

## **School of Dentistry Examination Policy**

### **I. Purpose:**

The School of Dentistry has the responsibility to provide a classroom harmonious environment that is conducive for didactic assessments and to minimize and/or remove the opportunities for breaches in academic integrity. The purpose of this policy is to outline the principle and actions that will create the proper environment for didactic assessments.

As a student of the School of Dentistry professionalism is of paramount importance. All students should understand that it is ultimately up to each individual to monitor their own behavior and maintain the highest levels of integrity.

### **II. Policy:**

#### **A. Classroom Seating/Assignments:**

Classroom assignments for didactic written or computer examinations shall provide adequate seating assignments that allow at least one seat spacing between students and student seating on every other row. In rooms that do not allow for students to sit every other row, students should sit in a manner that does not allow them to look over the shoulder of the student in front of them. In some cases, this will require two classrooms to be scheduled per examination when a single room does not allow for this spacing format. The back row of any classroom at the very top of the lecture hall should not be used by students during didactic examinations, due to lack of visibility for proctors.

#### **B. Faculty presence and questions during exams**

Faculty and/or staff presence in each examination room is mandatory. Faculty may use their best judgement in recruiting other faculty/staff to properly proctor examination rooms. Faculty may also use their best judgement whether responses to student questions during the exam will be given individually, given to the entire class, or if no student questions will be allowed during the exam. If a response to a question during the exam is given to the entire class and the exam is held in multiple rooms, the response must be made in all rooms.

#### **C. Examination Printing:**

Course Directors will provide multiple versions for each examination with randomly ordered questions and/or answers. These versions may be distinguished by different colored paper for each version to assist identifying that students are not sitting next to other students with the same exam. In addition, each examination shall be numbered or coded to assist in personal identification of each exam. It is recommended that the answer key not be given out until all students have taken the examination. Make-up and early examinations should be composed of an additional version of randomly ordered questions and/or answers.

D. Electronic Devices:

All electronic devices, which include cellular phones, apple watches, tablets/iPads, headphones, etc. should be stored and must not be accessed during the examination. It is recommended that students keep these items in their lockers or backpack/purses/bags during the examinations. All laptops used for electronically administered examinations must have a blackout privacy screen during the examination. When computerized assessments are used, SOD will provide a privacy sheet for each laptop.

E. Personal Belongings:

It is recommended that all personal items remain in student locker when these personal items are not needed immediately after or before examinations. All backpacks, purses, briefcases, tote bags, etc. must be closed and stored and not accessed during the examination. When space allows, personal items should be stored away from your seat. Personal items should not be accessed until after the examination has been turned into the proctor/faculty.

### III. Definition(s):

- Students: For the purposes of this policy, students are those enrolled in the Doctor of Dental Surgery program, Dental Hygiene, Master of Dental Therapy, and the Program for Advance Standing Students.
- Examination/Assessments: Any structured evaluation of student knowledge or skills, whether written, simulated, or patient encounter based that is designed to measure progress.

Policy Owner:	Associate Dean for Academic Affairs
External References:	
Related Policies:	
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