

COP Student Exam Policy

The purpose of this policy is to enforce a uniform exam process that facilitates fairness and academic integrity for all students.

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 bring 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 receive an exam grade reduction or failure and may be subject to discipline under the Student Professionalism and Conduct policy, up to and including, dismissal of the program. CHSU reserves the right for proctors and faculty to refuse exams, terminate exams, and report test takers who are suspected of violating CHSU policies.

Personal Belongings and Electronic Devices

All coats, jackets, hats, scarves, shawls, blankets, pillows, books, notes, backpacks, book bags, briefcases, purses, pencil cases and 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 confiscation by proctors and faculty.

Assigned Seating

If an exam seating chart is posted with assigned seating, students must sit in assigned seats. Otherwise, students should sit at assigned team tables used for class.

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 and Excused Absences

A student who arrives more than 15 minutes late to an exam may be allowed to take the exam at a later date. Final exam scores will be deducted by 10%. In addition, the student will 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 without penalty. For exam absences, students should reference the Student Attendance and Excused Absence Policy for further details.