

MSBS Student Examination Policy

The purpose of the Student Examination Policy is to ensure the integrity of the exam process and to outline expectations regarding organization, handling, administration and general oversight of examinations.

The policy applies to all students enrolled at California Health Sciences University's College of Biosciences and Health Professions (CBHP) -Master of Science in Biomedical Sciences (MSBS) program and applies to all 'high stakes' assessments such as mid-term exams, final examinations and comprehensive examination, but not quizzes, or other types of in class formative assessments.

Course grades are determined by individual assessments which include summative, formative, block or cumulative examinations. Examinations must be conducted in a manner which ensures the process is robust and prevents students from participating in any cheating incident, misconduct or any action that would compromise the integrity of the CHSU Student Conduct and Professionalism Policy. Collaboration or communication with other persons on an exam is strictly prohibited unless clearly authorized in the examination instructions.

RELATED INFORMATION AND PROCEDURES

QUIET AND DISTRACTION-FREE ENVIRONMENT

Students must refrain from communicating with classmates in any form, during an examination. Students shall not ask proctors for clarification on questions. For electronic exams, students can leave a note to defend a specific choice in the comment section, otherwise a blank sheet of paper may be provided to collect comments. All exam questions, comments and results are reviewed after the exam for trends and performance to finalize the exam key.

ACADEMIC INTEGRITY

Typically, exams will be time-limited, with questions randomly sequenced, with no ability to go back on submitted questions. Students who are found of using unauthorized materials or electronic devices into an exam, seek assistance, obtain assistance from classmates or from any unauthorized sources, or otherwise fail to follow this Student Exam policy may be subjected to discipline under the Student Professionalism and Conduct policy, up to and including, dismissal from the program.

CHSU reserves the right for proctors, faculty and authorized personnel to refuse exams, terminate exams, and report test takers who are suspected of noncompliance or academic dishonesty.

PERSONAL BELONGINGS AND ELECTRONIC DEVICES

- Personal belongings (All coats, jackets, hats, scarves, shawls, blankets, pillows, books, notes, backpacks, book bags, briefcases, purses, pencil cases etc.) must be stored away from the examination area. Head apparel is allowed only for religious / cultural reasons (e. g. hijab, turban and likewise).
- Electronic devices (including but not limited to cell phones, pagers, digital timers, smart watches, programmable calculators, netbooks and notebook computers, etc.), must be turned off and stored away from the examination area. When taking a paperless exam, a personal laptop may be permitted. All personal laptops must be equipped with a privacy screen, if privacy screens are required per the course syllabus.
- Students may bring in a water bottle with no label or label removed. Table spaces must be cleared of all unnecessary materials prior to the start of the exam.
- All materials brought into the examination area are subject to search and removal by proctors, faculty or authorized personnel.

ASSIGNED SEATING

If an exam seating chart is posted with assigned seating, students must sit in assigned seats. Otherwise, students may sit at any available seat.

ENTERING AND EXITING EXAM CLASSROOM/AREA

Entrance to the classroom where the exam is to be given will not be permitted until the exam is set to start or when the proctors allow. Students will be asked to leave the classroom until the exam is ready to be given. Once the exam is complete, students should quietly exit the room. Students should refrain from unnecessary noise outside of the classroom so as not to distract exam takers. Students will not be allowed to re-enter the exam room until the exam has ended.

WATER AND RESTROOM BREAKS

Water or restroom breaks are permitted after notifying a proctor. If a limited number of proctors are available, restroom breaks may not be permitted. Only one student may use the restroom at a time and may be accompanied by a proctor. Proctors may ask students to show that they do not have any/or electronic devices or other materials on their persons when leaving for a restroom break. A note from a physician will be accepted for extenuating circumstances. A break does not entitle the student to more time on an exam. If restroom breaks are being abused or become a distraction, the proctor may limit breaks as deemed necessary.

SURVEILLANCE AND MONITORING

In addition to proctors, CHSU employs video surveillance and recording technologies to maintain an environment of academic integrity.

EXAM COMPLETION

When a student has completed their exam, they should inform the proctor by turning in their paper materials and/or showing the proctor the submission screen for electronic exams. All work must cease at the end of the exam. No credit will be given for any work done after the end of the allotted exam time.

LATE ARRIVALS AND EXCUSED ABSENCES

- Students are recommended to arrive at least 10 mins before the exam time and should sit at their assigned seating.
- A student who arrives more than 15 minutes late to a scheduled exam will not be permitted to take the exam without approval from the Office of the Academic Affairs. In addition, the student may receive a "letter of unprofessionalism" that will be kept in the student's file. If the student has an approved excused absence, they will be allowed to take the exam at a later date. For exam absences, students should refer to the Student Attendance and Excused Absence Policy for further details.