

Secure Assessment Policy
Student Version

2022

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INTRODUCTION

A. Policy Statement

Assessments are vital to the academic process. Assessments allow institutions to gather information with respect to nursing acumen and licensure readiness of their students. Moreover, assessments allow institutions to identify gaps in teaching and develop plans to improve the curriculum and quality of education. In order for these outcomes to be realized, assessments must be reliable and valid. This requires appropriate assessment creation, proctoring environments and review settings.

Jersey College has developed a Secure Assessment Policy that includes, among other things, procedures, rules, guidelines and processes for assessment creation, testing and post-Exam reviews. These policies have been established to (i) ensure the reliability and validity of assessments; (ii) maintain the integrity of Jersey College; (iii) maintain and increase the quality of Exams; (iv) implement electronic, web-based testing across the institution; (v) develop a consistent and efficient system for Exam creation, proctoring and review and (vi) allow for congruence in secure Exam policy between campuses. All students are required to review, understand and abide by the policies and procedures outlined in the Secure Assessment Policy. Failure of a student to abide by such policies will subject the student to disciplinary action (including termination). Copies of the Secure Assessment Policy are available from administration.

This Secure Assessment Policy outlines Exam procedures and other expectations for students.

This Secure Assessment Policy is revised periodically. Jersey College reserves the right to change, delete, suspend, or discontinue any part or parts of the policies in this Secure Assessment Policy at any time without prior notice or consent. No statement or promise by a faculty member or administrator may be interpreted as a change in policy. If and when provisions are changed, a new Secure Assessment Policy will be produced. The most recent copy of this policy is available from www.jerseycollege.edu.

Jersey College is not responsible or liable for errors, omissions or other data which may alter the meaning or context of the policies in this manual. Every effort is made to see that the policies and rules in this manual are accurate and the most current versions available; however, some lapses may occur between adoption and posting/distribution of new rules and policies. Should any provision in this manual be found unenforceable and invalid, such finding does not invalidate the entire manual, only the subject provision.

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 in secure Exam policy between campuses

C. Cheating and Exam Fraud

Jersey College adheres to standards of academic integrity as articulated in our Academic Catalog. Cheating on Examinations is contrary to both academic integrity standards and to ethical standards and constitutes reason for academic withdrawal and/or expulsion from the College. Jersey College identifies the following activities as forms of cheating and Exam fraud (this list is an Example and is not exhaustive):

- Gaining unauthorized access to an Exam.
- Disclosing and/or distributing Exam content or material, including (i) development of a review sheet or conducting a review directly correlated with actual Exam content (e.g., directing students to pages or content material based on a question in an Exam), (ii) conducting a detailed review session directly correlated with an Exam, (iii) sharing Exam questions with students, etc.)
- Students requesting access to Exam questions or other protected Exam material in forums or social networking.
- Students engaging others to take an Exam on their behalf.
- Giving or receiving unauthorized assistance when taking an Exam.
- Possessing or using unauthorized materials when taking an Exam. This includes notes, recording devices or any other means.
- Altering Exam scores and/or your score report.
- Reproducing Exam materials by any means, including reconstruction through memorization.
- Any other violation that compromises the security of the Jersey College's assessment process.

EXAM PROCEDURES

A. General Exam Information

1. **Timing of Exams**: Exams will be administered during scheduled times (see syllabus, course calendar, and/or master Exam calendar). Exams are timed. Generally, Exams range between 1 and 2 ½ hours, but can be as long as 4 hours.

2. **Question Types**: Exams typically have between 50 - 100 questions and, where possible, utilize licensure based-style Exam questions (e.g., multiple choice, select-all-that-apply, hot-spots, audio questions, etc.). Examinations cover information from classes, course textbook(s), ancillary readings and assignments and/or general knowledge and critical thinking. Questions and answers on the Exams are randomized and backwards test navigation is disabled (i.e., students cannot go back after answering a question).

B. Exam Testing Software and Platforms

1. **Software and Platforms**: The primary Exam testing software utilized by Jersey College is Examplify – the ExamSoft, Inc. platform. The College also utilizes the testing platform in Canvas quizzes (all Exams and quizzes individually and collectively, referred to hereafter as "Tests" or "Exams"). Moreover, the college may utilize other third-party testing platforms, including, but not limited to, the Canvas learning management system, Elsevier's HESI testing platform and ATI's testing platform.

2. **Access to Software and Platforms**: Access to the Tests are available through the following links:

   Examplify: www.jerseycollege.edu/files/2915/8464/9498/Examplify_Login.mp4
   Canvas: www.jerseycollege.instructure.com

3. **Computer Requirements and Compatibility**:
   a. Examplify: To minimize potential compatibility issues, all Tests conducted through Examplify must be taken on computers that meet Jersey College's minimal computer specifications. Computer specifications are available at: www.jerseycollege.edu/student-resources/. Jersey College is not responsible for testing issues that may occur taking Exams through Examplify that occur on computers that are not supported by the institution (e.g., Mac computers).

   b. Canvas: Tests undertaken through the Canvas system can be accessed through a variety of devices: (i) personal computers (Microsoft and Mac operating systems), (ii) tablets (iPads), and (iii) internet enabled mobile phones with browsers. The minimum device requirements for Canvas are available at

https://community.canvaslms.com/docs/DOC-10720-which-browsers-does-canvas-support.

c. HESI/ATI: Students are required to setup a user account and passcode for all Tests conducted utilizing the HESI or ATI platform. The computer requirements for these platforms are available from:

HESI: https://hesi.elsevier.com/systemChecker/index.html
ATI: https://www.atitesting.com/technical-requirements

4. **Internet Access:** Examplify, Canvas, HESI and ATI require Internet access. Examplify requires Internet access at the time of downloading and uploading of the Test, while Canvas, HESI and ATI require Internet access throughout the entire Exam. Students are solely responsible for ensuring access to the Internet.

5. **Start and End Times of Tests:** The start and end times for Tests are set forth in (i) the Master Exam Calendar posted on the Jersey College website under student resources and accessed at https://www.jerseycollege.edu/student-resources/syllabi, (ii) course syllabus or (iii) per schedules posted by faculty members. Times and dates for Tests are subject to change. Jersey College will use reasonable efforts to inform students of any such modifications to previously provided Test dates and times.

a. Examplify: Students are responsible for downloading Examplify Tests prior to the Test start time. To accomplish this task, students typically receive an email (sent to the student's Jersey College email address) containing Test information (e.g., name of the Test, the student's username, account password, available download times, upload times, etc.). Students are warned that the Examplify Tests are only available for download and upload for a limited period of time. Students who fail to download or upload a Test by the established time will forfeit their right to take the Test.[1] Students are also advised that delaying downloading of a Test may result in loss of test time; that is, students will have less time to take the Exam than the scheduled length of the Exam. As such, students should download Exams as soon as they are published, start their Exams at the scheduled time and upload as soon as they finish the Exams to provide appropriate time to address technical or other issues that may arise and avoid forfeiture of Tests.

b. Canvas, ATI and HESI: Tests undertaken through Canvas, ATI or HESI open[2] at the scheduled start time of the Exam and close[3] at the scheduled end time.

[1] Subject to adjustment only (i) under extreme and special circumstances, (ii) with appropriate documentation and (iii) approval from the Campus Dean and Campus Director (who will consult with the Central Office).
[2] Students can begin the Test
[3] Test is no longer able to be taken

Tests are only available to be taken during this limited period of time. Students should promptly start their Exam. Students that begin an Exam after the 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 syllabus for each course contains the secure assessment testing method(s) utilized for that particular course. No matter the method utilized, students must strictly adhere to the college's Code of Conduct (including Academic Honesty) set forth in the Academic Catalog.

1. **In-person Campus Testing:** These Exams are proctored at the local campus and are subject to and conducted in accordance with the in-person testing rules described below.

2. **Non-proctored, Open-Book Computerized Test**ing: These Exams are taken off-campus and do not require a proctor. The Exams are secured through the utilization of unique usernames, passwords, exam codes, start/end times for exams and upload and download times. The Tests are open-book (but not open access). As such, Exam lengths have been shorten limiting student's ability to research and utilize outside resources. The college tracks IP addresses and other data to promote the integrity of the Exams and this secure assessment method.

3. **ProctorU Testin**g: These proctored Exams are taken-off campus utilizing ProctorU -- a third-party proctoring platform that utilizes webcams to actively (in-real time) monitor, proctor and administer Exams. To utilize the platform students must comply with the system and equipment specifications set by ProctorU – see https://www.proctoru.com/proctoru-google-resouce-center. Students also will be charged an additional fee for utilizing ProctorU.

4. **Institutionally Approved Proctor and Testing Site:** This testing method utilizes pre-approved proctors and testing sites for off-campus Exams. Students are required to obtain college approval for the proctor and site within the first two weeks of the term. The following chart provides information for establishing and obtaining college approval of a proctor and testing site.

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	• 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 administration attesting to the faculty or administrator's status as an employee
A state-certified secondary school teacher or librarian	• A letter on official letterhead from the School's administration attesting to the faculty or administrator's status as an employee • A web address for the organization where the proctor's name appears
A public librarian or other qualified library staff member	• A letter written by the proctor's supervisor or library administration attesting to the staff member's status as an employee • A web address for the organization where the proctor's name appears
An employee who holds a higher rank than the student in the same company/agency where the student is employed	• A letter on official letterhead from the proctor's supervisor or Human Resources department attesting to the proctor's employment with the organization and that the proctor holds a higher rank in the organization than the student
A person who is an active member of the clergy	• A letter on official letterhead verifying the proctor's position/ordination • A web address for the organization where the proctor's name appears
Professional Testing Centers	• A letter on official letterhead from the testing center manager verifying the site's mailing address, phone number, and email address
Other nominated proctor	• Documentation to be determined on an "as needed" basis

D. Test Preparation

1. **General Preparation:** Students must be ready and capable of starting their Tests at the designated start time. As such, students are responsible for being at their designated testing space at least thirty minutes prior to scheduled start times for Test and undertaking the following pre-Test preparation activities:
    - Having a fully charged laptop and/or other computer device AND the A/C adaptor for the device(s);
    - Testing of Internet access for stability and reliability;
    - Conducting pre-Exam compatibility software tests, including
        - Downloading of Exam Software, Web Browsers and Other Software
        - Updating of Operating Systems, Exam Software, Web Browsers and Other Software
    - Possessing their username and password for Examplify Canvas, ATI, and/or HESI access;
    - Accessing Jersey College's email system and/or the Canvas email system to obtain their Exam IDs, Exam Passwords and other Test information required for the Examinations;
    - Bringing approved Jersey College headphones;

- Turning off antivirus software[4];
- Ensuring logged into correct account and testing under the correct credentials (the college recommends that students logout of and then back into Testing platform prior to testing)[5];
- Conducting of technology compatibility[6]; and
- Downloading Tests prior the scheduled start time (for Examplify Exams).

2. **In-Person Test Preparation:** The following additional test preparation activities should be undertaken for in-person tests:
   - Arrive at the campus at least thirty minutes prior to the scheduled start time for the Test;
   - Bring student ID card and place on desk;
   - Do NOT bring any personal items to the Test (leave in car or at home); and
   - Utilize bathroom facilities prior to the scheduled start time for the Test.

E. In-Person Test Rules

The college has a ZERO tolerance for cheating. The following provides rules and policies that must be followed by students during in-person Tests. This list is an overview of standards expected and is not intended to be exhaustive. The general Code of Conduct principles set forth in the Academic Catalog of the college apply to all Tests.

1. **Bathroom**: Students should utilize bathroom facilities prior to the start of the Exam. We do NOT expect that students will need to go to the bathroom during the Exam. In the case of a bathroom emergency during an in-person Test, the student should raise their hand. The proctor will walk over to the student. At this point the 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

[4] Certain anti-virus applications may block the computerized platforms (Examplify and Canvas) from starting properly or can affect their performance during a Test. When taking any Test, students must disable the anti-virus software before taking the Test and re-enable it after exiting the Test. Failure to disable the anti-virus may result in the corruption of an Exam answer file. Jersey College cannot recuperate corrupt answer files and the Test will be forfeited.

[5] Students are responsible for verifying prior to the start of each Test that they are testing under the correct student ID and password. Typically, the student's name will be displayed in the center of the screen. If there is a discrepancy, students should immediately notify the proctor (for in-person) or help desk (for all other Tests). If a student tests under another student's name, the Test may be invalidated and the Test will be forfeited.

[6] Certain platforms include/require students to conduct compatibility tests prior to taking the Exam. For instance, all HESI exams require this action to be performed prior to every test.

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). 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!!

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[8]	**Paper Examination**
• Identification • Computer • Bottle of water (with no label and clear bottle) • Whiteboard	• Identification • Pencil • Calculator (if allowed) • Bottle of water (with no label and clear bottle)

6. **Personal Items**: Personal items should be not brought to a Test, including:
   - Jackets
   - Lab Coats
   - Cell Phones, Cameras and all electronic devices (out of pockets and in front of the room – in basket or table)
   - Pocketbooks and Wallets (wallets that placed into a person's back pants pocket and are not taken out during a Test are permissible)
   - 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 enclosement. Jersey College is not responsible for personal belongings of students (either those brought into the building or left outside the building).

[7] 10% of the total points on the exam. For instance, a student who took a 50 point (question) test and achieved a score of 45 out of 50 (5 wrong answers) would then lose an additional 5 points resulting in a 40 out of 50 --- a grade of 80%.

[8] From time to time due to extenuating circumstances, the college may restrict students from bringing any materials to an in-person Test other than a computer and identification for computerized Test and a pencil and identification for a paper Test.

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 behaviors during the Test is prohibited. Distributive behavior includes, but is not limited to creating excessive noise (verbal and non-verbal) and refusal to comply with the proctor's instructions. Any student that becomes disruptive will receive a first and final warning. If the student continues to be disruptive, the student will lose five percent (5%) on their Test. If the problem persists, the student the Test will be forfeited and the student will receive a ten percent (10%)[9] deduction on any make-up Test/replacement Test.

9. **Headphones for Tests**: Students are required to bring the approved Jersey College headphones for all computerized Exams, including, but not limited to FACE Exams, Institutional Exams, PrepU Exams and other exams. Failure to bring headphones may result in a five percent (5%) deduction from the student's test.

10. **Start time of Tests:** Tests will start at the scheduled time. The proctors will close the door and if students are not in the room at the time the door is shut they will not be allowed to participate in the Test and the Test will be forfeited.

11. **End of Paper Tests:** When time is finished, proctors will notify students that the Test is over and that students have 30 seconds to put down their pencil. If students 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.

12. **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 Examinations 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.

[9] 10% of the total points on the exam. For instance, a student who took a 50 point (question) test and achieved a score of 45 out of 50 (5 wrong answers) would then lose an additional 5 points resulting in a 40 out of 50 --- a grade of 80%.

13. **Start of Tests:** After the password is read aloud, students must start the Exam. Students may receive a five percent (5%) deduction if the student delays starting the Test.

14. **Finishing Test Early[10]:** Students who finish a Test early must remain in their seats at all times and be silent. No one will be dismissed from the Test early or leave their seats. Students that finish early should: (i) turn the Test and answer sheet over (face down) for paper Tests or (ii) upload their answer for Examplify Test and close their laptop. Students must sit quietly until the Test is over. Students may not leave their seats OR take outside materials out of their bag to review. Leaving a Test room early is considered cheating and as such is subject to disciplinary action.

15. **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 question (e.g., missing a page from an Exam, etc.).

    - Technical Issues: Students must raise their hand if they are having technical issues (e.g., computer crashes, computer froze etc.) with their computer or the testing platform. Proctors will attempt to resolve the issue. See Technical Issues below for more details.

    - Notifications to Students for Paper Test: Proctors have been encouraged to notify students every half hour of the time remaining on the Test by writing the remaining time on the classroom white board. In addition, proctors should verbally notify students when there is five minutes and one minute left on a Test.

    - Fire Alarm During a Computerized Test: In the event that a fire alarm goes off during a computerized Test, students should shut down their computer (i.e., hold down the power button or close their laptop) and leave their computers in the classroom. The proctor will then lock the door behind them. The Exam may be resumed when students are cleared to return to the building. For Examplify Tests, a resume code will be provided by the proctor.[11] If a fire alarm goes off

[10] This policy does not apply to proctored PrepU and exams that are over 3 hours. Students who finish a proctored PrepU or an exam over 3 hours early should gather their belongings, quietly leave their seat and quietly exit the room. Students that finish early may not take outside materials out of their bag to review.
[11] By shutting down the computer, the timer on the Test is paused, and students will resume where they left off.

more than once during a Test, the Test will be invalidated[12] and rescheduled for a different date.

F. Technical Issues

A number of technology issues may occur during an Exam, including, but not limited to, loss of internet, computer reboots, battery failures and computer crashes. The college will use reasonable efforts to assist students with technical issues and resolving of the problem. Nonetheless, Jersey College is not responsible for technical issues. Students are advised to undertake the following the steps when experiencing a technical issue.

1. **Examplify Tests:** When a technical issue arises, students should restart and reboot the computer. The computer will reboot directly into Examplify, rather than the windows desktop and students will be prompted to Return to Exam or Exit Exam. A resume code may be required.[13] Students are warned NOT to Exit the 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.

   If students are unable to restart/reboot their computer, students will be required to re-download the Exam on a different computer. This second download is not automatic; to initiate this process students need to contact an administrator (Dean, Program Chair, Campus Administrator, or Campus Director). Students who

[12] Unless the Test has been substantially completed - i.e., 2nd alarm goes off with less than ten minutes left. In such case, the Test students will be required to return and the Test will be resumed.
[13] Resume codes will be provided by the proctor for in-person exams or will be provided in the Canvas email with the Exam passcode.

receive a second download must return the 1st download (i.e., the download on the failed computer or laptop) by following the procedure listed below:

Reverse Download for Windows based Computers
- Open Softest and press Control F3.
- Follow onscreen prompts.
- Select file to remove and then click "Ok".
- Click "Yes" to remove the Exam file.
- A pop up window will appear that the Exam file was removed successfully.
- Click "Ok".

Reverse Download for Mac OS X
- Open Softest. Press "Command F3" ("Apple F3").
- Enter ID and Password. Click "Next" button.
- Select file to remove.
- Click on "clear downloaded Exam" button.
- The remove Exam message will appear when the Exam file was removed successfully.
- Click "Done".

Students will have 48 hours to return the 1st download without penalty (unless otherwise extended by the college). After the 48 hour window expires, students will be issued a warning and informed that failure to return the Test within the next 48 hours will result in a five percent (5%)[14] deduction from the Exam. If the Exam is not returned within that time frame, students will be assessed the 5% penalty, issued a second warning and advised that failure to return the Test within the next 24 hours will result in a ten percent (10%) deduction from the Exam. If the Exam is not returned within that time frame, students will be assessed the 10% penalty, issued a third warning, and instructed that failure to return the Test within the next 24 hours will result in a zero (0) on the Exam. Instructors will record a zero (0) in gradebook, if the test is not returned within the time frame stated above.

2. **Canvas:** When technical issues arise with a Canvas Test students should contact the help desk immediately and seek assistance. Students should be prepared to reboot their computer or switch to another machine. Jersey College will assist students with Canvas technical issues but students remain solely responsible for Testing access and reliability.

3. **Third-Party Tests (HESI/ATI):** When technical issues arise with third-party tests, and the issues cannot be resolved, students will need to restart the entire Test on a different computer.[15] If the technical issues are temporarily resolved, but then

[14] 5% of the total points on the exam. See example above.
[15] Students may need to retest in a different room.

re-occur the student has the option of (i) taking the Exam on the troubled machine and accepting the risks associated with technical failures (loss of time, interruptions, etc.) or (ii) restarting the entire Test on a different computer.[14] In all cases, students will not be provided with an opportunity to retest on a different day as a result of technical issues related to third-party exams.[16]

[16] Jersey College reserves the right to invalidate all tests where systematic issues arise. Systematic issues involve the super-majority of testers experiencing technical issues.

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 below.

In any review, students are not allowed to take notes or remove test materials or utilize any review session in any manner to recreate or reproduce an Exam. **The recreation/reproduction of an Exam or an attempt to undertake such activity is a violation of the college's student code of conduct and is subject to termination from the college.** *Recreation/reproduction of an Exam includes, but is not limited to, writing notes or summaries of an Exam review during or after the Exam review has been completed, sharing of information from an Exam review with others (oral or written), or any other similar activities.*

The following table provides a general overview of Exams and the types of reviews that may be available.

Exam Type	In-Class Reviews	Outside of Class Reviews	S&O Report
Institutional Exams	Lowest Scoring Questions (when available)	No	Yes (when available)
PrepU Proctored Exams	No	No	No
Other Exams	No	No	Yes (when available)

1. **Institutionally Developed Exams:** Institutional Developed Exams (aka Institutional Exams) refer to Tests that are coordinated, created and scored at a central level. These Exams are not reviewable.

   To the extent that the Exams are categorized and coded, students will be able to review[17] a Strengths and Opportunities Report ("S&O Report"). The S&O Report identifies areas of strength and areas for improvement based on industry standard

[17] Students have the right to review the S&O, but the college reserves the right to recollect these reports and/or limit the documentation that students are able to retain to ensure the reliability and integrity of the Tests. These reports belong to the college.

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 may[18] have the option to review selected questions (typically the 10 lowest scoring – "Lowest Scoring Questions") in class[19] (or during a live-interaction if virtual) with the entire class.[20]

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 are not reviewable. Students will be able to review[21] 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.

[18] Subject to the Assessment Department's ability to compile and forward this information t

[19] 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 (vii) utilization of writing utensils.

[20] Students will not receive a copy of the Exam or a copy of their bubble sheet during such review.

[21] Students have the right to review the S&O, but the college reserves the right to recollect these reports and/or limit the documentation that students are able to retain to ensure the reliability and integrity of the Tests. These reports belong to the college.

Make-up Examinations

The 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. The only exceptions to this rule are for a hospitalization, religious holiday or active duty (with prior notification and approval), court appearance, imprisonment, death in immediate family (spouse, father, mother, brother, sister or child), and an unavoidable accident. These exceptional circumstances must be verified by an appropriate third party, i.e., police report, a funeral notice, hospital bill, subpoena, etc.

Students who cannot take their Exams at the scheduled time due to an illness **are subject to a penalty (see below), unless a waiver is granted**. A waiver of the penalty related to illness may be granted by submitting an appeal to the Campus Director (or his/her designee) that contains documentation of a **SERIOUS** illness. Documentation of a serious illness must be in the form of a letter on the medical provider's letterhead and based on a physical Exam within two (2) days of the missed Exam. The letter should include a description of the illness, specific dates or range of dates of the illness, **and physical and functional limitations of the illness**. Documentation written on prescription pads will not be accepted as proof of a serious illness. The following are Examples that are not considered a serious illness – common cold, sore or itchy throat, feeling "under the weather", coughing, or other illness discomforts that do not significantly and gravely limit a student's ability to attend class, etc.

Arriving after the scheduled Exam time is considered an absence and student will be required to make up the Exam and be subject to a make-up penalty.

Students who miss an Exam due to, hospitalization (with appropriate documentation), religious holiday or active duty (with prior notification and approval), court appearance, imprisonment, death in immediate family (spouse, father, mother, brother, sister or child), and an unavoidable accident (and with appropriate documentation) will receive a modified form of "grade amnesty" utilizing the next cumulative Exam (where applicable). The following tables provides examples of the modified grade-amnesty. Each syllabus contains the specific make-up policy for the course.

Table 1 – Professional Nursing

	Missed Exam[22]			
Reason[23]	**Exam 1**	**Exam 2**	**Mid-term**	**Final**
Hospitalization Religious Holiday Active Duty Court Appearance Imprisonment Death in Immediate Family Unavoidable Accident Serious Illness (with approval from Campus	The student's grade on the Mid-term will be used for both Exam 1 and the Mid-term. Note: If student missed Exam 1 and does not take the Mid-term (for any reason) the student will be administratively withdrawn from the course and be required to retake the course in its entirety.	The student's grade on the Final will be used for both Exam 2 and the Final. Note: If student missed Exam 2 and does not take the final (for any reason) the student will be administratively withdrawn from the course and be required to retake the course in its entirety.	The student's grade on the Final will be used for both the Mid-term and Final. Note: If student missed the Mid-term and does not take the final (for any reason) the student will be administratively withdrawn from the course and be required to retake the course in its entirety.	Student will receive an incomplete in the course and will return to his/her program at the end of the next term to take the Final. Student will have the option to audit all coursework prior to the final.[24]
All Other Reasons	The student's grade on the Mid-term will be used for both Exam 1 and the Mid-term with a 10% deduction on Exam 1. Note: If student missed Exam 1 and does not take the Mid-term (for any reason) the student will be administratively withdrawn from the course and be required to retake the course in its entirety.	The student's grade on the Final will be used for both Exam 2 and the Final with a 10% deduction on Exam 2. Note: If student missed Exam 2 and does not take the final (for any reason) the student will be administratively withdrawn from the course and be required to retake the course in its entirety.	The student's grade on the Final will be used for both the Mid-term and Final with a 10% deduction on the Mid-term. Note: If student missed the Mid-term and does not take the final (for any reason) the student will be administratively withdrawn from the course and be required to retake the course in its entirety.	Student will be administratively withdrawn from the course. Student will be required to retake the course in its entirety.

[22] Any administrative withdrawal as a result of a missed Exam is subject to the "Withdrawals and Leave of Absences" policies in the Academic Catalog. Students may be responsible for the cost of retaking the course, course fees, etc. In addition, the administrative withdrawal may count as course attempt.

[23] This reason category is a summary of the information above. Students must meet the full definitions above and provide all documentation.

[24] On-campus, in-person final exams missed due to an Unavoidable Condition will be made up during the third week of the next term. The make-up final exam will be given on Friday of such week during the day. A Serious Illness shall include a COVID-19 event with a required quarantine; however, a Serious Illness does NOT include students mandated to quarantine as a result of travel. Students that do not make-up the final exam in accordance with this policy will receive a grade of 0% on the final exam.

Table 2 – Practical Nursing

	Missed Exam[11]				
Reason[12]	**Exam 1**	**Exam 2**	**Exam 3**	**Exam 4**	**Final**
Hospitalization Religious Holiday Active Duty Court Appearance Imprisonment Death in Immediate Family Unavoidable Accident Serious Illness (with approval from Campus Director)	The student's grade on Exam 2 will be used for both Exam 1 and Exam 2. Note: If student missed Exam 1 and does not take Exam 2 (for any reason) the student will be administratively withdrawn from the course and be required to retake the course in its entirety.	The student's grade on Exam 3 will be used for both Exam 2 and Exam 3. Note: If student missed Exam 2 and does not take Exam 3 (for any reason) the student will be administratively withdrawn from the course and be required to retake the course in its entirety.	The student's grade on Exam 4 will be used for both Exam 3 and Exam 4. Note: If student missed Exam 3 and does not take Exam 4 (for any reason) the student will be administratively withdrawn from the course and be required to retake the course in its entirety.	The student's grade on the Final will be used for both Exam 4 and the Final. Note: If student missed Exam 4 and does not take the Final (for any reason) the student will be administratively withdrawn from the course and be required to retake the course in its entirety.	Student will receive an incomplete in the course and will return to his/her program at the end of the next term to take the Final. Student will have the option to audit all coursework prior to the Final.[25]
All Other Reasons	The student's grade on Exam 2 will be used for both Exam 1 and Exam 2 with a 10% deduction on Exam 1. Note: If student missed Exam 1 and does not take Exam 2 (for any reason) the student will be administratively withdrawn from the course and be required to retake the course in its entirety.	The student's grade on Exam 3 will be used for both Exam 2 and Exam 3 with a 10% deduction on Exam 2. Note: If student missed Exam 2 and does not take Exam 3 (for any reason) the student will be administratively withdrawn from the course and be required to retake the course in its entirety.	The student's grade on Exam 4 will be used for both Exam 3 and Exam 4 with a 10% deduction on Exam 3. Note: If student missed Exam 3 and does not take Exam 4 (for any reason) the student will be administratively withdrawn from the course and be required to retake the course in its entirety.	The student's grade on the Final will be used for both Exam 4 and the Final with a 10% deduction on Exam 4. Note: If student missed Exam 4 and does not take the Final (for any reason) the student will be administratively withdrawn from the course and be required to retake the course in its entirety..	Student will be administratively withdrawn from the course. Student will be required to retake the course in its entirety.

[25] On-campus, in-person final exams missed due to an Unavoidable Condition will be made up during the third week of the next term. The make-up final exam will be given on Friday of such week during the day. A Serious Illness shall include a COVID-19 event with a required quarantine; however, a Serious Illness does NOT include students mandated to quarantine as a result of travel. Students that do not make-up the final exam in accordance with this policy will receive a grade of 0% on the final exam.

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. The Campus Director's decision will be communicated to the student prior to the Exam.

Documentation

- Complete a Reasonable Accommodations Request Form; and
- Submit supporting documentation from a qualified provider

Requirements for Qualified Provider

The supporting document from the qualified provider should include at a minimum the following information:

- A statement giving the student's medical professional's name, contact information (address, telephone, e-mail, etc.), and description of her/his (i) credentials, (ii) area of specialty and (iii) information about any special qualifications that she or he has for helping people with the student's specific type of disability, including any experience working with other students who have similar impairments (e.g., mental disability a psychologist or psychiatric, sight disability an ophthalmologist).
- A description of tests, assessments and evaluations that the student's medical professional performed on the student's behalf, which identifies any records or other materials reviewed as part of the testing process;
- A description of the student's disability-related impairments, as they relate to the student's ability to learn and participate in the his or her educational program;
- A description of the student's disability and identification of the student's specific diagnoses, including how the student meets diagnostic criteria, and the facts and observations upon which the student's medical professional based the diagnosis; and
- A list of accommodations that the student's medical professional recommends to allow the student to participate fully and equally in the student's educational program. This section should describe how the student's medical professional decided on these accommodations, and how she or he expects that they will help the student. The proposed accommodations must be directly related to the disability.

Exhibits

Exhibit A

USING EXAMSOFT FOR COMPUTERIZED EXAMS

Access to Exams

I. Students will receive an email identifying their user id and password for ExamSoft.

II. The email will also contain a link to www.Examsoft.com/jerseycollege from where students must download and install Examplify which is necessary to take computerized Exams.

III. If a student does not receive an email with the userid and password, please see your instructor who will have a list of all userids.

IV. Passwords for each student will be the first initial of their First Name, first initial of their Last Name followed by the last 4-digits of their Social Security Number *Example. Cynthia Wilson with a social-security of 554-34-2355 will have a password of "cw2355"*

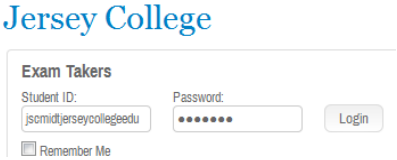
V. Students are recommended to download and take Exams on their personal laptops/computers.

VI. Students who do not have access to a personal laptop/computer can login through a campus computer.

ExamSoft Installation Guide Sheet

STEP1:LOGGING IN TO EXAMSOFT With Browser

1. Open the Firefox Browser. ExamSoft will work best on this Internet browser.
2. Go to www.Examsoft.com/JerseyCollege and enter the User ID and password from the email you should have received from ExamSoft. Click LOGIN.

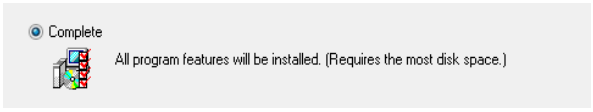


STEP2:INSTALLING Examplify

3. On the next screen, click on DOWNLOAD to start downloading the file for the Examplify testing software.
4. Click 'Run' when asked to Run or Save the file.
   a. IF your browser only asks you to SAVE, click Save. Then save it to your desktop and double click on the file from there to start the installation.
5. When asked if you want to Install SofTEST, click the "Install" button. Let the program install. This may take a few minutes.
6. When the next screen says "Welcome to the InstallShield Wizard", click NEXT to continue the installation.
7. Accept the Terms and Conditions and click NEXT.
8. Select the COMPLETE Setup type and click NEXT.
9. Lastly, click INSTALL to start the final installation. This may also take a few minutes.
10. Click FINISH to exit the installation.







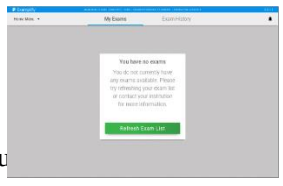
STEP3:REGISTERING YOUR SOFTWARE TO YOUR COMPUTER



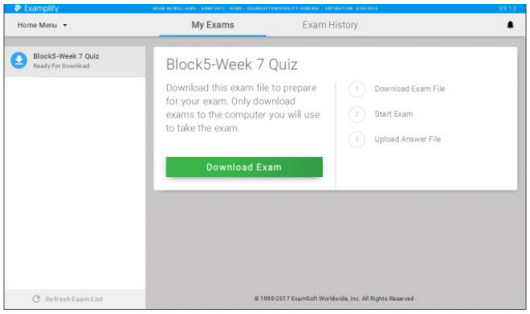
11. Go to your desktop and click on the Examplify icon to open the program.
12. Enter your institutional ID, JerseyCollege, followed by your StudentID and Password from the ExamSoft email into the Login Box.
13. Click REGISTER to register the software to your computer. You will get a SUCCESS box when it's done.

STEP4:DOWNLOADING A TEST TO YOUR COMPUTER

14. Once successfully logged into Examplify, there may or may not be Exam(s) ready for download. If you do not see the Exam you are scheduled to take, click the Refresh Exam List button.



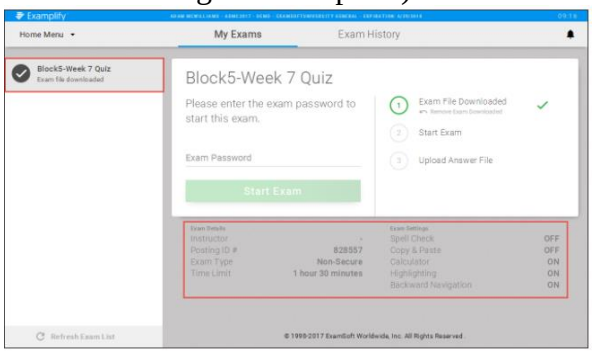
15. Select an Exam from the list, and click Download Exam. Note, you must have an active internet connection in order to download. Doing so will download the Exam file to your device.



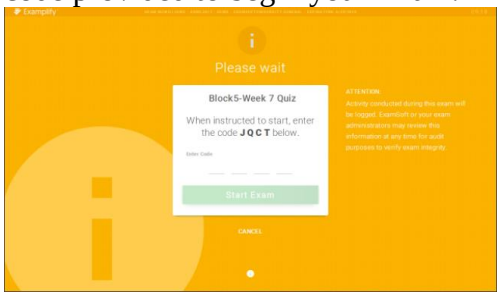
16. If you see a green check-mark next to step 1, the download was successful.

STEP 5: TAKING A TEST

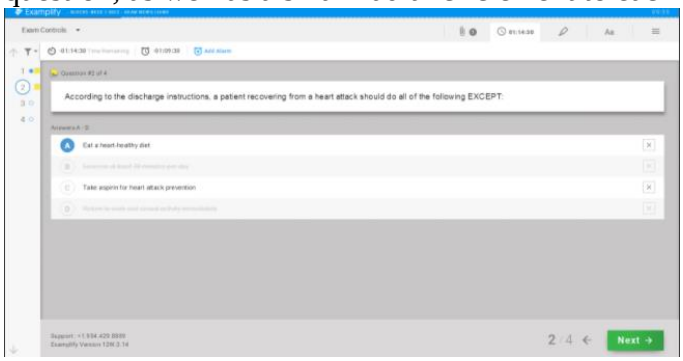
17. Once the Exam or Exams have been downloaded to your machine, the next step will be to select the Exam you will be taking.
18. Locate the scheduled Exam in the list.
19. Review the details and settings enabled by your Instructor. (Note, these settings cannot be changed at this point).



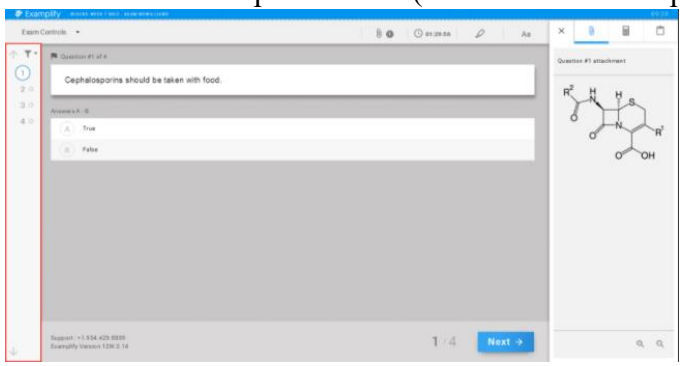
20. Enter the Exam password. This password will be given out at the start of the Exam. (Note, this password is case-sensitive, and will need to be entered exactly as provided). Click Start Exam.
21. If instructed, you will need to wait at this yellow screen. When instructed, enter the code provided to begin your Exam.



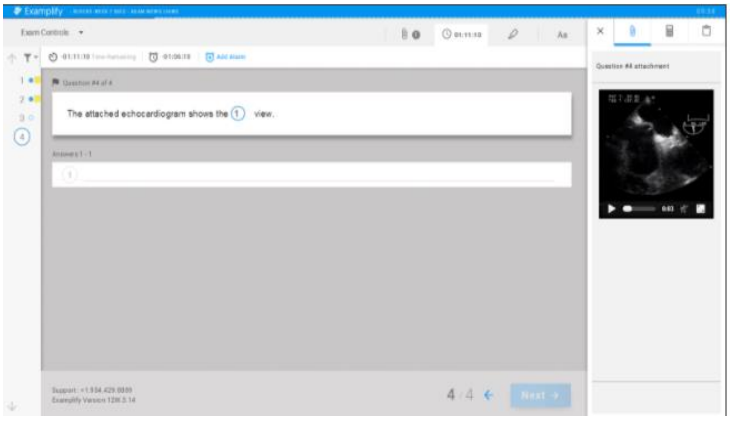
22. Once you have been instructed to begin your Exam, click the green Start Exam button. (Note, activity conducted during this Exam will be logged. ExamSoft or your Exam administrators may review this information at any time for audit purposes to verify Exam integrity).
23. On the left-hand side of the screen, you will see the numbers that correspond to each question, as well as a small radial circle next to each number.



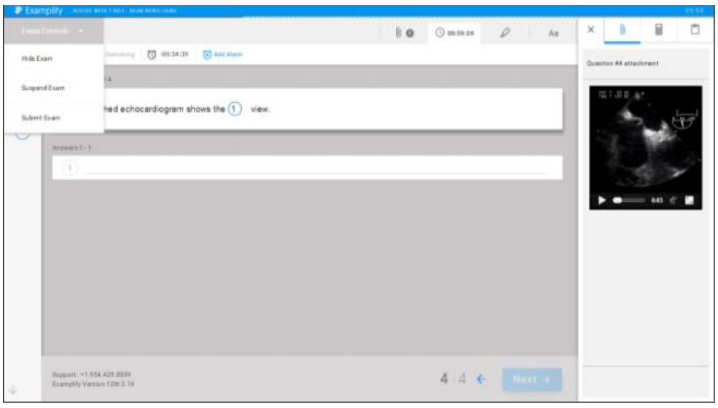
24. For Multiple Choice questions, you will be able to strike out unwanted answers, and choose one or multiple answers (if "Select all that Apply" is enabled for that question).



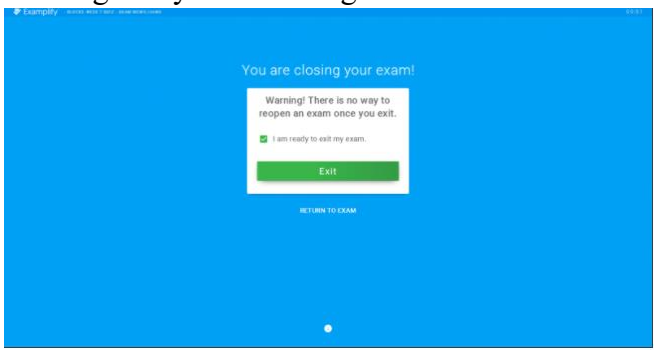
25. For Fill in the Blank questions, the answers will be displayed in the order in which they appear in the question text.



26. Once you've completed all the questions, you can now exit the Exam. Open the Exam Controls option, and select to Submit Exam.



27. The application will exit out of the Exam view, and you will be presented with a warning that you're closing out of the Exam.



28. To confirm, select the check box that you're ready to upload the Exam file, and then select to Upload Exam.

29. If the upload was successful, you will see a green confirmation screen. Once you've reached this screen, your Exam has finished and you will not be able to enter back into this Exam.

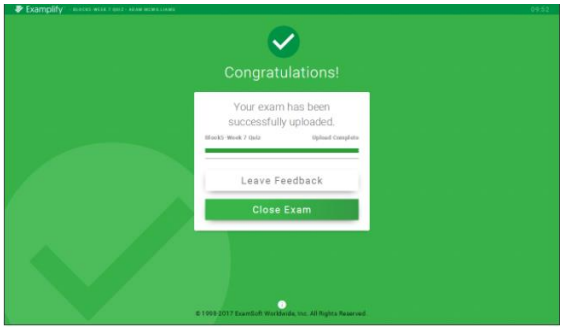


Exhibit B

SECURE ASSESSMENT ATTESTATION

I, «FirstName» «LastName» acknowledge that I have received, read, understand, and intend to fully comply with the procedures in the Secure Assessment Policy for Students, including, but not limited to, the student conduct rules, the confidentiality provisions, Examination review policies and Exam counseling guidelines.

I understand that I will be subject to disciplinary action (including termination) if I violate the policies and procedures set forth in the Secure Assessment Policy for Students. These policies may be revised periodically. I understand Jersey College will use reasonable efforts to keep all students advised of any such change (including having current copies of the Secure Assessment Policy for Students available in the Administration Office).

Dated: _____

Signed: _____

Name (Print): _____

Exhibit C

OUTSIDE OF CLASSROOM EXAM REVIEW REQUEST FORM

By completing this form, you are requesting to review your most recently administered Examination. This form must be received at least one (1) day prior to the designated Exam review date. Exam requests are subject to approval.

In addition, by signing this form you acknowledge that you have received, read, understand, and intend to fully comply with the procedures in the Secure Assessment Policy for Students, including, but not limited to, the student conduct rules, the confidentiality provisions and Examination review policies. You understand that you will be subject to disciplinary action (including termination) if you violate the policies and procedures set forth in the Secure Assessment Policy for Students.

PLEASE PRINT

Full Name: _____

Course: _____

Examination Date: _____

Review Time: _____

Email Address: _____

Signature: _____

Office use only

To be completed by Jersey College:

Date for Exam Review:_____

Proctor:_____

Sign-out of Exam:_____ Date:_____
(signature of proctor)

Sign-in of Exam:_____ Date:_____
(signature of Ed. Planning/Coordinator)

Exhibit D

COUNSELING REVIEW FORM

By completing this form, you are requesting counseling with respect to subject matters from your most recently administered Examination. Counseling requests are subject to approval.[26]

PLEASE PRINT

Student Full Name: _____

Course: _____

Examination Date: _____

Student Signature: _____

Office use only

To be completed by Jersey College:

Student Exam Grade: _____%

Session Approved: ☐ Yes ☐ No

Exam Review Counseling Date: _____

Instructor Signature: _____

By signing this form, the signatory acknowledges that the procedures set forth in the Secure Assessment Policy have been read and understood.

[26] Course counseling sessions are not guaranteed. These sessions are subject to the availability of the instructor. In addition, students are advised that these sessions are gratis. Jersey College makes no representation or warranty that these sessions will be conducted and students may not rely on these sessions for any purpose.