



Secure Assessment Policy

2024

B. Reason for Policy

Promote student success within school and on the NCLEX by:

- Ensuring the reliability and validity of assessments
- Maintaining the integrity of Jersey College
- Increasing and maintaining the quality of Exams
- Implementing electronic, web-based testing across the institution
- Developing a consistent and efficient system for Exam creation, proctoring and other Exam related activities
- Allowing for congruence

scheduled start time may have less time to take the Exam than the scheduled length of the Exam.

6. **NCLEX-Style Testing:** To mirror the NCLEX testing environment, for computerized Tests, students are not allowed to skip questions or go back to review or change previous questions. Tests do not allow students to move and/or skip to the next question without answering the current question.

C. Proctoring Methods

Jersey College utilizes a variety of proctoring to promote secure assessments. The policy is subject to change without notice.

Acceptable Person to Serve as a Proctor	Supporting Documentation Needed (one criterion needed)
A member of the teaching faculty or an educational administrator at any accredited higher education institution	<ul style="list-style-type: none"> • A web address for the institution's staff directory where the proctor's name/position appears • A letter on official College letterhead from the College's administrator

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student must turn his/her test and answers over. The test and answer sheet must be placed face DOWN. If the student is taking the Test on the computer, the student must lower his/her laptop screen, so that other students cannot see the screen. The proctor will then walk the student to the bathroom and wait. The proctor may wait inside or outside of the bathroom (depending on type of bathroom, gender of student and proctor, etc.).

2. **Preparedness:** Students are responsible for all materials required to test – laptop, charger, downloading of Exam prior to start time, etc. Students that are unprepared are subject to a ten percent (10%)⁷ penalty (unless waived by the Director/Administrator). Unprepared students may be (i) dismissed and not allowed to take the Exam or (ii) required to take the Exam in the Situation Room or other area.
3. **Seat Assignment:** For in person testing, seating will be assigned by the proctor. Students are not allowed to determine their own seating.
4. **Remain Seated:** Students must remain in their seats at ALL times and be silent!!⁸
5. **Material on Desk:** Students should not have any materials on their desks or under their desk during an in-person test, except as set forth below:

Computerized Examination ⁹	Paper Examination
<ul style="list-style-type: none"> • Identification • Computer • Bottle of water (with no label and clear bottle) • Whiteboard • Basic Wired Headphones (headphones with Bluetooth or wireless are not allowed) • Mouse 	<ul style="list-style-type: none"> •

- Hats/Gloves/Scarves
- Jewelry (necklaces, watches, bracelets etc.)
- Lip balm

Such personal items should be left at home or in cars. In special cases, students may be allowed to place personal items in the FRONT of the room (not under desks). Such items should be placed in a clear bag or other similar secure enclosure. Jersey College is not responsible for personal belongings of students (either those brought into the building or left outside the building).

It is a violation of Jersey College's Examination procedures to maintain/possess ANY personal items other than items noted above in pockets or otherwise in a uniform during a Test. Possession of cell phones during Tests is strictly prohibited -- whether on or off.

7. **Dress Code:** Students are required to wear the college approved uniform for all in-person Tests including final Exams. The dress code policy outlined in the Academic Catalog is applicable to all Tests. Students not in uniform will not be allowed to test and be subject to forfeiture of the Test.
8. **Disruptive Behavior:** Disruptive behavior during the Test is prohibited.

do not put down their pencil, it will be considered cheating. Students are to remain in their seat and remain silent until all Tests have been collected.

13. **Video Recording:** Video recording may be used during the administration of Tests to encourage academic honesty and ensure test security. By signing the Secure Assessment Policy Attestation, students consent to the recording of classes and Tests and the use of such recordings as Jersey College deems fit. Cases of alleged academic misconduct that are identified through the use of video recording will be handled in accordance with Jersey College's disciplinary procedures as outlined in the Academic Catalog.
14. **Start of Tests:** After the password is read aloud, students must start the Exam. Students may receive a ten percent (10%) deduction (based on total available points) if the student delays starting the Test.
15. **Proxy Testing:** To further promote the integrity on Exams, students may be required to block the camera/web video on their computer and be requested to temporarily pause. The blocking of the camera/webcam will be accomplished through the utilization of blue painter's tape. The tape must remain on the camera/webcam throughout the Exam. Any removal or partial removal of the tape will be considered a violation of the academic honesty policies.

Moreover, during an exam, a student may be asked to temporarily pause their movements for one–three minutes. The temporary pause will be accomplished by (i) the proctors either verbal or otherwise (e.g., tapping a student on the shoulder, holding up a sign etc...) indicating to the student that they must immediately remove his/her hand from the mouse and keyboard and (ii) the student placing his/her hands on his/her thighs (lap) and keeping the hands there until the proctor indicates that it is appropriate to resume the Exam. A student may continue to read the question while temporarily paused, but cannot touch the mouse or screen. Any failure to comply with the temporary pause instruction will be considered a violation of the academic honesty policies.

16. **Finishing Test Early:** Students who finish an exam early should gather their belongings, quietly leave their seat and quietly exit the room. Students who finish early may not take outside materials out of their bag to review. Students who are disruptive will receive a 10% deduction on their exam.

17. **Questions and Problems:**

- **Questions:** Students with questions, must raise their hand and wait for the proctor to approach and discuss the concern. The proctor will NOT answer any questions regarding the Test, including but not limited to, the meaning of a word, the wording of the question, etc. The proctor may only assist students

with a bathroom emergency, medical emergency or an issue that is not directly related to an Exam

By exiting the Exam, the answer file will be automatically uploaded to ExamSoft and students will not be able to continue with their Exam.

Review of Examinations

Prior to grades and Exams being available for review, all Exams must undergo a complete item analysis. This analysis can take a week or more to complete. After this item analysis is completed grades are released and certain Exams may be reviewed as described in the Co106 (TwTJt ma-0.004 d

criteria. These include, but are not limited to, client needs, learning domain, nursing process and sub-specialty.

To the extent that the Exams are not categorized and coded faculty members may¹⁶ have the option to review selected questions (typically the 10 lowest scoring – “Lowest Scoring Questions”) in class¹⁷ (or during a live-interaction if virtual) with the entire class.¹⁸

2. **PrepU Proctored Exams.** The content of these Exams are described in applicable course syllabi. These Tests are not be reviewable in any manner – there are no in-class reviews, no S&O Reports or lowest scoring questions reviews.
3. **Other Exams.** Others Exams such as Clinical Judgement Exams (“CJE”) are not reviewable. Students will be able to review¹⁹ a Strengths and Opportunities Report (“S&O Report”), when available. The S&O Report identifies areas of strength and areas for improvement based on industry standard criteria. These include, but are not limited to, client needs, learning domain, nursing process and sub-specialty. Faculty members do not receive the Lowest Scoring Questions on these Exams.

¹⁶ Subject to the Assessment Department’s authorization and ability to compile and forward this information. Authorization is at the sole discretion of the Assessment Department.

¹⁷ In-class reviews should be conducted under the same secure procedures as an Exam. Therefore, tThe following activities are prohibited by students during in-classroom reviews (i) standing, (ii) conversations, (iii) cellphone usage, (iv) laptop usage, (v) note taking, (vi) reviewing of textbooks and (vi.1 (e)-19.8 (w)2 (o)-12 (o)-12.1 (ks)-2.5

Make-up Examinations

The course calendar and/or master exam calendar provides the exact dates of all Exams scheduled in the term. Students must take Exams on scheduled dates and at scheduled times to avoid a penalty. In general, there are no make-up exams. However, please refer to your course syllabus for the specific make-up policy for the course.

Special Accommodations

Jersey College is committed to providing equal access to programs and services to individuals who suffer from a physical or mental impairment that substantially limits one or more major life activities, including learning. To receive special accommodations, individuals are required to present documentation stated below **at least three (3) weeks** prior to an Exam. All medical and supporting documentation submitted will be kept confidential, and will be used for the purpose of assisting Jersey College in determining the suitable accommodations necessary for the candidate, if any. The final decision regarding an accommodation request lies with Campus Director/Administrator. The Campus Director/Administrator's decision will be communicated to the student prior to the Exam. The Academic Catalog contains additional details and procedures with respect to requesting special accommodations with respect to examinations.

Exhibits

Exhibit A

USING EXAMSOFT FOR COMPUTERIZED EXAMS

Examsoft usernames and passwords are the same as students' Jersey College email addresses and password.

For example, Jane Doe uses the following credentials to access Canvas and Jersey College email:

Username: jane.doe@jerseycollege.edu
Password: Password1!

Her Examsoft login credentials would be as follows:

Username: jane.doe@jerseycollege.edu
Password: Password1!
Institutional ID: JerseyCollege

For more information and videos on Exemplify, please review instructions in the JC101 course in Canvas or click the following link:

https://support.examssoft.com/hc/en-us/articles/11145989728525-Exemplify-Get-Started-with-Exemplify-Video-Guide#h_01GE01JW07VABQJTDG3EKSFHS