

# Guidelines: Standard Operating Procedures for In-Class DVM Student Assessments

## Overview

The integrity of exam results depends upon having secure and confidential test materials as well as standardized administration procedures. This document provides students and faculty members with the NC State CVM rules and procedures for student assessments; it is the responsibility of students and faculty members to familiarize themselves with these regulations.

## Expected standards of behavior

Students are expected to abide by the NCSU CVM Standards of Conduct

(<https://cvm.ncsu.edu/internal/academic-handbook/>): “No student shall attempt to dishonestly or unfairly advance his or her or another person’s academic status. This includes, but is not limited to, the following:

- Distribution, possession, or viewing of past exams for any course, unless the course leader has expressly given permission for such use via the course syllabus or e-mail to the Office of Academic Affairs.
- Receiving or giving unauthorized aid on examinations, computer cases, papers, reports, or any other work which is to be accomplished individually. This includes plagiarism (i.e. the intentional failure to indicate the source of borrowed words or ideas).
- Denying others the opportunity to prepare for an upcoming examination. Examples include, but are not limited to, sequestering old exams, specimens, slides, radiographs, reprints, etc.
- Attempting in any other way to advance one’s academic status unfairly, such as feigning illness in order to take an examination after the scheduled date or making changes on a graded examination and then resubmitting it for re-grading.
- It is also each student's responsibility to bring evidence of dishonest academic behavior to the attention of the Office of Academic Affairs in an appropriate manner.”

## In class exams

### A. Seating

Students can select their own seat. However, they should indicate their seat number on their exam prior to completion of the exam. Directions for how to do so will be provided..

### B. Personal belongings

Items that may be brought into the exam are a beverage/water bottle, pens, pencils, erasers, ear plugs (spongy disposable type).

Except for the items noted above, all personal belongings (which includes phones and should be turned off) should be left at the front of the exam room or stored in the students’ lockers. To comply with fire code, personal belongings should not be left in the aisles of the exam room. Students may list Student Services (919-513-6262) as an emergency contact if needed.

Personal belongings include:

- Reference materials (books, notes, paper, etc.)
- Backpacks, book bags, purses or similar items
- Large overcoats
- Headphones / earphones
- Electronic devices such as calculators (will be provided if needed), phones, computers, tablets, pagers, watches with memory capability or similar items
- Scratch paper (if needed, will be provided)
- Food

C. Scratch paper

Students will be provided with scratch paper if needed. No scratch paper may be brought into the exam. Any scratch paper distributed during an exam must be turned in at the conclusion of the exam.

D. Questions during exams

No questions will be answered during the exam (clarification, rewording, interpretation, suspected typos, etc.). Any questions with typos or other errors will be assessed post exam for potential elimination. An in-test mechanism for voicing challenges/concerns regarding exam questions will be provided and will be clearly identified at the start of the exam. Such mechanisms may consist of:

- For paper exams in which answers are recorded in the exam packet; the instructor may designate a special section of the exam or may allow students to write notes next to the question of concern.
- For paper exams using Scantron sheets; a comment section of the Scantron form may be designated or paper may be made available at the front of the room for noting challenges/concerns.
- For Moodle exams, a non-pointed essay question at the end of the exam may be designated (requires default free navigation of the exam).

E. Proctoring during exams

A proctor will be in the main exam room at all times. Proctor responsibilities may vary depending on the format of the exam, but will include: ensuring security of exam content and materials, overseeing exam administration, ensuring compliance with exam day rules and procedures, and reporting of any irregularities during the exam. The course coordinator will be responsible for proctoring the exam, but, alternatively, can designate another individual to serve in this role.

F. Rest room breaks

A sign out / sign in sheet for restroom breaks will be available through the proctor. Wherever possible, proctors will try to avoid having more than one student out at a time. For paper exams, the student will leave the exam with the proctor. For computer exams,

the student will partially lower the lid of the laptop to prevent others from observing the screen contents.

**G. Randomized test questions and defaults**

For paper exams, a minimum of two exam versions with scrambled questions (or sections / groups of questions) will be prepared. For MC questions, scrambled defaults are also recommended. For Moodle exams, the exam will be set up to allow questions, or groups of questions, and defaults to be randomized. Exceptions to this policy can be made for tests where questions or test sections can't be scrambled for a legitimate reason.

**In class quizzes**

Any of the policy procedures for in class exams may be enforced for lower stakes in-class quizzes (paper or computer based) at the discretion of the instructor or course coordinator.

**Makeup or Early exams**

Early or Makeup Testing will typically occur in two possible ways: 1) students will work with faculty to schedule a location to test and will be proctored by the faculty member or any appropriate surrogate; or 2) faculty and student will work with Student Services and Educational Support Services to arrange for a proctored testing in an assigned room, typically in the library. Makeup testing should occur in a reasonably timely fashion, barring extenuating circumstances. Once an exam day and time has been confirmed, the student can only reschedule by seeking and receiving an excused absence from Academic Affairs.

For tests arranged by Student Services & ESS and in addition to any guidelines provided by faculty and the guidelines already established in the main classroom regulations not modified below, students need to understand the regulations on the day of the test:

- A. Student should report to library service desk for check in or pickup test at the library front desk. The assigned proctor, ESS Staff, or SSO staff will distribute exam.
- B. Report to Library service desk with ID and only what is allowed for the test. You or the proctor will be picking up a "Test in Progress" sign to put on outside of testing room door.
- C. Inspect your assigned room. If there is a white board in your room with information written upon it, you or the proctor need to clean the board.
- D. Personal belongings are not allowed in the library for any non-proctored, closed book assessment nor for any individual rooms (A121 to A126, A131 to A133, A141 to A143) where the proctor is outside the room. Students must secure all personal belongings not permitted in the testing room in their lockers prior to checking out the exam – this includes phones. Students with a proctor in the room testing environments (which will

typically be the case unless assigned one of the room indicated above) can place their belongings at a designated space near the proctor or at a proctor designated location in the back of the room but are not allowed to access or remove anything during the examination and, following the exam, should take any personal belongings outside the room before accessing them to reduce distractions within the room if testing with another student. The library will not hold personal belongings for any student. Students who do not comply with this could be subject to a failing grade for the assessment in question and could be asked to meet with the Academic Performance Committee for additional disciplinary action.

- E. Food can only be brought into a testing room if you have a medical condition or other justifiable need for food during exams and you requested & received an exception to the no-food guideline from Office of Academic Affairs. During major exams when your exam time allotted exceeds 3 hours, the Office of Academic Affairs has pre-approved a food break (requiring a sign out / sign in with the proctor) or you can take a snack in with you (if not testing with other students).
- F. During exam, should the need to use the restroom arise or take a sanctioned food break (see #5 above), you are required to sign out / sign in the log kept with the proctor.
- G. Take test within allotted time. Student is expected to pickup the exam on time but no later than 5 minutes after the agreed start time, and, regardless of the start time will not be granted extra time past the designated end time. Failure to arrive on time and turn in the test on time may result in an “F” for that exam. The Associate Dean of Academic Affairs will be notified if the student is late more than once so that chronic tardiness can be addressed.
- H. Return completed test and “Test in Progress” sign to ESS Staff or Proctor.