

Standard Operating Procedures for DVM Student Assessments

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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 standard procedures for student assessments. Students are expected to abide by the NCSU CVM Standards of Conduct as outline in the CVM Academic Handbook (<https://cvm.ncsu.edu/academic-handbook/>).

In class exams

Instructors may assign seats for in-class assessments or may allow students to select their own seat. Students will need to indicate their seat number on their exam prior to completion of the exam. Directions for how to do so will be provided.

Students may have the following personal belongings during the exam: a beverage/water bottle, pens, pencils, erasers, and ear plugs (spongy disposable type). If needed, calculators will be provided.

Except for the items noted above, all personal belongings must be placed at the front of the exam room or stored in the students' lockers. Cell phones that are present in the room must be silenced or turned off and placed with the students' personal belongings. 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, but are not limited to:

- 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
- Food

Students will be provided with scratch paper. No scratch paper may be brought into the exam. Scratch paper distributed during an exam must be filled out and turned in at the conclusion of the exam. Each student must take, complete, and return a piece of scratch paper.

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 an 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 for noting challenges/concerns.

- For ExamSoft exams, comments or questions about an item may be recorded by students during the exam.

A proctor will be present 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 main classroom, but, alternatively, can designate another individual to serve in this role.

A sign out / sign in sheet for restroom breaks will be available for pickup in ESS (C116). 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 hide the screen on their laptop to prevent others from observing the screen contents.

For ExamSoft exams, the exam will be set up to allow randomized questions and defaults whenever possible. Exceptions to this policy can be made for tests where questions must be in a specific order for a legitimate reason. Instructors administering paper examinations are strongly encouraged to have at least two versions of the exam.

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 exams may only be arranged if approved by the Office of Academic Affairs for extenuating or special circumstances. Approved students will work with the Educational Support Services (ESS) office or the course coordinator to schedule the time and location for early exams depending on the course coordinator preferences (see make-up exams).

Make-up exams must have an approved excused absence that is documented through the [Student Services Absence Portal](#). Course coordinators may choose to have their make-up exams scheduled and administered by ESS or they may choose to administer and proctor make-up exams themselves. Course coordinators who choose to administer and proctor their own make-up exams will need to coordinate the time and location directly with the student, including reserving a room for the exam. Expectations are that students will make up any missed exams within 1 week of returning to class unless the Office of Academic Affairs approves an extension.

For course coordinators that have chosen to have make-up exams handled by ESS, the ESS office will directly contact students with approved absences to schedule the date, time and location of the make-up exam using the e-mail address dvm-exam-coordinator@ncsu.edu. There are two times available for students to make up exams. Students with extended testing time will be scheduled on a case by case basis.

- Mondays 4:30pm-8:00pm
- Thursdays 12:15pm-1:20pm

Students may only miss a rescheduled exam if they have an approved excused absence through the Student Services Absence Portal.

Exam room guidelines for exams taken outside the main classroom.

Exam room guidelines for all exams taken outside the main classroom (early exams, make-up exams, reduce distraction testing, separate testing) are the same as for in class exams. Students can store their personal belongings in a location designated by the proctor or in their lockers. The library will not hold personal belongings for any student. Following the exam, students should take any personal belongings outside the room before accessing them to reduce distractions within the room if testing with another student.

Restroom and sanctioned food break sign-in / sign-out sheets will be provided. Food can only be brought into a testing room if a student has a medical condition or other justifiable need for food during exams and has requested and received an exception to the no-food guideline from Office of Academic Affairs. If the 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 the student can take a snack into the test if they are not testing with other students.

Students are expected to take their exams within the designated timeframe and should be ready to receive or start the exam 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 or turn in the test on time may result in a grade reduction or fail grade. The Associate Dean of Academic Affairs will be notified if the student is late more than once so that chronic tardiness can be addressed.