

## USA CON Undergraduate Computer Testing Guidelines

The following computer testing guidelines and policies are applicable to all USA CON nursing courses. **Please see your individual course for additional course policies related to testing that would be applicable to that class:**

1. Leave your computer on and connected to the internet at night so your testing computer will not update automatically in the middle of the exam. Updates can also be done manually. Just type “Update” in the search bar on the task bar and open up the Update Checker. If there is an update, let it download and reboot (do not update and turn off, this will mean you will still have to do some updates when turned back on) your computer if needed. Make sure to check this the night before the exam.
2. All cell phones and smart devices must be turned completely “off”, and smart watches need to be taken off and placed in your bag. Failure to have these devices completely off may cause students to have issues during tests.
3. Students must remove all heavy coats, sunglasses, hats, hoodies, and earphones/buds before testing, unless earphones/headphones are required for the particular test. Ear plugs with no cords or wires will be allowed for all tests.
4. Pop-up blockers and all commercial task bars (Google, AVG, Norton, Bing, etc.) must be deactivated.
5. If you need to use or expect to need a power cord for your computer during the exam, you must have it set up prior to the exam starting. Getting up to get the power cords is too disturbing for other students. However, some rooms do not have enough outlets for all students to plug in power cords so students should still fully charge their testing computer prior to testing.
6. Students must be responsible for making sure that their testing computers are working PRIOR to testing time.

If you need help with your testing computer concerning hardware:

- a. Check to see if your laptop is still under warranty by going to the manufacture’s website.
  - b. If your computer is not under warranty, or if the issue is not covered under warranty, then you will need to seek a computer repair technician to repair your computer.
7. When utilizing the ExamSoft Software for computer testing:
    - Students must download the exam in advance before the actual test date. Students will be oriented on how to do this at least one week prior to the first exam.
    - If you need help with your testing computer concerning ExamSoft specifically, you can contact Caleb Howard at [calebhoward@southalabama.edu](mailto:calebhoward@southalabama.edu) to take a look at your computer. Alternatively, Caleb will be in the classroom before each exam to deal with specifically ExamSoft issues **on main campus.**
    - Please show your testing computer to the instructor to verify you have submitted your exam (with green screen) and actually click the “submit exam” button before you exit the testing area.
  8. Students should be aware that behaviors such as looking away from your testing computer towards another student’s testing computer during an exam could be viewed as dishonest behavior. Students may be asked to change seats during a live, classroom exam at the faculty's discretion.
  9. ***Any student found in violation of these testing procedures will be subject to the procedures in the Student Academic Conduct Policy located in the Lowdown.***