upload their exams (see below) and leave quietly.

UPLOADING THE EXAM: When students have completed the exam, they will follow the on-screen instructions to upload their answer file. Students must ensure that their answer file has been uploaded before they leave the classroom. Once students reach the confirmation of upload screen they should alert a proctor who will record their submission time. Both students and the course coordinator will receive an email verifying that their answer file was uploaded. Students should check they have received this email before they leave the exam. Students should not open any other files or programs on their computer before leaving.

In the event of a technical problem, the instructor determines whether students can leave before uploading is complete. The instructor can then set another upload deadline and students can upload the encrypted exam file from home.

TECHNICAL ASSISTANCE: Students may request technical help at any time during the exam period by raising their hands.

EXAM REVIEWS (if applicable)

If a course provides exam reviews, all exam policies apply. All electronic devices, including small cameras, smart cameras/watches/recorders must be placed in the DESIGNATED storage area of the lecture hall.

MISSED EXAM DUE TO ILLNESS - A make-up exam date will be determined by the course coordinator and student, but it is recommended that the missed exam be taken within one week of the original exam date. The course coordinator can opt to administer the exam in a different format, including but not limited to a new exam, an oral exam or equivalent examination.