

4.4 Student Test-Taking Policy

Approved: 6/5/2023, Reviewed 11/3/2023

1. All exams are administered via web-based software. Students with testing accommodations are responsible for obtaining the appropriate documentation from the UT Tyler Office of Student Accessibility and Resources (SAR)
2. Exams start on time. Late arrivals will be denied admission unless prior approval is obtained. At faculty discretion, campuses will offer a whiteboard, marker, & eraser or a blank sheet of paper after the exam begins. Information on the paper or board will not be shared with other students. Whiteboards must be erased before turning in and paper must include the student's name and be turned in at the end of the exam.
3. Students will sit in locations as determined by the instructor. Students may be placed in an assigned seat.
4. All personal items including class notes are to be placed at the front of the testing room unless otherwise directed by the proctor. No cell phones or other electronic devices (including text-capable electronic watches) are allowed preceding or during an exam. All electronic devices will be turned off in the testing environment. All hats/caps will be removed before testing.
5. Students are expected to refrain from talking, gesturing, or communicating in any manner with other students before, during, and immediately following the exam. The testing environment should be quiet.
6. Faculty will not explain the content in questions during the exam. If a student has a concern about a question regarding spelling or clarity, the student should send the course faculty an email detailing the concern after the exam.
7. For dosage calculations, if rounding is applicable, instructions will be given specific to each question. For clinical courses, the number of medication calculation items on each exam should be a minimum of two or more but not to exceed five.
8. Students may not leave the room during testing without permission. Students should take care of their biological needs prior to entering the testing center.
9. Divulging the contents of an examination, for the purpose of preserving questions for use by another is considered cheating and academic dishonesty and is subject to disciplinary action. See <https://www.uttyler.edu/sci/student-conduct/policies/>
10. Students are expected to cooperate in maintaining the integrity of examinations as noted in the UT Tyler Honor Code: I will embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do.
11. Makeup exam dates will be predetermined by faculty and set for each campus at the beginning of the semester. Make-up exams will be administered at the discretion of the faculty and may be in an alternate format.
12. A no-call, no-show to an exam will result in a grade of zero without makeup. Students must notify faculty of absence prior to the examination or as soon as possible based on an extenuating circumstance. Documentation of a missed exam may be required from the student, for example, a physician's statement.
13. Students who score under 75 percent on an exam are highly encouraged to make an appointment with the course instructor within 2 weeks from grade posting to create a plan to increase success on future exams. Students should bring their text and notes to the review.
14. No test reviews are allowed for the final exam.