

## **ONLINE EXAM POLICY**

### **PURPOSE:**

Exams in the Occupational Therapy Assistant (OTA) program will be administered online (Blackboard) using Respondus and scheduled outside of class time. The instructor will notify you at the start of the semester of the specific days and time of online exams. The OTA Program wants to prepare you for the National Certification Exam (NBCOT exam) by offering you online examinations.

Students are expected to have the proper technology on their computers and have tested it prior to exam day. 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 are 50 minutes in length.

### **GUIDELINES:**

- It is expected that you will be on your laptop, logged into Blackboard, and prepared at least 5 minutes prior to the exam.
- You will be required to complete a thorough environmental scan before the exam begins.
- You will be video and audio recorded.
- You may be required to show photo identification prior to admittance to the exam if a non-OTA faculty is the exam proctor.
- If you are in the exam room on campus, sit every other seat, if able.
- All personal belongings, including cell phones, need to be placed in designated areas, away from your exam space, prior to the start of the exam.
- All cell phones need to be turned off and removed from the exam space prior to the start of the exam.
- Hats and watches (of any kind) must be put away prior to the start of the exam.
- If testing on campus, raise your hand to ask a question. The proctor will come to you. 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.
- You may have 1 blank piece of paper and a pen/pencil during the exam. If on campus, this is provided by the proctor at the start of the exam. This paper will be collected by the proctor at the end of the exam and given to the lecture instructor. Otherwise, front and back of paper, plus area under paper must all be shown to the camera before and after the exam.
- Printing, copying, pasting, emailing, or sharing of exam material is prohibited.
- Cheating and plagiarism will cause you to receive an F in the course. Please see the Academic Honesty statement in your course syllabus for guidelines.

NORTHWOOD TECHNICAL COLLEGE  
OCCUPATIONAL THERAPY ASSISTANT  
STUDENT POLICIES

**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, X, Instagram, Teams, blogs, etc.
- Students will not give any test information to other students between testing times and after testing times.
- Each student will complete an exam wrapper prior to leaving the exam.

**Student Responsibilities Regarding Make up Exam**

- If you miss an exam, you must take the exam within 24 hours of the missed exam. You may not speak to any student about the exam.
- If you miss an exam, the Instructor has the right to give you a different exam than was administered to the class. This could include a different format for the exam.
- It is your responsibility to make arrangements for your exam makeup with your **lecture instructor** prior to your return to school. You must notify the lecture instructor within 12 hours of missing the exam to make arrangements.
- Only 1 makeup exam is allowed per student per semester. This includes all OTA courses, not for each course.
- Special accommodations for online testing can be made if you approach your Instructor with documentation from the Northwood Tech Accommodation Specialist on your campus. See the Northwood Tech policy for accommodation procedure.