

# USA CON Computerized Testing Policy

To maintain the integrity and fairness of in-person and online testing, the following policy outlines the required conditions and prohibited behaviors during all in-person and online exams/quizzes, and in-person and remote proctored exams/quizzes.

## Testing Environment Requirements

The online testing environment **MUST** replicate the standards of an in-person proctored exam setting:

- Present a photo ID as directed by the proctoring system. **This step is REQUIRED to ensure identification of the test taker.**
- **If a slow and complete 360° room scan is REQUIRED** before the start of every exam/quiz, then this includes showing:
  - All four walls
  - The entire workspace
  - The surface of the desk or table
  - The floor area surrounding the workspace
  - Under the desk or table
- **Camera placement must remain stable and fixed** with a full, unobstructed **frontal face view** of the student from the shoulders up for the entire duration of the exam with proper lighting.
- **Testing must occur in a private, quiet, well-lit room** free from any disruptions.
- **No other individuals or pets** are permitted in the room during testing under any circumstances when testing online.
- **Dress as if you were in a public setting. Note specific restrictions below.**

## Prohibited Items and Behaviors

Students are expected to strictly follow these guidelines throughout the exam/quiz:

- **No communication** of any kind is permitted during the exam/quiz, including verbal, written, or electronic communication with others (except in the event of an emergency).
- **No reading aloud** of exam questions or speaking during the exam/quiz. Voice-activated or audible speech will be flagged as a violation.
- **No leaving the room** or stepping out of view of the camera at any point during the exam/quiz.

- **No writing utensils** are permitted, including but not limited to, pencils, pens, markers, or highlighters, unless specifically permitted in exam/quiz instructions.
- **No books, study guides, notes, scratch paper, or note-taking** is allowed unless specifically permitted in exam/quiz instructions.
- **No electronic devices** are permitted in the testing area, including:
  - Cell phones, smart watches, Bluetooth devices, tablets, secondary computers, and/or additional monitors.
- **No audio or visual distractions** such as:
  - Televisions, music, or video content playing in the background
  - Headphones, earbuds, or microphones. Earplugs may be allowed if specifically permitted in exam/quiz instructions.
- **No recording devices** of any kind may be used or present.
- **No screenshots, photos, screen recordings, or printouts** of any portion of the exam/quiz are allowed.
- **No exam/quiz content** may be copied, saved, or shared in any form.
- **No clicking off of or temporarily leaving** the exam/quiz for any reason.
- Students must **remove** all heavy coats, sunglasses, hats, blankets, and earphones/earbuds/earplugs before testing. Computer cases are not allowed in the testing area.
- Students should be aware that behaviors such as looking away from their testing computer could be flagged as dishonest behavior.
- Actions such as memorizing and documenting, discussing, sharing, or distributing exam/quiz questions, answers, or other information after an exam/quiz is considered cheating and will be referred for academic misconduct.

### **Internet and Technology Requirements**

- A **wired internet connection (LAN)** is required for testing. Use of Wi-Fi or a mobile hotspot is allowed, but it is at the student's own risk. Connection interruptions will not excuse policy violations or missed content.
- Students must use **approved proctoring software** (e.g., LockDown Browser, Proctorio, ATI, Examsoft, or Canvas) as directed by course faculty.

**Students must plan in advance for their testing. All exams/quizzes must be completed by the due date. A student beginning exams/quizzes very close to the deadline will not be allowed any extra time past the deadline to complete the examination/quiz.**

### **Response to Testing Irregularities**

**If an unexpected event occurs (e.g., a person enters the room), the student should take the following steps to report:**

- **Immediately face the camera and state clearly what has occurred.**
- **Notify the course faculty and CC the Course Coordinator via email as soon as the exam is completed.**

**If a pop-up, glitch, or other tech-related issue occurs, the student should notify the course faculty immediately if testing in person or upon completion of the exam/quiz if testing remotely.**

Failure to report the incident may be considered a violation of academic integrity.

### **Additional Notes**

- Any additional exam/quiz-specific instructions will be provided by the instructor in the course announcements or exam/quiz guidelines. Students are responsible for reviewing and following these instructions.
- These guidelines can be amended at any time to meet the testing needs and standards of our institution in an effort to best prepare students for their licensing examination.

### **Policy Violations**

Any violation of this testing policy will be reviewed and may result in disciplinary action up to and including a zero on the exam/quiz, a charge of academic misconduct (see University of South Alabama Academic Conduct Policy located in the Lowdown), a charge of behavioral misconduct (see the USA College of Nursing Disciplinary Recommendation for Student Behavioral Misconduct Policy), overall course grade penalties or dismissal from the program.