



**School of Allied Health and Life Sciences
PROCTORED EXAM POLICIES AND PROCEDURES**

This document outlines the proctored exam procedures in the School of Allied Health and Life Sciences and summarizes penalties for any misconduct. Failure to follow these procedures will result in receiving a 0 on any proctored exam, in addition to other disciplinary actions. Prior to your exam date, carefully read this **Proctored Exam Policies and Procedures** document and these additional policies:

- **UWF Academic Conduct Standards**, available at <http://uwf.edu/JudicialAffairs>
- **School of Allied Health and Life Sciences' Honor Code**, available at <http://uwf.edu/sahls> (if applicable to your program of study)

Be sure to ask your instructor any questions regarding these policies or proctored exam procedures before the exam date. By beginning any proctored exam you agree to uphold the **UWF Academic Conduct Standards** and agree to the **School of Allied Health and Life Sciences' Proctored Exam Policies and Procedures** and applicable **Honor Code**.

Proctor Approval

The School of Allied Health and Life Sciences' **Proctor Approval Form** is required to be submitted for approval well in advance of any exam date (typically 30-90 days in advance). Consult with your instructor regarding the expected time frame for submitting the form for approval.

Permitted Exam Aids

If there is a question on the exam that will allow a handwritten response, students may be asked to respond in ink (using their own blue/black ink supplied pens) to ensure writing is legible if the exam is to be returned for grading by the proctor via FAX. Consult with your instructor prior to the exam date regarding this issue and any other permitted exam aids (e.g., scientific calculator, equation sheet, statistical tables, etc.).

Approved Forms of Identification

- Be prepared to show two forms of identification (ID) to begin any proctored exam:
 - One form of ID must be a UWF Nautilus card with photo.
 - A second form of ID may be photo, or non-photo, such as:
 - a government issued identification card (e.g., driver's license or passport)
 - debit or credit card matching the exact name on the UWF Nautilus card
 - Please note: Social security cards are not acceptable for identification.
- After showing identification, be prepared to sign a statement and/or exam log to confirm your signature.

Before the Exam Begins

- Consume all food and drink and take care of any personal needs. If you leave the proctored area during an exam, you are not permitted to reenter your exam.
- Your personal items must be secured with you during the exam (e.g., beneath your chair or desk).
- All communication devices (e.g., pagers, cell phones, beepers, PDAs, laptops, etc.) must be turned off and may not be used during the exam.
- Only students taking an exam may enter a proctored area, and students must leave the area once their exam has been submitted.
- Your proctor will assist in accessing the exam. You will either access the exam within a course site in eLearning or in hardcopy form if your instructor has authorized this format. Your proctor will record your start time at this time and provide any additional permitted materials (e.g., proctor-initialed blank sheets of paper, pencils, etc.)

After the Exam Begins

- Exams are intended to be completed within the allotted time permitted. It is suggested you answer all questions from memory first, and then, if time permits, return to questions you are unsure of, using only those exam aids approved by your instructor to answer any questions.
- If there is a question on the exam that will allow a handwritten response, respond in blue/black ink (or press strongly with a lead pencil) to ensure writing is legible if the exam is to be returned for grading by the proctor via FAX.
- If there is a loss of Internet connectivity during the exam, your proctor will attempt to remedy the situation, or your exam will be rescheduled for an alternate time.
- During the exam, speak to the proctor if you need to report disruptive behavior of other students or if you witness any student misconduct.
- Unless otherwise specified in the exam directions:
 - You are not permitted to use email, paging services, fellow students, or the Internet during the exam.
 - You are not permitted to use any writing utensils during the exam.
- Your exam will be submitted by the proctor if you need to leave the exam during the proctored period. You will not be permitted to reenter the exam.
- When you have completed the exam, submit it using the procedures in eLearning or provide the hardcopy exam directly to the proctor. You are also required to return all additional proctor-supplied exam materials to the proctor (e.g., proctor-initialed blank sheets of paper, pencils, etc.). You may also be required to return additional permitted exam aids (e.g., equation sheet, statistical tables, etc.) if you added any additional writings or notes to these aids during the exam. If your proctor supplied these aids, they must be returned to the proctor.
- Before leaving the proctored area, check with your proctor for the recording of your end time and be prepared to sign a statement and/or exam log to confirm the submission of your exam.

Definitions and Penalties for Misconduct

It is the philosophy of The University of West Florida that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include receiving a 0 on an exam in addition to suspension or expulsion from the University.

Misconduct during a proctored exam includes any and all forms of cheating, e.g., falsely impersonating another student to gain access to the exam, accessing exam aids not permitted by the instructor, giving or receiving assistance of any kind during the exam, attempting to leave the exam area with questions or answers, discussing the exam questions outside the testing area directly or indirectly with any student that has not yet taken the exam, disrupting other students during the exam, or any act designed to give an unfair advantage to a student or the attempt to commit such acts.

Applicable Forms

Forms applicable to proctored exams are available at the site:

<http://uwf.edu/sahls/forms/>

Required documents include:

- **UWF Academic Conduct Standards** available at <http://uwf.edu/JudicialAffairs>
- **School of Allied Health and Life Sciences' Honor Code** available at <http://uwf.edu/sahls> (if applicable to your program of study)

Required forms include:

Proctor Approval Form