

AL DANOS COLLEGE OF BUSINESS ADMINISTRATION

TESTING POLICY

In an effort to maintain the highest standard of academic integrity in the Al Danos College of Business, the following testing policy has been adopted. Faculty and students are given clear expectations regarding their responsibilities and behavior; this ensures all are treated equitably and fairly.

BEFORE TESTING

- Faculty members inform students of the College's testing policy, preferably via the course syllabus at the beginning of each semester.
- Exams remain the sole property of the testing faculty member.

MODE OF TESTING

Face-to-face courses will deliver faculty proctored face-to-face exams in the classroom or a computer lab on campus. The modality may be paper and pencil or electronic. Exceptions must be approved by your department head.

DURING TESTING

Suggested best practices for faculty:

- Booksacks/purses/books placed along the front wall of the classroom.
- Whenever possible, students are to sit in rows with no one on either side. At a minimum, students should be spread-out across the classroom.
- Cell phones/electronic devices/computers/smart watches/earphones/earbuds/etc. should be prohibited at the student's seat.
- Caps/hats/hoodies should not be allowed.
- Food or drink should not be allowed.
- No formula sheets allowed, unless specified by the professor.
- No scratch paper allowed, unless specified by the professor.
- + other faculty specific prohibited items (e.g., programmable calculators)
- Consider a syllabus statement to demonstrate the importance of your policy such as the following:
"An 'F' will be awarded on an exam if a prohibited item is used during an exam."
- Faculty will use discretion in allowing a student to leave the room during a test.

USE OF GRADUATE ASSISTANTS AS TEST PROCTORS

Graduate assistants will not serve as the sole test proctors for faculty. Graduate assistants may act as a secondary proctor for faculty administering an exam. Exceptions must be approved by your department head. When serving as a proctor, the GA will adhere to the conduct stated below. ***Graduate Assistants will:***

- Not bring any other work to class with them.
- Focus all attention on proctoring the students during the exam period.
 - This will include:
 - Walking around the classroom
 - Monitoring students from various perspectives of the classroom
 - Making certain that students are not looking around the classroom or at other students' work.
- If the GA expects or sees cheating, they should:

- Make an announcement to the entire class to keep your eyes on your own work.
- Walk-up to the student suspected of cheating and get the student's name, where they are on the exam, and document any facts related to the cheating situation.
- Turn in the documentation to the professor after all students have completed the exam.

AFTER TESTING - TEST REVIEW

Students are allowed to review their exams.

- Test reviews should be driven by test analysis. For example, if more than 50% miss a question, the question should be reviewed by the class.
- It is suggested that tests **not** be returned to students. Faculty must retain all testing materials for **ONE YEAR**.
- Tests may be returned temporarily for an in-class review and collected after the review. If a student's exam or answer sheet is missing, a grade of zero will be recorded.
- Cell phones/electronic devices/computers/smart watches/earphones/earbuds/paper/writing instruments/etc. should be prohibited. Consider a syllabus statement to demonstrate the importance of this policy such as the following: "An 'F' will be awarded on an exam if a prohibited device is used during the graded exam review."
- Students will be allowed to review their exams individually in the professor's office to which all of the above guidelines apply.

WWP, HYBRID CLASSES, AND NICHOLLS ONLINE

Online exams in WWP, WVN, hybrid, Online MBA and Nicholls Online courses offered by the Al Danos College of Business must be proctored. Proctoring options include the following: the university's Academic Testing Center or online through ProctorU using the live proctoring option (Live+). Faculty may also choose to live-proctor individual exams using video conferencing software such as Zoom or Google Meet. For these courses, it is suggested that students not have access to the exam afterward. Students wishing to review may do so in the professor's office, over the phone, or via video conferencing software with the screen sharing option.

FINAL EXAMS

Faculty will adhere to the university final exam schedule each semester. Exceptions must be approved by your department head.

MAKEUP EXAMS

Each faculty member is responsible for creation of a makeup exam policy.

ACADEMIC MISCONDUCT

Faculty will take appropriate action upon suspicion of academic misconduct (the full scope of which is discussed in Section 5 of The Code of Student Conduct). The unauthorized purchase, sale or sharing of such material is in violation of the CBA's Testing Policy and constitutes academic misconduct. All instances of academic misconduct must be reported to the Dean of the Al Danos College of Business Administration using the university's Academic Dishonesty Reporting Form:

<https://www.nicholls.edu/academic-affairs/wp-content/uploads/sites/21/2021/07/Academic-Dishonesty-Reporting-Form-revised-July-2021.pdf> Should the student refuse to sign, they will initial the document acknowledging their refusal.

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