

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 misconduct 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 misconduct on exams, but encompasses all aspects of classroom, clinical, and online learning environment assessments.
- II. **SUPPORTIVE INFORMATION:**
- A. Northwood Technical College expects high standards of conduct from its students. Academic misconduct of any nature is not acceptable and will result in due process procedures following the Academic Misconduct Policy found in the Northwood Tech Student Handbook. The academic misconduct policy and appeal process are clearly discussed in the Northwood Tech Student Handbook. Additionally, students are expected to be aware of the Health Sciences policy on Code of Conduct in the current ADN Student Handbook.
- B. The unauthorized use of technology during testing may be considered academic misconduct. Examples include but are not limited to the use of cell phones, portable media devices, cameras, audio or video recording, and social media networks.
- C. 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 Academic Misconduct policy in the Student Handbook defines methods of misconduct including but not limited to cheating, plagiarism, collusion, and creating an unfair advantage. These methods among others could be used toward academic misconduct on an exam. Some examples of these methods include, but are not limited to:
- Copying from another student's exam paper, computer screen, or scratch paper
 - Using exam materials not authorized by the person administering the exam
 - Using sources not authorized by the school or instructor
 - Collaborating with or seeking aid from another student during a exam without permission from the exam administrator
 - Assisting another student during an exam
 - Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an exam
 - The unauthorized transporting or removal, in whole or in part, of the contents of an exam.
- IV. **STUDENT TESTING RESPONSIBILITIES** (Applies to all testing settings, including online and accommodations testing room)
- A. Students are required to arrive and be present in the testing room (including scheduled online and accommodation testing settings) before the scheduled time of an exam. Please refer to the Coursework and Testing policy for guidance if late to an exam.
- B. Have no personal belongings (food, beverages, books, papers, keys, phones, smart watches, hats, electronic devices, etc.) at a testing computer station.

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- C. Do not write on the provided scratch paper before the exam begins unless given permission by the instructor.
 - D. Do not remove any privacy screens from the computer.
 - E. 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 exam. Instructors will provide a way to communicate through a virtual exam prior to the start of the exam.
 - F. Do not remove any exam materials, documents, or other material with any exam information from the room after taking the exam. Scratch paper and exam printout information will be turned into the instructor or lab personnel before leaving the testing room.
 - G. Do not give help to other students or receive help from any student during an exam either verbally or nonverbally.
 - H. Do not give any exam information to other students between testing times and after testing times.
 - I. Once the exam is complete, leave the testing center immediately. Do not wait to ask peers/students their grade or discuss exam questions.
 - J. Students will not engage in any academic misconduct activities.
 - K. When testing online, students should ensure their surroundings are appropriate for testing success (i.e., distraction free, etc.) and demonstrate a professional testing environment.
- V. STUDENT RESPONSIBILITIES REGARDING TEST REVIEW/REMEDIATION
- A. Students may make individual appointments with the instructor to discuss the course competencies on the exam.
 - B. Exam questions in any form must not be shared, discussed, or copied on social media, online platforms or similar products. Examples include but are not limited to Facebook, Twitter, Instagram, Snapchat, Course Hero, Studocu, blogs, etc.
 - C. Students will not engage in any academic dishonesty activities.
- VI. INSTRUCTOR TESTING RESPONSIBILITY
- A. Security measures will begin at exam construction.
 - B. Exams 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 exam questions.
 - C. Any paper copies of exams will be maintained in the instructor's locked office and in a locked cabinet.
 - D. Exam security will continue once the exam has been generated online. Verification of receiving the exam online from the lead instructor should be confirmed by each instructor.

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- 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. Faculty will follow the Health Sciences Code of Conduct and the College Academic Misconduct policy and procedures for any academic misconduct concerns.