

NORTHWOOD TECHNICAL COLLEGE
MEDICAL LABORATORY TECHNICIAN
STUDENT POLICIES

EXAM POLICY

Purpose:

Exams in the Medical Laboratory Technician (MLT) program will be administered online (Blackboard Ultra) using Respondus or in person. The instructor will notify you at the start of the semester of the specific days and time of exams. The MLT Program wants to prepare you for the American Society for Clinical Pathology Exam (ASCP exam) by offering you online examinations during your program.

Exams are closed book exams. Notes, internet resources, files, or classmates cannot be used. Exam questions are randomized. While each classmate receives the same exam questions, the order of the questions is random. Exams are timed and time begins at the scheduled start of the exam.

Guidelines for on-campus exams:

- Students are expected to be ready at least 5 minutes prior to the exam.
- Students may not enter the exam room after the scheduled starting time. This is disruptive to classmates and creates security issues.
- Students may be required to show photo identification prior to admittance to the exam if a non-MLT faculty member is the exam proctor.
- In the exam room, students should sit in every other seat, if able.
- All personal belongings, including cell phones, need to be placed in designated areas, away from the testers, prior to the start of the exam.
- Turn off all cell phones prior to the start of the exam.
- Put away hats and watches of any kind prior to the start of the exam.
- Students will raise their hands to ask a question. The proctor will come to the student. There will be no other talking during the exam.
- Do not give help to other students or receive help from any student during an exam, either verbally or nonverbally.
- Once the exam is complete, leave the testing area immediately. Do not wait to ask peers/students their grade or discuss exam questions.
- Students may have 1 blank piece of paper and a pen or pencil during the exam. The proctor will provide the paper at the start of the exam. The proctor will collect the paper at the end of the exam and give it to the lecture instructor.
- Printing, copying, pasting, or emailing of exam material is prohibited.
- Students who engage in cheating or plagiarism will receive an F in the course. Please see the Academic Honesty statement in your course syllabus for guidelines.

Student responsibilities regarding exam review

- Students may make individual appointments with the lecture instructor to discuss or further review the exam.
- Test questions in any form must not be shared, discussed, or copied on social media. Examples include but are not limited to Facebook, Twitter, Instagram, blogs, etc.
- Students will not give any test information to other students between testing times and after testing times.

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Student responsibilities regarding make up exam

- If a student misses an exam, they must take the exam within 48 hours of the missed exam time. Students may not speak to other students about the exam.
- If a student misses an exam, the instructor has the right to give the student a different exam than was administered to the class. This could include a different format for the exam.
- Students are responsible for arranging their exam makeup with the lecture instructor before returning to school. Students must notify the lecture instructor within 12 hours of missing the exam to arrange the makeup exam.
- Only 1 makeup exam is allowed per student per semester. This means 1 makeup exam total, not one for each course.
- Students who require accommodation for testing must provide their instructor with documentation from the Northwood Tech Accommodation Specialist. See the Northwood Tech policy for accommodation procedure.