UTMB SON Online Exam Policy

The UTMB School of Nursing administers online testing using QuestionMark’s Perception and/or Blackboard Respondus software.

The guidelines for participating in online testing at UTMB School of Nursing are as follows:

- Students are required to review all documentation related to online exams prior to taking your first exam.
- Check the course Schedule for dates and times when the exam(s) will be available.
- Technical support is available from 8:00am - 5:00pm Monday thru Friday. We encourage students to make arrangements to take exams during the hours technical support is available.
- Contact technical support immediately if you have a problem while taking the exam.
- Extenuating circumstances will be dealt with on an individual basis. Students should discuss any potential issues immediately with their instructor. Examples of extenuating circumstances include serious personal or family illness or death; in these cases documentation of all extenuating circumstances must be submitted to the faculty in writing (or e-mail).
- The penalty for taking an exam late will be determined by your faculty.
- Cheating is a **serious breach of academic integrity**. If evidence is shown that there has been cheating occurring on any exam, the student(s) involved will be dealt with immediately and all involved will receive a score of zero (0) for the exam and may be removed from the course.
- You are not allowed to have access to books, backpacks or personal belongings (including: purse, briefcase, cell phone, iPad or tablet, watch, computer of any kind, etc.) anywhere near the cubicle or area where you are taking the exam.
- Students may bring number 2 pencils for exam taking. The proctor may provide one sheet of blank paper to use as scratch paper. The proctor will retrieve the sheet of scratch paper at the end of the exam and destroy the scratch paper.

Rev. 12/15/16