



School of Pharmacy

SOP OP: 400.003 Secure Testing Environment Standards

PURPOSE: This policy provides the best practices for reducing the likelihood of academic dishonesty during testing. These practices are required for all MUSOP testing events.

REVIEW Policy/Procedure: This policy will be reviewed every other year (odd) by the MUSOP Curriculum Committee beginning in 2017.

400.003.001 - Introduction:

Academic misconduct charges during examinations are difficult to substantiate post hoc. There are many factors contributing to this; the largest being sufficient evidence needed to determine the accuracy of the complaint. Selected students, faculty, and administration met to discuss the current issues with MUSOP testing environments and identify the possible mechanisms used to assist with academic misconduct. The committee agreed that inhibiting academic misconduct consisted of three facets to protect the integrity of each student testing:

- I. Create a secure testing environment
- II. Increase proctor effectiveness
- III. Use tools and strategies to create examination questions making academic misconduct virtually impossible.

The practices included in this policy are those that were voted as mandatory by the MUSOP faculty in order to address the three facets listed above. The complete report, including suggested practices, is available on the SOP website at http://www.marshall.edu/pharmacy/files/Secure-Testing-Environment-Committee_3I6I2014_final-report.pdf.

400.003.002 - Create a secure testing environment:

The testing environment should be arranged to minimize distractions, allow for ease of proctoring, and eliminate potential scenarios for academic misconduct. Mandatory

implementations are as follows:

- 1) Faculty will use a lockdown browser (ie, Respondus or ExamSoft) when using electronic exams
- 2) All possessions must be left outside of class room with the following exceptions:
 - a) Laptop
 - b) Laptop charger
 - c) Mouse (optional)
 - d) Pencil/pen
- 3) Cell phones may be kept at the lectern by a proctor for emergency use only. Any unauthorized cell phone use by a student in the exam room will be charged as academic misconduct.
- 4) Any food or beverage must be approved by the Team Leader prior to a student entering the exam room. Proctors should be informed of specific students who have food or drink approval by the Team Leader.
- 5) Prescription glasses are the only nonmedical or nonreligious apparel that may be worn on a student's face during the examination.
- 6) Scratch paper will be given to all students if deemed necessary by the instructor.
- 7) All students must write their first and last names on the top of scratch paper and return the entire sheet of paper to a proctor before exiting the exam room.
- 8) Calculators will be supplied by MUSOP if deemed necessary by the instructor. No personal calculators will be permitted.
- 9) Students arriving late to an exam will not be permitted to take the exam if any students have already completed the exam.

400.003.003 - Increase proctoring effectiveness:

Each examination room should have an adequate amount of proctors with basic training on how to identify academic misconduct. Mandatory implementations are as follows:

- 1) A minimum of two proctors is needed for the large studio classrooms.
- 2) One proctor is needed for the smaller classrooms.
- 3) A proctor must monitor isolated students who have special testing needs based on ADA requirements.
- 4) MUSOP will install closed-circuit monitoring of the testing environment.

400.003.004 - Use tools and strategies to create examination questions making academic misconduct virtually impossible:

Professors should make every attempt to create examinations that mitigate opportunities for academic misconduct. Each professor has the right to create an exam that will best assess his/her students (electronic vs. paper, multiple choice vs. essay, etc.). Mandatory implementations are as follows:

- 1) Multiple-choice or matching questions will have their answer selections randomized.

- 2) Assessment Administration – seating charts may be implemented for all in-class assessments
- a. Non-electronic testing
 - i. Students may not access any electronic equipment during the exam that has not been provided or approved by the faculty, including but not limited to calculators, cell phones, laptops and PDAs.
 - b. Electronic testing
 - i. Only those resources (electronic or otherwise) approved by the instructor may be used or accessed during the testing session.
 - ii. Students enrolled within courses using electronic test must download and install SofTest.
 1. Log into your ExamSoft® portal using the URL (www.examssoft.com/marshallpharm) and credentials provided with your personal account
 2. [SofTest Instructions](#)
 - iii. All assessments must be downloaded at least one hour before the allotted assessment time using the provided download password. Once the encrypted assessment is downloaded, it cannot be decrypted until the course coordinator provides the specific assessment password. It is recommended that the student download the assessment as suggested as test access cannot be guaranteed inside the one hour window.
 - iv. Once open, ExamSoft® provides a secure offline assessment environment blocking access to all other material.
 - v. If problems accessing the assessment materials occurs please contact IT staff or refer to the ExamSoft® [Contact and Solution Center](#)
 - vi. Students may be required to verify assessment upload to a test proctor prior to leaving the testing area.
- 3) Post-assessment Review
- a. Upon completion of on an individual assessment, an instructor may release assessment data that they deem beneficial to students to review.
 - b. If individual post-assessment review is needed:
 - i. Students are not allowed to view any assessment without an appointment with a course instructor.
 - ii. Unless otherwise determined by the course director, only one student may be allowed to view the exam at one time.
 - c. No electronic devices (e.g. laptops, tablets and phones) will be allowed to be used during the review session.

APPROVALS:

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