

COLLEGE OF PHARMACY WHAT TO EXPECT WHEN TAKING AN EXAM

Maintaining the integrity of all written examinations in the College of Pharmacy is an important responsibility for faculty and students alike. Below are common sense guidelines that faculty will follow when giving exams and that students should expect when taking them. The objective of these guidelines is to provide a positive and secure testing environment where the opportunity for cheating or disruption is minimized and the opportunity for best performance is maximized. In order to establish a positive, secure, and respectful testing environment, here are some practices for students to expect when taking exams in the College of Pharmacy:

1. Expect your professors to clearly articulate testing policies and procedures early in the semester and before each exam. If you have a question, ask!
2. Many exams will be held in the auditorium because it gives more space to spread out. Regardless of where an exam is given, you should spread out as much as possible, leaving open seats between each student, as well as open rows if possible, which helps the instructor get to you when you have questions. Expect instructors to ask you to move around a bit to maximize spacing or for special needs.
3. Be prepared to put all backpacks, book bags, purses, briefcases, notebooks, and other personal items in the front, back, or sides of the room. Nothing should remain in the seating area. This includes bulky coats, scarves, gloves, and baseball caps or other hats. A light jacket or sweater may be kept with you in case the room temperature changes, but don't take it personally if an instructor asks about it.
4. Arrive no later than 5 minutes after the scheduled time of the examination to minimize disruption. If a student arrives later than 5 minutes after the start of the test (tests in the hands of all students), the course-master has the discretion to allow the student to take the test, adjust the test score as he/she deems appropriate, or deny the student the ability to take the test, assigning a grade of "0".
5. Don't expect to rummage around in your personal belongings during an exam. Be prepared with whatever you might need (extra pens/pencils, water bottle, medication, scratch paper if permitted) at the start.
6. Turn off all electronic devices, including cell phones, pagers, PDAs, radios, CD or MP3 players, calculators, and computers, to avoid disruption during the test. Secure the devices in your backpack or coat; do not leave them in your pockets or on surrounding seats.
7. Calculators may be required or permitted for an exam. Depending on the nature of the exam, you may be able to use any calculator of your choice. Other times, you may be provided a simple, standard model. Your professor will provide precise information about the use of calculators well in advance of the exam.
8. Expect to see one or more proctors during an exam. These individuals will be moving quietly and continuously around the room. If you have a question, raise your hand and someone will come to you.

9. Keep your test papers flat and follow other good test-taking behaviors.
10. Turn in your exam before collecting your personal belongings. Do this quietly if the exam is still in progress to minimize disruption.
11. If you have a documented learning (or other) disability that affects test taking, talk with your instructor ahead of time about required accommodations. Disabilities must be established through appropriate channels at the Center for Disability Services (<http://disability.utah.edu/>) and must be documented in writing. Any information about disabilities and/or testing accommodations will be kept strictly confidential. Instructors will not discuss the situation with other faculty (unless required for educational purposes) or in front of other students. Talk with your instructors early in the semester so that appropriate arrangements can be made.
12. If you have a medical condition or unusual circumstances that require special arrangements during an exam, talk with the instructor before the exam date. Do not appear at an exam and surprise the instructor with special requirements or demands.
13. The Associate Dean for Academic Affairs is your resource in the Dean's Office for questions or concerns.

The bottom line: Your professors should discuss testing policies and procedures early and often with you to avoid any surprises and to provide expectations. If you have special needs or unusual circumstances for an exam, talk with your instructor ahead of time. Again, the point is to provide a positive and secure testing environment where the opportunity for cheating or disruption is minimized and the opportunity for best performance is maximized.