

EXAMINATION POLICY

The Honor Code is in effect for all examinations.

Procedures:

All students are expected to take exams when scheduled. Any unavoidable absences must be reported to the PA Studies Registrar or the designee prior to examination time or, if in the event of an emergency, as soon as possible. (Please review the Attendance Policy). Any unexcused absence results in a "Failure" for that exam. Arrangements to make up examinations that are missed due to excused absences must be registered in the Office of the PA Studies Registrar on the first day back in class.

An Examination Session is defined as the time period between the start time of a particular exam or set of exams and the time at which all students have completed that exam or set of exams.

Students observed engaging in possible violation of policies may be allowed to complete the exam. The student will be notified of any irregularities noted and/or the need for an Honor Council investigation within 3 school days of the incident.

No personal belongings are allowed in the testing room. Any materials that are, or reasonably appear to be, a reproduction of any examination materials, notes or inappropriate belongings will be confiscated. Laptop computers will be permitted only when they are to be utilized for the exam itself.

Any student wishing a break during the examination must ask for permission and the break is limited to 5 minutes. Only one student may be out of the examination room at any one time.

Irregular Behavior:

Irregular behavior is any behavior that undermines or threatens the integrity of the examination, whether it occurs before, during or after an exam. Irregular behavior includes, but is not limited to, having or seeking access to exam materials before the exam, copying answers from someone else or allowing one's answers to be copied, having study guides or notes present in the exam area, making notes during a computer-based exam administration, altering or misrepresenting scores, stealing exam materials, possessing unauthorized materials during a computer-based exam or other such behavior, overt or perceived, which may cast doubt on the exam results of that or another person. Disruptive behavior is also considered irregular behavior.

The content of the examination and each of its items, is strictly confidential, and any unauthorized retention, possession, copying, distribution, disclosure, or receipt of any examination question, in whole or in part, by written, electronic, oral or other form of communication, including but not limited to e-mailing, copying or printing of electronic files, and reconstruction through memorization and/or dictation, before, during, or after an examination, is strictly prohibited.

Anyone who has information or evidence that irregular behavior has occurred should submit a written, signed statement to the Chair of the Honor Council detailing the incident, along with copies of any supporting evidence or documentation. Effort should be made to present this material only to the Honor Council to protect the rights of the accused and to allow for a proper investigation of the complaint.