

Professional Course Exam/Assignment Guideline for Students

Purpose: To establish expectations for students dealing with exams procedures in Doctor of Pharmacy Courses.

I. Exam Schedule

- a. The current policy for exam scheduling can be found in the COP Student Handbook at the following page: <https://www.ulm.edu/pharmacy/currents.html>
- b. Examinations may be given outside of regular class hours in the evening or on weekends.

II. Exam Conduct

- a. All examinations, quizzes and assignments are given in accordance with the College of Pharmacy Code of Conduct. Students are expected to behave in a manner such that no doubt could possibly exist about their academic integrity and must follow guidelines imposed by the faculty member.
- b. All exam items used are the property of the College of Pharmacy. Any reproduction of the materials or any part of them through means including, but not limited to, photocopy, dictation, photography, or reconstruction through memorization and/or dissemination (oral or written) in any form to any individual and/or party without the permission of the course coordinator and instructors is prohibited and constitutes a violation of the Code of Ethics and Professional Conduct.
- c. Students must:
 - i. Show up on time for the exam. Students showing up late for the exam will not be allowed to take the exam unless the late arrival was due to an excuse listed at Excused Absences.
 - ii. Space themselves evenly in the exam room or sit in pre-assigned seats.
 - iii. Leave all books, papers, coats, purses, book bags, etc., in the front of the classroom, unless it is to be an open-book exam.
 - iv. Leave the test area and the hallway outside of the classroom being used for testing immediately after finishing the exam. If you are waiting for someone still in the exam room, you must wait in the student lounge, the student locker room, or the student resource center.
 - v. Wear ULM identification badges, which are also used to access the COP building.
 - vi. During exams as well as during any grade-generating activities, the use of programmable calculators and electronic devices capable of storing, receiving or transmitting data are prohibited unless expressly authorized by the course instructor. Such devices must be turned off and placed in a location that is not readily accessible to you during the activity. If calculators are allowed, they may not be shared between students.
 - vii. Immediately stop writing and put all pens and pencils away when time is called at the end of the exam. **Failure to respond immediately will result in a grade of "0" for the exam or quiz.**

- viii. Put all pens and pencils away before getting up to turn in papers.
 - ix. Wear appropriate attire as defined in the dress code.
 - x. Quietly move seats if requested to do so before or during the exam.
 - d. ExamSoft Procedures
 - i. Exams will be issued using ExamSoft; all students are required to download exams prior to the scheduled exam.
 - ii. If a student cannot take the exam on the scheduled date the student must reverse download the exam to ExamSoft.
 - iii. Under no circumstances should a student open an examination, except during the scheduled time and at the scheduled location. If the exam is opened outside the scheduled time and location, the student will be subject to review under the Code of Ethics and Professional Conduct.
 - iv. Scratch paper may be issued on the day of the exam and all students may be required to sign the scratch paper and return it to the exam proctor prior to leaving the room. No other paper items will be allowed during the exam unless supplied by the faculty administering the exam.
 - v. All exams must be uploaded before leaving the classroom. In the event of a power outage or loss of Wi-Fi connection, all students are required to upload the exam at the earliest possible reconnection time; however, proof of exam closeout will be required prior to leaving the classroom.
 - vi. Failure to comply with the above items will result in the student being dismissed from the exam.
- III. Students with Special Needs
 - a. Students with special needs will refer to the following procedure:
<https://www.ulm.edu/pharmacy/documents/ospa/specialneeds.pdf>
- IV. Missed Exams or Assignments
 - a. Excused absence
 - i. The College of Pharmacy excused absence policy will be followed for all exams and assignments:
<https://www.ulm.edu/pharmacy/documents/ospa/excusedabsence.pdf>
 - ii. Timeline
 - 1. Students who have missed an exam or assignment due to an excused absence will make up the exam at the discretion of the course coordinator in consultation with course instructors.
 - 2. Exam and assignment makeup expectations will be published in respective course syllabi.
- V. Exam Review
 - a. A designated time for exam review shall be established for all courses. Exam review can take place as a group using a debriefing or delayed secure review. The decision to conduct group or individual review and the time for review should be communicated in the course syllabus.
 - i. Students may individually review their exams with the course coordinator or designee within 14 days of the exams.

- b. Prior to exam review the course coordinator will notify students of any adjustments already made to the exam. Exam review time is not used for appealing or contesting a question, but for discussing the question rationale with the instructor(s).
- c. All appeals for individual questions should be completed within two weeks of the exam and within one week of the final exam.
- d. Problems or issues with a question should be directed to the course coordinator in writing. In the written challenge, the student is expected to include references or rationale to support their challenge of the question. The faculty member writing the question will review the challenge, and his or her decision will be shared with the course coordinator(s). Discussion of a dispute will occur only after the written query is submitted.
- e. In the event that there is an issue with a particular test question, adjustments to scores will be made based on discussions between the test question writer and the course coordinator