

Watts School of Nursing

Policy Deployment			
Policy Name:	Testing	Institution:	Duke University Health System (DUHS)
Supersedes:		Division:	Duke Regional Hospital (DRH)
Policy Level:	WSON Student	Department:	Watts School of Nursing (WSON)
Owner(s)	Dr. Peggy Walters	Contributing Departments:	
Approved by:	Faculty Organization of the WSON	Manual Name:	Student Handbook
Original Effective Date:	7/2016		
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POLICY

Watts School of Nursing is committed to providing clear guidelines for testing. Students are responsible for upholding and maintaining academic integrity during testing. Any form of cheating during testing is considered academic misconduct and is a serious offense that implies deception in fulfilling academic requirements.

DEFINITIONS

Cheating

Cheating is the act of wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to gain an unfair advantage. It includes, but is not limited to:

- plagiarism on any assignment
- copying another student's work, with/without student's cooperation
- using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or examinations
- altering or falsifying any information on tests, quizzes, assignments or examinations
- using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so

PROCEDURE

- Prior to testing, all personal technological items including smart watches; smart pens should be turned off and placed in a separate, secure area. Only writing implements, blank paper, and an approved calculator are allowed to be with the student for testing.
- Proctoring and/or video surveillance will occur with all testing (initial and make-up).
- At the start of the test, students sign an honor code statement that reads, "I will not lie, cheat, or steal in my academic pursuit, nor will I accept the actions of those who do."
- Students with questions regarding a test item should write it on the provided blank paper.

- Each student has 75 minutes to complete a 50-question test, 150 minutes to complete a 100-question test unless accommodations have been approved per policy.
- Group testing is done immediately following scheduled tests. It must be completed in a room with the door closed to promote test security. Students who do not take the test on the scheduled calendar day are not given the opportunity to group test. Groups are assigned and the student must be present at the start of scheduled testing time to participate. Students who do not take the test on the scheduled calendar day are not given the opportunity to group test. Bonus points will be assigned based on the group test grade. The point value is as follows: group test score A=3 points, B= 2 points, C=1 point.
- Students are allowed to make-up one test within five business days unless extenuating circumstances with appropriate and sufficient documentation. This make-up test will need the approval of DONE or ADONE.
- If a student misses a second test, the grade will remain blank and later be replaced with the average of all unit tests and final exam. Any additional tests/final exam missed will receive a grade of zero.
- Students who miss two tests will meet with Committee on Satisfactory Academic Progress and Professionalism (COSAPP) and placed on Professional Probation.
- The final exam will only be made up with approval by the DONE or ADONE within five business days unless extenuating circumstances with appropriate and sufficient documentation.
- No credit will be given for transcription errors.
- Grades are posted on the learning management system (example: Sakai) within five business days of testing.
- Students may review the test with faculty only after all the students have taken the test.
- Faculty will offer a group test review with all students.
- Students will have the opportunity to schedule a review of their test within five business days post group test review, following that period, there will no longer be the option for review of test.