

Rules and Regulations: Examination Proctoring for Distance Students
School of Pharmacy and Health Professions
Creighton University

Student Responsibilities

Distance students in SPAHP programs are responsible for the following items to ensure exams are conducted in a timely and secure manner.

All students enrolled in the School of Pharmacy and Health Professions courses offered via distance education are required to have at least one exam proctor in compliance with the following requirements. Any exceptions to these requirements are at the discretion of the pathway Director.

Doctor of Pharmacy Distance Pathway

1. Students are required to use proctors located at testing centers approved by the School of Pharmacy and Health Professions if one is available within 30 miles from the student's residence.
2. The pathway Director or Coordinator will communicate to the student via Creighton email the name, location, and contact information of the testing center(s) the student is to use for examinations.
3. Any use of a proctor outside of a testing center must have the approval of the Director:
 - a. The following may serve as an examination proctor.
 - i. An educator, counselor or administrator in a collegiate educational system (students living in the vicinity of Creighton University may make arrangements with their instructor in the School of Pharmacy and Health Professions to take exams on campus with the on-campus students if possible).
 - ii. A librarian or library testing center
 - iii. Other individuals approved by the pathway Director or Coordinator
 - b) A proctor must not:
 - i. be a relative, close personal friend of the student or his/her spouse/significant other, employee, employer, supervisor, or subordinate of the student
 - ii. have any other connection or relationship which might impact objectivity and security of the process. Students married to other students in the program must use a different proctor than used by their spouse unless proctoring is at an authorized testing center.
 - c) The student must initially contact the proctor to ensure s/he is willing and able to serve in the role of proctor for the duration of the semester.
4. The student must submit the Proctor Information Form located at <https://www.blueg-surveys.creighton.edu/se.ashx?s=46BEEE7F770233C0> at least 3 weeks prior to the first examination to be taken with a proctor outside of an approved testing center.
5. The pathway Director or Coordinator will communicate via Creighton email with the student requesting the proctor to notify the student either approval or rejection of the proctor.

6. All proctors must be approved by the distance pathway Director or Coordinator for the program in which the course is offered.
7. A student may be required to change proctors at any time by the pathway Director or Coordinator
8. A student must provide the proctor photo identification for each proctored event. Acceptable photo identification documents include US issued, valid driver's license, current passport, Creighton ID card.

Doctor of Occupational Therapy Entry-level Distance Pathway

Students in the Doctor of Occupational Therapy Entry-level Distance Pathway are required to use University of Alaska - Anchorage testing locations.

Process for Making Exam Arrangements and Taking Exams: Testing Centers and Individual Proctors

1. Student responsibilities:
 - a. Prior to the first examination at a testing center or proctor site the student must assure that the exam is able to function on the computer to be used for the exam.
 - i. Minimum Computer Specifications for Electronic Examinations may be found at <http://spahp2.creighton.edu/distance-ed/Minimum%20Technical%20Specifications.aspx>.
 - ii. Check to see if the computer can connect to the exam
 - iii. Check to see if the computer displays the exam question types correctly
 - iv. Check to see if you are able to respond to each question type
 - b. Prior to examination days the student must make appointments with the proctor to take examinations if appointments are required by the testing center.
 - c. Notifying the proctor if s/he will not be able to make the arranged examination time.
 - d. If the student does not show up at the appointment time the proctor is required to wait 10 minutes past the designated examination appointment time for the student.
 - e. Work with the instructor and the distance pathway office for any examination rescheduling requests.
 - f. Provide his or her own materials required for the examination (calculators, etc.), limited to those items identified as being allowed in the examination packet or directions.
 - g. Comply with School Honor Code and all examination restrictions identified by the instructor
 - h. Provide official picture ID (preferably Creighton ID, but may be official government-issued identification with picture) to the proctor to serve as identification verification.
 - i. If questions arise about the exam questions ask the proctor to contact the Coordinator of the distance pathway using the phone number or email address provided on cover letter of the proctor packet. If the Coordinator is

not available on paper provided by the proctor, note any examination questions that seem unclear or other questions about the exam. Clearly describe your questions or areas of confusion, provide as much detail as possible. The proctor is not to address these questions. The paper is to be returned to the Distance Pathway office via the post paid envelope included in the proctor packet. The instructor will contact the student to discuss the noted items.

**Rules and Regulations: Examination Proctoring for Distance Students
School of Pharmacy and Health Professions
Creighton University**

Pathway Office Responsibilities

The Distance Pathway Office for each program is responsible for the following items to ensure exams for distance students are conducted in a timely and secure manner.

1. Send examination materials to proctors including:
 - a. Cover letter including Contact Information
 - b. Confidential Examination Specific Directions document
 - c. Proctor certification document
 - d. If Cheating is Suspected document
 - e. Supplemental examination materials as needed
 - f. Postage paid return envelope
2. Collect written materials from proctors and promptly disseminate to appropriate faculty. Examples include hard copies of examinations, examination scratch paper, questions from students about the examination.
3. Return graded examinations to students via mail when requested to do so by the instructor of record.
4. Provide exam schedule to distance students at the beginning of each semester (Pharmacy Distance Pathway only)

Rules and Regulations: Examination Proctoring for Distance Students
School of Pharmacy and Health Professions
Creighton University

Proctor Responsibilities

The Proctors for each program are responsible for the following items to ensure exams for distance students are conducted in a timely and secure manner.

1. Check the identity of the student taking the exam via a government issued photo ID (drivers license, government issued ID card, military ID, passport) or Creighton University ID.
2. Administer the test in an area that is conducive to test-taking and has the appropriate facilities.
3. In the event the student does not show up at the appointed time, wait at least 10 minutes past the arranged time and date of the examination
4. Ensure the student complies with all examination restrictions as identified on the Confidential Specific Directions document. Please note that calculating programs on hand-held devices are not acceptable substitutes for traditional calculators unless authorized by the instructor.
5. Proctors are not required to provide any supportive materials to the student for the examination. The student is responsible for providing materials that will allow him/her to complete the examination, but is limited to those items identified on the Confidential Specific Directions Sheet.
6. The proctor is not to provide any assistance in completing the contents of the examination.
7. Report time periods when the exam was disrupted because of such things as fire alarms and other times when the student might not have had adequate proctoring (e.g., student or proctor went to restroom) on the space provided on the Proctor Certification Form.
8. Ensure the student does not consult with any individual during the course of the examination.
9. Ensure the student does not reproduce, in any manner, the examination, the answer sheet or the student's answers.
10. Terminate the exam when the time allotted expires.
11. Collect any scratch paper used during the exam and return it to the Director or Coordinator of the distance pathway as instructed in the directions provided in the examination packet
12. Return the examination packet to the Director or Coordinator of the distance pathway within 5 days of the arranged time of the examination.
13. OTD Distance pathway (entry-level) - If questions arise about the exam questions contact the faculty member using the phone number list provided or the email addresses in the Creighton University global address list during normal business hours. If the faculty member is not available, use the contact information form located on the exam cover letter to contact the Director of the pathway..questions should be directed to the Director or Coordinator of the distance pathway. The student may not, in any event, retain a copy of the test questions.

14. Doctor of Pharmacy Distance pathway - If questions arise about the exam questions contact the Coordinator of the distance pathway using the phone number or email address provided on cover letter of the proctor packet. If the Coordinator is not available, contact the Director of the pathway the concern regarding the question must be recorded on paper and sent to the Pharmacy Distance Pathway office by the proctor via post paid envelope provided in the examination packet. The student may not retain a copy of the test question.
15. Fax a completed copy of paper-based examinations immediately to Director or Coordinator of the distance pathway at Fax number provided in examination packet.
16. Retain a photocopy of the completed exam answers for paper-based examinations in a secure place until for seven days beyond the examination date. Shredded or otherwise rendered unreadable the examination copy after 7 days.
17. For electronic exams:
 - a. Allow the student to have use of a computer with Internet access
 - b. Ensure student does not print any part of the examination or responses.
 - c. Ensure students do not have access to electronic communications during the exam including but not limited to e-mail, instant messaging, cell phones
 - d. Begin electronic examinations by entering/providing the proctor password provided in the examination packet.
 - e. Terminate the exam when the time allotted expires by entering the end of examination proctor password provided in the examination packet
18. If cheating is suspected:
 - a. If possible, get another person to observe suspicious behavior
 - b. Confiscate all questionable materials immediately. This includes, but is not limited to:
 - i. Unauthorized notes written on paper, water bottles, ball caps, etc.
 - ii. Cell phones – particularly if they may have been used to photograph exams or for text messaging. (Please note that cell phones are not permitted in the exam vicinity at any time)
 - iii. Book bags, briefcases, or purses containing unauthorized materials
 - iv. Programmable calculators or personal digital assistant (PDA) (unless specifically permitted)
 - c. Record any refusal to comply with a reasonable request to turn over any of the above materials
 - d. If materials cannot be confiscated (e.g., notes written on hand), have a second person observe and verify the situation
 - e. Make a note on the exam (if possible, or describe in writing elsewhere if not) to indicate how much of the exam the student had completed when the unauthorized materials were confiscated
 - f. Do not confiscate the exam itself. Allow the student to complete the exam within the time allotted to take the exam.
 - g. Contact the **Distance Pathway Office** using the contact information provided in the examination packet.
 - h. If personnel in the Distance Pathway Office are not available follow the instructions in the voice mail message to reach the secondary contact.
 - i. Document in writing all information regarding the event, including what has happened and when, who is involved, and who you contacted at Creighton University, School of Pharmacy and Health Professions. This documentation should be completed immediately after the incident occurred. The documentation and all supporting information must be faxed to the Distance

Pathway Office. Please send a copy of all of these materials to the School in the post-paid envelope provided in this packet. A copy of all documentation and related materials must be retained by the proctor for 7 days.

Rules and Regulations: Examination Proctoring for Distance Students
School of Pharmacy and Health Professions
Creighton University

Instructor Responsibilities

The instructors for each program are responsible for the following items to ensure exams for distance students are conducted in a timely and secure manner.

1. Complete Examination Restriction Form for each examination
2. Return Examination Restriction Form to department assistant who then returns the forms to Distance Pathway Coordinator
3. Contact the person designated as exam coordinator for the program at least three weeks prior to examination to provide an electronic document of the examination questions
4. When necessary, work with the distance students to reschedule examinations
 - a. Doctor of Pharmacy Distance Pathway - Provide Director or Coordinator time, date, and exam parameters for rescheduled examinations
 - b. Doctor of Occupational Therapy Distance Pathway –instructor manages all exam rescheduling
5. Notify students of examination grade within instructor established or stated timeframes.
6. If printed copy of hard-copy exams has not been received within two weeks of the exam date, notify pathway Director or Coordinator