

UTCVM Exam and Exam Security Guidance

UTCVM Exams

The Office of Academic Affairs schedules core course exams within the academic schedule with the approval of course faculty. The rescheduling of individual student exams requires an approved online [absence request](#). Rescheduling of course exam times must follow the policy of class by-laws with instructor and academic dean approval.

Exams administered in the DVM program are generally one of the following five types and should be clearly identified in the syllabus. If unclear, it is the student's responsibility to confirm the option for collaboration or outside resource use. When not specified, exams should be considered as confidential, requiring individual work, and using no outside resources.

1. An examination, quiz, or graded activity administered in class, and taken individually with no notes, resources, or collaboration. This is the most common form of midterm and final examination.
2. An examination, quiz, or graded activity administered in class and taken individually with open notes or resources. Some faculty allow students to use notes during midterms, finals, and quizzes.
3. An in-class, collaboratively taken examination, quiz, or graded activity that may involve open notes or resources.
4. An out-of-class, open-resource, and collaborative examination or quiz. Students may be working in assigned groups or groups of their choosing and assessments may be turned in as a group or individually.
5. An out-of-class quiz or examination that is non-collaborative or prohibits outside resources. These are not considered secure assessments.
6. A graded out-of-class written paper, ABLE, collection book or project. The faculty member determines if the graded activity is to be done individually or in groups.

UTCVM In-Class Exam Procedures

- 1) Students must arrive in the assigned exam location before the exam start time in order to receive exam materials, passwords, and instructions.
 - a) If a student arrives to an exam late, their exam will end at the scheduled exam end time (not the time allotted on the testing software [e.g. Canvas or ExamSoft]).
 - b) Students must not wear billed caps or use hoodies/head covering that obstruct the instructor's view of the student's face. Coats and jackets are allowed.
 - c) Backpacks with all prohibited exam resources must be placed at the front of the room or in the student's locker for the duration of the exam period. Phones must be silenced within backpacks.
- 2) Students may only bring the following exam materials to their desk unless the faculty member has issued the exam as open-book or open-note:
 - a) **Electronic Exams:** UTCVM-approved personal device with privacy screen, stylus, earplugs and a writing instrument. No headphones or ear buds, except as allowed via SDS accommodations or requested by the instructor, are allowed.

- b) **Written Exams:** A writing instrument and earplugs (no headphones or ear buds).
- c) Electronic devices besides the one being used to take the exam are prohibited in the exam (this includes, but is not limited to cell phones; smart watches; multi-function calculators; any device with a camera, recording, or internet access features, etc.), which must be in backpacks or lockers.
- 3) Students will receive scrap paper during the exam and must turn in all scrap paper upon leaving the exam space.
 - 4) Students will take personal precautions to minimize distractions to other students. Please avoid humming, sighing, pencil tapping, slurping drinks, or talking within the room.
 - 5) Instructors should similarly avoid distractions: phones on mute, avoid keyboard clicking, and avoid non-essential conversations with fellow instructors, phone conversations, or prolonged student discussions.
 - 6) Instructors should avoid activating time devices for electronic exams. Instead, assure a clock is visible in the testing environment. Electronic exam timers can disadvantage students by escalating test anxiety and break concentration.
 - 7) Instructors should generally avoid instant grade reporting for core exams. While not prohibited, students find it distressing/distracting to have results immediately displayed upon exam submission in such a public venue.
 - 8) Upon leaving an in-class exam, students must return all testing materials (assigned sheets of scrap paper, exam booklets, additional handouts, etc.) and show confirmation of exam submission for electronic exams. ***Failure to turn in any exam materials or copying/retaining/recreating any part of an examination is a violation of the university honor statement.***
 - 9) Student failure to comply with the stated exam procedures can be a university honor statement violation. Students could be referred to the associate dean and Student Conduct Board for a potential violation of the university honor statement.

Students with accommodations: It is the student's responsibility to verify their planned exam meets their accommodation needs (i.e. scheduling appropriate time in between classes, planning in advance for individual needs, etc.). Students should contact SDS for additional information on how to schedule proctored exams at the Student Disability Services testing center, [linked here](#).

Make-Up Exams

- Make-up exams are scheduled for students with a corresponding approved absence request. Grade penalties or exam failure may be levied for unexcused absences.
- Students should request a make-up time using the online leave request form, linked [here](#), or email the course professor. The pre-clinical coordinator, the instructional technologist, the lab safety coordinator, and the associate dean also need to be notified of a scheduled make-up exam. All requests should be cc'd to the academic dean.

Exam Reviews—When Available

Exam grades are posted on Canvas once the faculty member approves release of the grades. *Publishing/posting of test scores is sufficient notification to students if academic performance falls below accepted standards.* Any student scoring below a grade of C should contact the course leader, their academic advisor, or the associate dean for advice.

Any exam review held using the students' personal devices will be done in a proctored environment if the exam contents are to remain confidential. Exam review conduct is governed by the Code of Student Conduct. Please remember that use of confidential or unapproved previous exam, quiz, or "clicker" questions in any manner

other than that specified by the instructor is academic misconduct and a violation of the honor statement. Exam review sessions will follow the same procedures as in-class exams. Students will be permitted to bring in a writing instrument and will be provided paper for personal study use and discussion with faculty. Phones and other recording devices are not allowed.

Academic Integrity

See *Hilltopics* Student Code of Conduct, linked [here](#).

Students must demonstrate academic honesty and refrain from actions of academic misconduct, which includes, but is not limited to:

1. **Cheating:** Allowing another party to do one's work/assessment; serving as a substitute for a student in the taking of an assessment; possession and/or use of unauthorized study aids/notes during an assessment; practicing fraud or deceit; knowingly providing or receiving information during assessments with or without the source's knowledge and/or sharing information about the content of an assessment with a student who has not yet taken the assessment.
2. **Plagiarism:** Using the intellectual property or product of someone else without giving proper credit, or the undocumented use of someone else's words or ideas in any medium of communication.
3. **Falsifying/fabricating information:** Altering a grade, mark or signature; falsification of information or resources, including laboratory and research results or attendance sheets.
4. **Aid of academic dishonesty:** Intentional facilitation of the above actions or any other action deemed to violate the student code of conduct or honor statement.
5. **Recreating exam, quiz, or "clicker" questions** without permission of the instructor. Distribution or use of such materials to others to gain an unfair advantage is a violation of the honor statement.

Students who fail to adhere to these academic standards will be subject to a referral to the Student Conduct and Community Standards (SCCS) Board for honor statement or academic misconduct violations. See *Hilltopics*, linked [here](#), for student rights and procedures following claims of Student Conduct Code violations. Violations may result in various sanctions up to and including dismissal from the College of Veterinary Medicine.

(Adapted, in part, from the Ohio State University CVM Policy, with permission)

Approved by the UTCVM Curriculum and Assessment Committee: February 13, 2019

Updated for digital accessibility 12/1/25, mrb