

## **TEST AND EXAM POLICY— School of Health Sciences Humber ITAL**

The faculty and staff in the School of Health Sciences at Humber College are committed to educating, preparing, and nurturing future professionals and citizens who exemplify positive ethics and excellence in their behaviours and practices. Academic Integrity is defined as the courage to commit to the core values of honesty, trust, respect, fairness, responsibility, and courage—even when faced with adversity (International Centre for Academic Integrity, 2014).

### **A. PRINCIPLES:**

Evaluation is a key component for student success. The conduct of tests and examinations are carried out to ensure maximum credibility of the evaluation method and, therefore protect the integrity of each student's performance evaluation/grade. Tests and examinations are supervised by Faculty and or approved invigilators from the School of Health Sciences. Faculty and invigilators have the authority to enforce the Test and Exam Policy. Any deviation from the policy will be noted in writing on the cover of the exam booklet and signed by the faculty or invigilator.

The following terms refer to forms of evaluation:

Test--refers to an in course or midterm test

Exam—refers to a final examination for a course

### **B. 1. PROTOCOL:**

- 1.1 Students enter the text/exam room upon direction of the Faculty (invigilator).
- 1.2 Seats may be pre-assigned.
- 1.3 Students must provide a valid student ID card with photo to be eligible to write the examination. In the event that a student does not have a student ID a **current** photo ID will be accepted (e.g. driver's license, health card).
- 1.4 Student ID information may be attached to the tests/exam booklet by a printed sticker. Students may need to enter name, student number and section number on any additional exam materials.

- 1.5 Students must provide their own HB pencils (with an eraser) and pen. The use of items like, highlighters or pencil sharpeners are at the discretion of the Faculty (invigilator). Use of any other items will be made by individual Faculty and arranged with students PRIOR to the test/exam. **ONLY PENCILS, PENS, STUDENT ID CARDS ARE PERMITTED ON THE DESK OR TABLE TOP.** Liquids in a clear bottle with the label removed are also permitted.

- 1.6 All cell-phones and electronic devices are to be stored in the approved Test and Examination Storage bag as provided by the Faculty or invigilator. The devices must be turned off, sealed in the bag, and placed under the student chair before starting the test/exam. **Devices are not to be accessed until the test/exam is submitted to the Faculty or invigilator.**
- 1.7 Students are **NOT PERMITTED** to **WEAR** or **ACCESS** a watch during the test/exam. Under NO circumstances are watches (Apple or regular watches) to be on the student's person.
- 1.8 No outerwear items are permitted to be worn (e.g. hats, gloves, overcoats, jackets, vests).
- 1.9 It is recommended that personal belongings (e.g. coats, bags) be stored in the student's locker during the test/exam. If personal items are brought to the test/exam room they are to be stored at the front of the room or designated area as directed by the Faculty/invigilator. **For storage of cell-phone and electronic devices see 1.6.**
- 1.10 Students must be punctual for all tests/exams. Students must stay in the test/exam room for the first 30 minutes. After 30 minutes students may exit quietly after submitting their test/exam and all paper used during the exam to the Faculty or invigilator.
- 1.11 No student is permitted to start the exam if another student has finished the test/exam and left the test/exam room.
- 1.12 Once the student has left the test/exam room they are not permitted to re-enter the room. **Students are directed to use the washroom before the test/exam begins [Students unable to meet this requirement are directed to access services through the Accessible Learning Services].** In the event that a student must use the washroom they must be accompanied by a faculty or invigilator. If it is not possible to secure a faculty or invigilator to accompany the student to the washroom, the student will not be permitted to re-enter the room after using the washroom.
- 1.13 No student is permitted to leave the test/exam room in the last 15 minutes of the exam and is expected to stay seated pending directions from the faculty or invigilator.
- 1.14 Students are to follow the instructions of the faculty or invigilator for the collection of tests/exams and dismissal procedure at the end of the test/exam.

## **2. STUDENT CONDUCT**

- 2.1 Students will enter the room in an orderly fashion and proceed directly to the assigned seat [unless otherwise directed by the faculty (invigilator)].
- 2.2 Students will not speak with each other once they have entered the test/exam room.
- 2.3 Students may not open the test/exam booklet or turn over the test until directed by the Faculty (invigilator).
- 2.4 Students must stay focused on their own paper and all test/exam materials must be kept on the desk or table top in front of them.

- 2.5 Students **may speak only to the faculty or invigilator** during the test/exam.
- 2.6 If assistance is required or clarification needed it must be directed to the Faculty or invigilator **only**.
- 2.7 At the end of the test/exam students **must stop writing** immediately upon being directed by the Faculty or invigilator [students who do not comply with this directive will be directed to the Associate Dean for follow-up].

### **3. LATE ARRIVAL TO AN EXAMINATION**

- 3.1 No late arriving student will be admitted to write the test/exam after any student has left the exam room.
- 3.2 Additional time will not be allotted for any student who begins their test/exam late.

### **4. PROCESS FOR REQUEST FOR DEFERRAL OF A TEST/EXAM**

- 4.1 Extenuating circumstances may be considered for being absent for a test/exam.
- 4.2 Planned absence/deferral requires prior notification to the professor teaching the class.
  - Deferral for religious holidays requires notification in writing at the beginning of the semester/term [one week before the test/exam]. A note on letterhead from the religious leader is required to confirm affiliation and the date(s).
  - Deferral for reasons of booked surgery or major diagnostic test requires a note on letter head from the physician with date(s) as soon as possible prior to the test/exam.
  - Deferral for reasons of legal proceeding requires a photocopy of the summons with date(s).
  - Deferral for reasons of bereavement of an immediate family member or significant other (as defined in common law) must be verified with a Proof of Death Certificate or a Letter of Attendance, issued by the licensed death care provider.
- 4.3 Deferral for unplanned illness/injury requires notification of the professor teaching the course as soon as possible prior to the final exam. As soon as possible, the student must provide a note on physician's practice or nurse practitioner's letterhead to the professor with the date(s) of illness and inability to attend the examination.

### **5. MISSED TEST/EXAM**

- 5.1 Please consult program specific policies regarding the process to follow for a missed test/exam.

## 6. ACADEMIC INTEGRITY

### Academic Integrity Definition

Academic Integrity requires courage and commitment, even in the face of adversity, to the five fundamental values of honesty, trust, fairness, respect, and responsibility (International Centre for Academic Integrity [ICAI], 2013). As a teaching and learning community, faculty, staff, and students have a responsibility to the public to ensure that we consistently live and promote these values, regardless of the complexities and challenges we face in our studies and practice, both currently and in the future.

Dishonest test/exam taking (cheating) is contradictory to Academic Integrity and is incompatible with the academic regulations for Humber College, the University of Guelph Humber, and the University of New Brunswick.

The presence of unauthorized materials in the test/exam room, on the desk or table, or on the student's person will be interpreted as **academic misconduct (academic dishonesty)**.

- 6.1 Faculty and invigilators have the authority to remove any unauthorized material for the period of the test/exam. It can be retrieved when the exam materials have been handed in. Refusal to surrender unauthorized material will remove eligibility to continue to write the test/exam and the student will be referred to the Associate Dean for follow up.
- 6.2 Faculty and invigilators have the authority to direct students to move to another seat during the test/exam. Refusal to move at the request of the faculty or invigilator constitutes a breach of the exam/test policy and the student will be referred to the Associate Dean for follow up.
- 6.3 A notation of any behaviour that may be viewed as academic misconduct (academic dishonesty) will be made by the Faculty or invigilator on the exam/test booklet or paper and this information can be used in an academic misconduct report to the Associate Dean of the School of the program and the Dean of the School of Health Sciences.
- 6.4 Students are responsible to know the academic regulations for Humber College and for their program.

- 6.5 Students registered with Accessible Learning Services or who have arrangements with their professor to write their test/exam in the Test Centre are expected to adhere to the Test Centre policies in addition to those outlined in this policy. Students who choose not to follow the Test Centre policies will be reported by the Test Centre to the designated faculty overseeing the student test/exam and will be reported to the appropriate Associate Dean for breach to the Test Centre, and/or the School of Health Sciences' exam and test and academic integrity policies.
- 6.6 Students who are writing a test/exam off site are expected to adhere to the off-site policies in addition to those outlined in this policy. Students who choose not to follow the off-site policies will be reported by the off-site staff to the designated faculty overseeing the student test/exam and will be reported to the appropriate Associate Dean for breach off-site, and/or the exam and test and academic integrity policies.