

TTUHSC School of Pharmacy (SOP)
Common Instructions for
Major Assessment Administration

June 30, 2008

The following procedures promote an appropriate exam environment and academic honesty.

All policies within the TTUHSC Student Affairs Handbook will be followed. In addition, the School of Pharmacy Faculty instructs students to follow procedures listed below for major assessments (as defined by the course team).

1. Except under exceptional circumstances, students should not leave the exam room any time during the exam. Students should attend to personal needs before being seated.
2. Students must install the appropriate software (as directed by the faculty course team) on their personal computer in advance of the exam time and assure that all required software is functioning. Only software approved by the course team may be functional during the exam (e.g. WebCT and Respondus Lockdown Browser).
3. Only faculty approved specific websites may be accessed during an exam.
4. Students must purchase and install a functional privacy screen on the student's personal computer.
5. If required by the course team or faculty proctor, students must comply with assigned seating instructions throughout the exam period.
6. Students must store all personal items as follows.

Students are strongly encouraged to lock all personal items in their locker or in the trunks of their cars. Student back packs, book bags, computer bags, and the like must be placed on the sides, front, or back of the room. No such items will be allowed at the students' desks. Purses may be placed at the side of the room near the student's desk; but purses will not be allowed at the student's desk or near their feet. No drinks or snacks of any type may be at the desk. Students must remove hats, caps, and all headwear. Headwear of a religious nature is permitted. All coats and, jackets (including lab jackets) should be placed on the sides of the room or returned to the student's lockers. No loose clothing is allowed at the desk.

7. Nothing with an on off switch is permissible at the student's desk or on their person. No PDAs, computers (unless expressly approved for a specific exam), IPODs, cell phones, etc. are allowed at the students desk or on their person. Cell phones for medical needs can be left at student services.

8. Students are not allowed to bring paper. If scratch paper is needed, the exam proctor will furnish it. Tissue packs will be furnished by student services.
9. Students must not attempt to take an electronic exam outside the specific scheduled exam room.
10. Student Questions: Proctors will not answer any questions, related to content. If exam errors are found, the team leader will determine how to correct the error (or omit the question) after all exams are completed. In the rare event that an exam is missing a page or a computer is malfunctioning, the proctor may answer the question and resolve the problem.
11. Students should not disrupt the exam environment in any manner including but not limited to talking, and making unnecessary noises. In general silence should be observed during the exam period.
12. Faculty will announce the exact the time limits to be followed on their respective campus. Students shall hand their completed paper exam back to the proctor. Students must return all exam materials such as a paper exam and exam booklet, and scratch paper. For computerized exams, students shall save all answers, then log off the network and completely shut down their computer after completing the computerized exam.
13. The faculty proctor will initiate an academic misconduct investigation, for all involved students who violate Exam Procedures.