Health Sciences Computer-Based Exam Policy

Students in GW Health Sciences Programs, both remote and on-campus, who are required to take computer-based exams must utilize the online proctoring system specified by their academic program. This includes, but is not limited to Respondus, ExamSoft, and Honorlock. Students are expected to follow all proctored testing requirements before and during each quiz/exam. Each testing session completed remotely may be reviewed by 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 the 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 computer-based exams as part of their course of study.

Policy

To maintain the integrity of the testing environment, students may be required to utilize an online proctoring system. These systems usually require students to have a camera (built-in or external/peripheral), microphone (built-in or external/peripheral), and a stable and reliable internet connection.

During the exam, the student and their testing environment may be recorded and access to other applications will be blocked. By using an online-proctoring system, the student consents to any recording.

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

1. Secure all necessary equipment and ensure a reliable internet connection. If your computer does not have a built-in camera and/or microphone, you will need to purchase an external camera and/or microphone as per their program's proctoring system requirements. If your internet connection is not reliable, you are responsible for taking the exam in a location with a stable connection.

2. Self-test the functionality of the online proctoring system well in advance of all proctored exams so any troubleshooting that is required can be accomplished. Please check with your instructor/proctor for 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 Testing Environment Requirements section of this Policy.

4. Run the set-up or start-up sequence or scan as specified by the platform and your instructor. When requested, this includes scanning the test environment with your camera in such a way as to allow reviewers to see the testing space.

5. 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](.).

When recorded, each student's session may be reviewed by GW Health Sciences program faculty/administration for violations of this Policy and the University's Code of Academic Integrity and/or suspicious activity. Every student is expected to thoroughly review the testing requirements as specified by this Policy and their instructor before each quiz/exam. Failure to do so may result in a rules violation or suspicious activity report.

All violations and/or suspicious activities will be investigated by program officials and reported to the GW office of Student Rights & Responsibilities (SRR).

Computer-Based Testing Environment Requirements

Testing Area:

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

- No writing should be visible on desk or on walls.

- Nothing except the computer is permitted, unless specifically allowed for that examination. Be sure the desk or table is cleared of all other materials.

- 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.

- If using a laptop device, plug in the power connection so you do not risk running out of battery power during an exam.

- Close all other apps and/or windows 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 calculator. The pre-approved items will be indicated in the test instructions.

Quiet/Secure Room:

- Do not have any audio or video 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.

- You must not leave the room during the testing period. You must not take the computer into another room to finish testing (exam must be completed in the same room the start-up sequence or exam environment view is completed in).

- No use of headsets, ear buds, or similar audio devices is permitted unless expressly permitted by your instructor for that specific quiz/test.

- The use of cellular phones, electronic wearables, or other electronic devices for any reason is prohibited during examinations.

Contacts

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Document History

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Who Approved This Policy

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