



School of
Veterinary Medicine

ExamSoft Policies

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The ExamSoft Policies listed herein are put in place to create a fair and consistent testing environment conducive to student success, while upholding the integrity and validity of exams across the curriculum.

REQUIRED SYLLABUS STATEMENT

Students are responsible for the maintenance of their approved personal devices and Exemplify® software. Students are required to bring approved personal devices and privacy screens for all exams and indicated assignments. Lack of preparation may result in an inability to take the exam, adjustments to course grades at the discretion of the course coordinator, and/or an unprofessional conduct referral.

Any problems with Exemplify® or ExamSoft® can be addressed via phone to Student Tech Support at 866.429.8889, email to support@examsoft.com, or live chat at www.examsoft.com. LSU SVM provides additional, on-site, technical support for student technology issues regarding Exemplify® or ExamSoft®, via the IT helpdesk, between 7:30am and 4:30pm Monday- Friday. Faculty will not troubleshoot your technology issues.

Students found improperly using ExamSoft® or Exemplify® to gain unfair academic advantage are violating the LSU Code of Student Conduct. Violations such as "academic dishonesty" and/or "professional misconduct" would include, but are not limited to using a classmate's login/password, tampering with exam files, and falsifying upload or download information, or any attempt to circumvent the security features of the software.

STUDENT BULLETIN POLICIES

High standards of academic integrity are crucial for the School to fulfill its educational mission. Additionally, integrity, honesty, and professionalism are fundamental qualities critical to the veterinary profession. As a student member of the profession, you must be the embodiment of these qualities, and your conduct must be above reproach. Academic dishonesty undermines the profession and the entire academic enterprise. As a result, it cannot and will not be tolerated. If you are found guilty of academic dishonesty under the LSU Code of Student Conduct, the provisions will apply as stated in the Code of Student Conduct which could include your dismissal from the program. **Sharing information related to the exams, before or after an exam, is considered academic dishonesty.**

Expectations of Students

Students are responsible for the maintenance of their approved personal devices and Exemplify® software. Students are required to bring approved personal devices and privacy screens for all exams and indicated assignments. Lack of preparation may result in an inability to take the exam, adjustments to course grades at the discretion of the course coordinator.

Students are expected to arrive to all exams, quizzes, or assignments requiring the use of Exemplify® with:

- Personal devices that meet the minimum system requirements to run Exemplify® (These requirements can be accessed at <https://ei.examsoft.com/GKWeb/login/lusvm>).
- Personal devices that are fully charged, and/or a charger for their device and/or an additional external battery (Note that not all classrooms provide desktop outlets for students to plug in their device while testing. Exemplify will not allow an exam to start if the charge is <25%. Students should plan accordingly.).
- Privacy screen that covers entire device screen (**privacy screens are not required for devices that lay flat**).
- Any additional device hardware, including keyboard or mouse (if preferred by the student) and/or required by the Instructor (e.g., earbuds for audio portion of exam).

Students are expected to:

- Download the exam the night before the exam, as an abundance of attempted downloads will reduce the wi-fi capacity at the school.
- Arrive to the exam room with their login credentials early enough to be in their designated seats with the exam downloaded at least ten (10) minutes prior to the scheduled exam time. Students who are not in their seats at the scheduled exam time will be considered late and may not be able to sit for the exam. (See course syllabus.)
- Not talk once the exam password is announced.
- Report technical issues with their device or with Exemplify® immediately to the instructor/ proctor, so as to effect a swift resolution.

- Upload the exam after completion, show their green screen to a proctor, and turn in scratch paper with name assigned (even if blank) before exiting the room.
- Follow Exam Day policies as noted below.

Exam Day Policies

- Upon entering the exam room, students should place personal belongings in their lockers or along the front of the room, maintaining adequate walking space in the aisle.
- ALL materials, except required testing materials, must be removed from testing area before the exam can begin. (if your designated seat has stationary personal belongings please have them moved, under your desk, prior to the exam start, this does not include booksacks/purses, etc. which should be placed along the front of the room)
- Devices such as mobile phones, watches (including smart watches), cameras, calculators, etc. should be stored in bags and silenced. With the increase in smart watches made to look like regular watches, we are asking that all watches be removed and kept out of reach while in the exam room. Exemplify has an embedded timer.
- Baseball caps or other similar hats with a bill are not allowed to be worn during testing and hoodies must be off the head.
- Headphones/over-the-ear earplugs are not allowed, but traditional in-ear plugs for noise cancelling are permissible only when provided by the instructor/proctor.
- No food or open drink containers are allowed during the exam unless approved in advance by the course coordinator or associated with an approved medical exemption.

Once the exam begins, students will not be allowed to leave the exam room before uploading the exam (and having the upload confirmed by the instructor/ proctor), except to use the restroom. Only one student may leave the room at a time to use the restroom after one hour has passed from start of the exam. Students with a medical exemption for restroom use will need to notify the instructor at the beginning of the course when all accommodations are declared. Exams should be hidden by closing the laptop device or using the “Hide Exam” feature within Exemplify® (note: the exam timer will still be counting down).

If permitted in the course, students will be provided scratch paper to use during the exam. This paper should be concealed as much as possible during the exam and placed under the laptop when not in use. All scratch paper should be returned to the proctor before exiting the exam room or a grade of “0” may result.

In the event of an unforeseen disruption or incident during the exam, students will be instructed by the instructor/proctor to power off their devices until further directions are given to restart the device.

In the event of a technical issue or damage to your personal device prior to an exam, contact the IT help desk immediately for troubleshooting. If the issue cannot be resolved prior to the exam you may check-out a laptop for use. In the event of a technical issue or damage to your personal device during an exam, alert a proctor immediately; and obtain permission to report to

the IT help desk for support. During most exams the ExamSoft Administrator is located in the 2nd floor computer lab for ExamSoft specific troubleshooting.

Loaner devices will be available when deemed appropriate for technical issues verified by the IT help desk/ ExamSoft Administrator. Request a device by going to <http://vmed-gear.lsu.edu> and entering your paws id and password. No IT equipment will be provided without first requesting the device.

Routine use of loaner devices increases the likely hood for technology related issues and delays exam start time. **Repeated requests to use a loaner device will be monitored and may result in adjustments to course grades at the discretion of course coordinators.**

Exam Review Policies

Exam Reviews, provided by an instructor directly or via an ExamSoft Secure Review, are provided to give students an opportunity to review items that were missed on an assessment. The goal is to provide the student an opportunity to self- assess learning gaps among course material and develop a plan for studying and/or strengthen their testing strategy for subsequent assessments. Exam reviews are provided at the discretion of the course coordinator.

ExamSoft Secure Reviews are provided and scheduled by the ExamSoft Administrator by classification for years 1-3. During an ExamSoft Secure review students will have the opportunity to view items that were missed on an assessment. Students are allowed to view **only** items that were incorrect, the answer they chose, and/or the correct answer for each of these items. Students will only have 15 minutes to review these items noting any comments within ExamSoft that they need to discuss with their instructor. The same policies and expectations are required for exam reviews as with exams; unless otherwise noted below.

Students are not allowed to bring **anything**, other than their laptops, into the secure review.

Once the review begins, students will **not** be allowed to leave the exam room before uploading the exam review file (and having the upload confirmed by a proctor).

Secure exam reviews are provided as a courtesy to students and are not a requirement. Thus any student who violates any LSU SVM academic or professional policies will not be permitted to participate in secure reviews during their DVM matriculation. Any student who is disruptive during a secure review will have this courtesy revoked for the current semester. It is important to note, that although secure exam reviews will be coordinated by the ExamSoft Administrator, each course coordinator must “opt-in” for their course to be included.

Academic Dishonesty

The following are a few examples of academic dishonesty concerning the use of ExamSoft and will subject involved students to procedures and penalties as described in the LSU Academic Dishonesty policy:

- Communication before and during the exam with any other person about the content of the exam, including exchanging of scratch paper.
- Use of any electronic device or resource, except for expected use of the personal device during an exam.
- Any attempt to disable or tamper with exam software security features.
- Removal from the exam room of any exam, exam question(s), or scratch paper or the reproduction of memorized exam questions following the exam period.
- Transmission either orally, electronically, or in writing of the content of any exam question(s).
- Any violation of The LSU Code of Student Conduct:
<https://www.lsu.edu/saa/students/codeofconduct.php>

Special Accommodations

Students requiring special accommodations for test taking should contact LSU Disability Services within the first 2 weeks of class or as soon as an accommodation letter is available to ensure that proper accommodations are in place before the next exam. Letters from LSU Disability Services should be provided to the LSU SVM counselor and specific course faculty upon receipt. Students must provide their approved disability to each instructor upon the first day of class. Accommodations do not automatically roll over from course to course nor semester to semester. Any prior accommodations will be reset at the beginning of each semester. You may contact the LSU Disability Services at disability@lsu.edu or contact their office by phone at 225-578-5919.

The ExamSoft Administrator will notify students receiving testing accommodations with exam day instructions related to procedure and location. Students with approved testing accommodations shall arrive at the alternate exam room (if applicable) with their login credentials early enough to be in their assigned seats with the exam downloaded at least five (5) minutes prior to the scheduled exam time. All exam policies and procedures stated above apply to all students with accommodations in the alternate testing space.

Students must check-in and out at the Student Affairs front desk for all accommodation exams taken outside of the classroom. Failure to sign-in and out may result in an inability to take the exam, adjustments to course grades at the discretion of course coordinators, and/or an unprofessional conduct reporting.

Accommodations are decided and approved on a case-by-case basis only through Disability Services.

ACADEMIC POLICIES AND PROCEDURES

Examination Policies

All students are expected to be punctual for the start of an examination and to complete and return the exam within the scheduled time period. No student will be allowed to start an examination after the first student to complete and return the examination within the scheduled time period. No examination may be started prior to the scheduled class time (e.g. 8:00 a.m.). No student will be permitted to take the examination prior to the scheduled time and date for that examination. Exceptions must be approved by the Instructor and Associate Dean for Student or Academic Affairs.

Make-up examinations will be permitted only for students who have contacted both the instructor and the Associate Dean for Student or Academic Affairs concerning missing the examination. The make-up examination is at the discretion of the Associate Deans and may require a documented excuse. Approved excuses will be sent to the instructor for final approval and scheduling of the make-up exam. The time, place, and format of the make-up exam is at the discretion of the instructor and ExamSoft Administrator. Acceptable excuses may include those stated in PS-22.

The beginning and ending times for all examinations are to be defined by the instructor, using a minimum of 90 seconds per question, but should not exceed the class block time. In the case of an interruption, the examination is still considered to be in progress, until the instructor says it has officially ended. Students will abide by appropriate standards of conduct and professionalism throughout the stated examination period even if that means leaving the examination location (as in the case of a fire or other evacuation order).

Make-up Exams

Make-up exams, approved using the Examination Policy list above and administered through student affairs, will be scheduled by the ExamSoft Administrator.

Make-up exams administered through ExamSoft must be initiated by the instructor with an email directly to the ExamSoft administrator listing the course, assessment, and make-up time period with the student copied. It is the student's responsibility to schedule the make-up date with the ExamSoft Administrator.

Make-up exams administered using a paper assessment must be initiated by the instructor with an email directly to the ExamSoft administrator listing the course, assessment, and make-up time period with the student copied. Additionally the paper assessment must be left at the front

desk by the instructor with the student(s) name and make-up time period listed. The instructor is responsible for retrieving the assessment at the end of the make-up time period.

Students must check-in and out at the Student Affairs front desk for all make-up exams. Failure to sign-in and out may result in an inability to take the exam, adjustments to course grades at the discretion of course coordinators, and/or an unprofessional conduct report.

Course Policies

Exam, quiz and assignment procedures using Exemplify® may differ in some courses.

The course coordinator maintains the right to require additional procedures to be met during exams, quizzes, or assignments as specified in the syllabus.