

NORTHWOOD TECHNICAL COLLEGE  
ASSOCIATE DEGREE NURSING  
STUDENT POLICIES

## TESTING SECURITY POLICY

- I. **PURPOSES:** The purposes for the Testing Security Policy are to provide: (1) students with direction to avoid academic dishonesty and (2) faculty members with the structure necessary to ensure security of all aspects of the testing process. This policy is not limited to academic dishonesty on tests, but encompasses all aspects of classroom, clinical, and online learning environments.
- II. **SUPPORTIVE INFORMATION:**
- A. Northwood Tech expects high standards of conduct from its students. Academic dishonesty of any nature is not acceptable and will result in disciplinary proceedings, including but not limited to a zero on a test, failing the course, or dismissal from the nursing program. Academic dishonesty is clearly discussed in the Northwood Tech Student Handbook. Additionally, students are expected to be aware of the Health Sciences Policy on Communication Guidelines in the Student Handbook.
  - B. The Wisconsin Board of Nursing (BON) may deny initial licensure to anyone who has been shown to have committed fraud or deceit in the obtainment of their nursing license. (Board of Nursing, N7.03)
  - C. The use of technology is often a method used for academic dishonesty. Examples include but are not limited to cell phones, portable media devices, cameras, audio or video recording, and social media networks. Any form of academic dishonesty is unacceptable and will not be tolerated.
  - D. It is important that faculty communicate with students on the expectations around academic dishonesty.
- III. **WHAT IS THE NORTHWOOD TECH STATEMENT FOR ACADEMIC MISCONDUCT ON AN EXAM?**  
The Northwood Tech Student Code of Conduct in the Student Handbook lays out what would constitute academic misconduct on an exam. This includes, but is not limited to:

Copying from another student's test paper, computer screen, or scratch paper; using test materials not authorized by the person administering the test; using sources not authorized by the school or instructor; collaborating with or seeking aid from another student during a test without permission from the test administrator; assisting another student during an exam; knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of a pending test; the unauthorized transporting or removal, in whole or in part, of the contents of a test. See the Northwood Tech College Student Handbook Policy & Procedure on Academic Misconduct for more information.

- IV. **STUDENT TESTING RESPONSIBILITIES (APPLIES TO ALL TESTING, INCLUDING ONLINE OR OFF-CAMPUS TESTING)**
- A. Have no personal belongings (food, beverages, books, papers, keys, phones, smart watches, hats, electronic devices, etc.) at a testing computer station.
  - B. Do not write on the provided scratch paper before the test begins unless given permission by the instructor.
  - C. Do not remove any privacy screens from the computer.
  - D. Raise hand to ask a question. An instructor will come to the student during an on-campus exam. There will be no other talking during the test. Instructors will provide a way to communicate through a virtual

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exam prior to the start of the exam.

- E. Do not remove any test materials, documents, or other material with any test information from the room after taking the test. Scratch paper and test printout information will be turned into the instructor or lab personnel before leaving the testing room.
  - F. Do not give help to other students or receive help from any student during a test either verbally or nonverbally.
  - G. Do not give any test information to other students between testing times and after testing times.
  - H. Once the test is complete, leave the testing center immediately. Do not wait to ask peers/students their grade or discuss test questions.
  - I. Students will not engage in any academic dishonesty activities.
- V. STUDENT RESPONSIBILITIES REGARDING TEST REVIEW/REMEDICATION
- A. Students may make individual appointments with the instructor to discuss the course competencies on the exam.
  - B. 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, Snapchat, blogs, etc.
  - C. Students will not engage in any academic dishonesty activities.
- VI. INSTRUCTOR TESTING RESPONSIBILITY
- A. Security measures will begin at test construction.
  - B. Test will not be left unattended on the instructor's desk or left open on computer screens when students enter the office. Computer content should be minimized to avoid breach of test questions.
  - C. Any paper copies of tests will be maintained in the instructor's locked office and in a locked cabinet.
  - D. Test security will continue once the test has been generated online. Verification of receiving the test online from the lead instructor should be confirmed by each instructor.
  - E. Make-up exams will be a different version than the exam given to the rest of the students.
  - F. Exams may be administered on campus or virtually through Respondus.
  - G. Exams will be administered through Respondus Lockdown and Respondus Monitor.
  - H. A written warning will be given to any student committing a first offense re: academic dishonesty and the student will receive a score of "0" on the exam or assignment. A second offense will result in dismissal from the program.