Computer-Based Exam Policy

Policy Statement

Students in GW Health Sciences Programs, either online or on campus, who are required to take computer-based exams must utilize the remote proctoring system Remote Proctor NOW (RPNOW) by Software Secure. Students are expected to follow all remote testing requirements before and during each quiz/exam. Each session will be reviewed by Software Secure, Inc. (SSI) and GW Health Sciences program faculty/administration for violations and/or suspicious activity.

GW SMHS expects that all students will demonstrate academic honesty in all academic endeavors, including but not limited to computer-based testing, as identified in the GW Code of Academic Integrity.

Reason for Policy

To maintain the integrity of the computer-based testing environment for both remote and on-campus students in Health Sciences Programs.

Who is Governed by this Policy

Any Health Sciences Programs students who are required to take online exams as part of their course of study.

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Policy

To maintain the integrity of the online testing environment, students will be required to utilize the remote proctoring system Remote Proctor NOW (RPNOW) by Software Secure. This system requires students to have a camera (built-in or external/peripheral), microphone (built-in or external/peripheral), and connection to the RPNOW website. If the student's computer does not have a built-in camera and/or microphone, he/she will need to purchase an external camera and or/microphone. During the exam, RPNOW will record the testing environment and block access to other applications during testing.

Students enrolled in any Health Sciences course(s) that requires online testing must:

1. Establish identity following the procedures outlined in the RPNOW instructions. A guide for the set-up and use of RPNOW can be found at http://myrpinstall.com.
2. Self-test the functionality of the system well in advance of all Remote Proctored exams so that any troubleshooting that is required can be accomplished. Please check with your instructor/proctor for available practice exams to test the system.
3. Establish and maintain a proper testing environment prior to and during the exam. The online testing environment should mimic the "in class" testing environment as detailed in the Definitions section of this document.
4. Take the exam in accordance with the guidelines of the course instructor, the Health Sciences Computer-Based Exam Policy, and the University's Code of Academic Integrity.

Each student's recorded session will be reviewed by Software Secure, Inc. (SSI) and GW Health Sciences program faculty/administration for violations and/or suspicious activity. Every student is expected to thoroughly review the testing requirements (detailed in the Definitions section of this document) before each quiz/exam as stated in the REMOTE PROCTOR link in the Blackboard course. Failure to do so may result in a rules violation or suspicious activity report.

There are three potential status levels which may be assigned to each quiz/exam after review:

1. **Clean**: No report is sent to the student because there are no activities found that break any exam rules.
2. **Rules Violations**: SSI will contact the student after an exam is any violations to the policy occur. These are situations which clearly do not constitute an act of cheating but violate exam policies. For example, talking with a child entering the exam environment during testing is a rules violation of the "no talking" requirement. The notification of a violation by SSI is intended as a caution for future tests and **will be a part of the student's record**. If a student has more than **two (2) repeated violations**, the program official will contact the student and **zero credit will be awarded** for the quiz/exam in question. If the student continues to disregard the exam policy requirements, the student will be referred to the Program Director for disciplinary action.
3. **Suspicious Activities**: If a report of suspicious activity is found for any student, the Program Director will be notified immediately and program officials will proceed with a formal investigation. Any finding of academic misconduct will be reported to the University and may result in consequences to include zero credit for the quiz/exam, disciplinary probation, dismissal, etc. If suspicious activity is confirmed on either a practica comprehensive exam or program comprehensive exam, the student will be required to take all remaining exams on campus (if the student resides locally) or at an authorized testing center.

All reported violations and/or suspicious activities will be recorded and investigated by program officials.

Definitions

Testing Area:

- Sit at a clean desk or clean table (not on a bed or couch).

- No writing visible on desk or on walls.
- Lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the student.
- Be sure the desk or table is cleared of all other materials.
- Nothing except the computer with one (1) computer monitor is permitted.
- The following should not be on your desk or used during your exam unless specifically allowed for that examination:
    - Excel
    - Word
    - PowerPoint
    - Textbooks
    - Websites
    - Calculators
    - Pen and/or paper, notes, note cards, etc.
- Close all other programs and/or windows on the testing computer prior to logging into the proctored test environment.
- If directed to do so by the specific test instructions, hold up the "instructor-allowed" items to the camera before testing, such as a blank sheet of paper or calculators. The pre-approved items will be indicated in the test instructions.

Quiet/Secure Room:

- Do not have a radio or the television playing in the background.
- Do not talk to anyone else -- this means no communicating with others by any means.
- No other persons except the test-taker should be permitted to enter the room during testing.

Student Behavior:

- Dress as if in a public setting (any inappropriate dress or nudity will be considered a violation).
- You must not leave the room during the testing period at any time. You must not take the computer into another room to finish testing (exam must be completed in the same room the "Exam Environment View" is completed in).
- No use of headsets, ear plugs (or similar audio devices) are permitted.
- Do not use the phone for any reason.

Contacts

Contact	Telephone	Email

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Document History

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Who Approved This Policy

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This policy, as well as all __university policies__, are located on the __Office of Compliance and Privacy__'s home page.