ELECTRONIC EXAM ADMINISTRATION

POLICY

The primary mode of test administration at Sherman College is electronic format using the college-issued Apple iPad®. There may be occasions when, in collaboration with the Center for Innovation in Teaching & Learning (CITL), paper-based testing may occur. To maintain integrity of the established testing environment, the following guidelines must be performed:

Electronic Testing Preparation

1. Contact CITL when e-support is needed for creating and/or help administering e-exams.

2. Create Schoology® exam as an Assessment; do not use Test/Quiz.

3. Randomized exam questions and shuffle distractors to create different versions of the exam.

4. Create a duplicate of the exam for accommodated students; edit settings to apply to specific accommodations.

5. Enable LockDown Browser® and assessment password setting to ensure eTest security.

6. Print one copy of the exam the day before test day in the event Schoology is not accessible.

7. Bring at least one paper copy to class during midterm and final exams.

8. When the draft schedule is released, a faculty member can submit a request to the registrar for an assigned proctor if he/she deems one is needed, and if the class size is over 20 students. All other proctor requests will go through the respective dean's office.

9. Prior to the test day, post the **iPad Ready** directions in Schoology Course Updates. Students are responsible for the following:
    a. Verify Chrome is installed - SchoologyWEB (black icon) opens Schoology in Chrome, not Safari.
    b. Always use SchoologyWEB (black icon) to open exam. Do not use app; it may cause submission problems.
    c. Bring college-issued iPad to class and ensure iPad is fully charged.
    d. Verify LockDown Browser is installed with most recent version.

e. Install most recent iOS update (on iPad) the night before exam.
f. Verify Wi-Fi is on Sherman before opening exam.

10. When a student has been approved to take an e-test remotely, contact the Assistant Director of CITL 48 hours prior to exam day to ensure proper technology and protocol is in place for off-campus e-testing.

11. Email midterm and final exams as a PDF to the Office of Academic Affairs (vpaa@sherman.edu) within 48 hours of exam administration.

Electronic Testing Environment

1. Prior to exam administration, faculty must instruct examinees to turn off all cell phones and electronic devices and remove any smart watches and/or fitness trackers. Except for the students' iPad for eTesting, all personal belongings should be placed in a location designated by the instructor. Students may not access these materials after the exam has begun. Faculty members may request that students remove overcoats, jackets, and hats.

2. A disruption from any electronic device during an exam may result in the student losing test points at the instructor's discretion.

3. Faculty members may require students to move to another seat prior to and at any point during the examination. Appropriate distance between students should be maintained and if necessary, arrange to administer the exam in a larger classroom.

4. A student may not take an exam if he/she arrives after another student has already completed the exam and left the classroom. If no students have completed the exam, the student may take the exam. However, additional time will not be provided. Students are not allowed to leave the room and return during an exam, including restroom breaks.

5. The instructor and proctor (if present) should remain mobile (i.e. moving around the classroom) during the exam. All verbal communication should be kept to a minimum during the exam.

6. When possible, electronic test troubleshooting should be conducted outside of the classroom. If eTest troubleshooting requires more than 2 minutes, immediately provide the student with a paper test.

7. The instructor should develop all assessments with randomized questions and/or shuffled answers to ensure eTest security. Include a password as an additional security measure.

8. CITL assistance is available (upon request) for eTests administration and issues occurring during the test.

9. After completing an eTest, students are required to show the instructor the completion screen or iPad home screen to verify test submission.

10. Enable LockDown Browser and assessment password setting to ensure eTest security.

11. Students should never "hard reset" an iPad during an exam unless directed to do so as a troubleshooting measure by the instructor.

Dealing With Inappropriate Test-taking Behaviors:
When a faculty member or proctor observes or suspects inappropriate test taking behavior (Policy 8004 – Student Code of Conduct):

1. Move the suspected student to another location with as little disturbance as possible.

2. If the student possesses unauthorized materials (notes and/or electronic devices), remove these as discretely as possible.

3. Allow the student to complete the examination.

4. Note the location and circumstances of your observation. This will be necessary for a written report as well as for the Student Conduct Review Board (SCRB) if the matter is brought to the SCRB for deliberation.

5. Speak with the student **in private** about your observations.

6. If after discussion, you believe that student cheated, file a written report that includes the name(s) of the individual(s) involved along with a description of the behavior and surrounding circumstances to the appropriate Dean. Follow the procedures outlined in Policy 8004 – Student Code of Conduct. The author must sign any such report.

Evidence to be interpreted as cheating on an examination:

1. Hard Evidence
   a. Unauthorized hard reset of the iPad or any attempts to exit the testing screen.
   b. Materials or devices containing testable information in view of student while taking a test.
   c. Students communicating about a test while it is being administered.

2. Soft Evidence
   a. Unusual notations on scratch paper by students to include but not limited to documenting test questions and/or answers.
   b. Unusual position of scratch paper and/or iPad screen.
   c. Unusual seating arrangements which facilitate a student's view of the other students' scratch paper and/or iPad.
   d. Any talking or distracting noises.
   e. Unusual movements of any kind.

Also see Policy 8004 – Student Code of Conduct
Policy 1031 – Classroom Decorum
Policy 1047 – Cell Phone and E-Devices