

GUIDELINES TO SUPPORT INTEGRITY OF THE CLASSROOM ENVIRONMENT DURING STUDENT ASSESSMENTS (SUCH AS EXAMS, QUIZZES)

1. **TEST CREATION.** Faculty should select one of more of the following options when preparing an assessment:
 - a. Create at least 2 versions of the assessment (using methods such as a test number randomization and/or correct answer location randomization).
 - b. Administer the examination in a room large enough to provide one empty seat space between students. Larger room requests should be made in writing through the Office of Student Affairs prior to the start of the semester.
2. **PROCTORS.** At least one proctor will be present in the room during the entire assessment. If more than one proctor is present, one proctor will be designated as chief proctor. Proctors should preferably consist of course faculty members, but may include any faculty or staff member certified as a proctor by the college to administer an assessment including all faculty with teaching appointments (such as graduate students, residents, fellows and adjunct faculty) (see faculty handbook 11.2.1). Course coordinators are ultimately responsible for the integrity of the assessment environment.
3. **ASSESSMENT TIME LENGTH.** Major examinations, excluding final course examinations, should be limited to 60-90 minutes in length, not to exceed two hours when including environment or exam set-up. Comprehensive final examinations may be longer in duration.
4. **STUDENT SEATING ASSIGNMENTS.** If the room available does not allow for the placement of one seat between each student, then the faculty member should consider selecting a method to assure a random distribution of student seat assignments (including seating charts, ticket methods, assignment to alternating sides of the room, or other methods discussed during the proctor certification process). The method selected by the course coordinator should be verbally explained to the students at least one class period prior to the exam as well as post all testing expectations on the course's blackboard site at least one class period prior to the exam. The expectations should include instructions for room entry and exit (see guidelines 6-9 below for more details).
5. **ROOM SET UP.** All students should vacate the room prior to the assessment and wait in the hallway near the classroom. After students have left the room, proctors should evaluate the room by visually inspecting all desks, floors and chairs and removing all paper and debris left in the room. Proctors should then place the needed test materials (such calculators, tests, scantrons, and pencils) face down in the appropriate seating design prior to student entry into the exam. Once the examination room is set up, proctors should then connect both campuses via polycom. Once the examination room set up is completed, proctors should remind students in the hallway (if needed) of expected procedures for room entry and how and when to begin the examination prior to student entry into the room.
6. **ROOM ENTRY.** Faculty, proctors, and/or support personnel should set up the examination rooms prior to student entry into the room. The following items are recommended to facilitate this process. Proctors should assure that students are not talking when they enter the room and that students place all belongings at the front of the room (including hats, coats, bags, briefcases, all electronics including cell phones and ear phones, and all food and drink, unless medical necessity for any personal items was established in advanced with the course coordinator or designated proctor). All study materials,

papers, books, etc., should also be placed at the front of the room unless otherwise requested by the course coordinator or proctor.

7. **EXAM START.** The lead proctor will announce the official start of the exam. Proctors from each campus will then place the Polycom on student view and mute. Students arriving late to the examination may not be permitted to take the exam if another student has completed the exam and left the testing room. In addition, course coordinators may decide to have a more stringent late arrival policy documented in their course syllabi.
8. **DURING EXAM.** During the examination, students should not leave the room, even to go to the restroom (which should be made clear when discussing and posting examination instructions on Bb). No talking or other communication should be permitted by students during the examination. Faculty should not entertain any student questions related to the testing instrument during the exam period. Any vital information should be communicated to the other proctors on both campuses and students (if applicable) in real time. Proctors are encouraged to investigate suspicious behavior in real time, including, but not limited to, moving students in the room to a new seat or inspecting student's space or documents.
9. **EXAM COMPLETION AND ROOM DISMISSAL.** When completed with the examination, students will follow the procedure established by the course director, and will be dismissed to the student lounge or area that is a significant distance from the exam room. Students causing disruption outside of the examination room will be directed to leave the area.
10. **EXAM KEY POSTING.** Faculty choosing to post an exam key should use a blank numbered paper for students, which should be left with the other test materials during exam set up (described above in item 5). Proctors must examine this page prior to students leaving the room. In this scenario, a second proctor for the examination is advisable to maintain a secure exam environment for the remaining students while the other students are being dismissed from the exam. If faculty choose to post an examination key, posting on Bb is preferred instead of in building hallways. For course coordinators not posting a key, these items will not need attention. Overall, all course coordinators should clearly state their policy in their syllabus.
11. **REASONABLE ACCOMODATION.** The Assistant Dean of Pharmacy Student Affairs, upon notification by the DRC (Disability Resource Center) will communicate to course coordinators the names of students who have been approved for reasonable accommodations for testing as well as the testing circumstances approved for each student. Faculty members should contact the Assistant Director of Pharmacy Student Affairs in Tulsa (Jason Marrujo) or Assistant Director of Pharmacy Student Affairs (Jennifer Richardson) in Oklahoma City **at the beginning of each semester** or **as soon as possible after receipt of notification** to clarify current procedures and support for reasonable accommodation testing. Course coordinators should complete and return the reasonable accommodation form which is enclosed in the communication from the Assistant Dean of Pharmacy Student Affairs to those listed on the form **no later than one week prior to the first examination** to assure adequate support and understanding of procedures and roles of all involved in the process. **The virtues of planning in advance for reasonable accommodation testing cannot be overemphasized.**

There are several considerations of which course coordinators should be aware:

- Students on the Tulsa campus must make contact with OU-Tulsa Student Affairs to make them aware of the date and time approved by the course coordinator(s) for testing; students failing to make these arrangements may not be accommodated as they expected.

- Course coordinators in Tulsa must assure that exam materials are delivered to OU-Tulsa personnel in sufficient time for their use; these materials should be sent to the appropriate academic secretary who will deliver them to Tulsa Student Affairs. Course coordinators in Oklahoma City must assure that exam materials are delivered to the Office of Pharmacy Student Affairs in sufficient time for their use.
- On both campuses, when examination times for reasonable accommodation students extend beyond 5 p.m., course coordinators are responsible for providing supervision of the testing process until the reasonable accommodation student(s) are finished. Course coordinators on both campuses must determine the location (room number) of reasonable accommodation students and contacts (phone number) of proctors for these students to facilitate communication and coordination, as needed.
- When students receive notification from the Assistant Dean for Student Affairs that reasonable accommodations have been granted they must notify course coordinators within three business days as to whether they will be utilizing reasonable accommodations. It is assumed that students will utilize reasonable accommodations throughout the semester.
- Students are highly encouraged to gain DRC review of their petitions for reasonable accommodation before a semester begins, but course coordinators must be aware that the needed reviews and communications, through no fault of the student or the Office of Pharmacy Student Affairs, may not be completed for all students to achieve this goal.
- It is highly recommended that course coordinators place this information about reasonable accommodation and attendant procedures in the course syllabus, clearly communicating processes, expectations, and the consequences of failure to follow the required procedures.

12. **FINAL NOTES**

- a. Failure of a student to comply with the above rules and regulations may result in failure on the given examination, as stated in the Academic Misconduct Code. Additional penalties may be recommended by the Academic Misconduct Board and imposed by the Dean.
- b. Final examinations are given according to the College of Pharmacy's final examination schedule. The student must take the examination at the time it is scheduled, unless specifically excused by the course director.