

# MLS HANDBOOK: EXAMINATION POLICY

## CU 5.0: Examination Policy

### PURPOSE

To establish a uniform examination policy for the MLS Program.

### USE AND MAINTENANCE

Examinations are used to assess the MLS Student's understanding and competency of academic material and technical skills. Examinations may consist of unit, comprehensive, and lab or simulated practical examinations.

All test questions are to be maintained as "secure"; therefore examinations will not be returned to the medical laboratory science student. Students will be allowed to review the examination under supervision with program permission on a case-by-case basis. Copying, printing, or saving of examinations by the student is not allowed.

Paper examinations will be maintained by the respective program official or faculty member for a period of at least 30 days after the posting of the student's final grade report. If an appeal has not been filed in that time, the program official may destroy the examinations.

### TESTING GUIDELINES

The following testing guidelines will be used for all examinations:

1. Examinations will be proctored.
2. Students will be seated with ample separation space between each other.
3. Examinations (except for hands-on practical examinations) will be completed using online examination software (e.g., ExamSoft/Examplify) or an online course management system. Students must have a personal device that meets compatibility requirements as published by the examination software and UNMC CAHP. Paper examinations are utilized by program permission only and on an exam-by-exam basis. It is the responsibility of the student to maintain a personal testing device that meets the online examination software requirements. Students are required to consult with the examination software support services to resolve any technical issues. See: <https://www.unmc.edu/alliedhealth/academics/computers.html>
4. Students will be permitted to utilize the calculator available within the examination software. If approved to use another calculator, the approved calculator may not be pre-programmed with formulas, calculations or other sensitive information. Use of a calculator other than provided by examination software will be approved for each exam as appropriate.
5. Students will not be permitted to have academic material near their seats while taking exams, unless approved for use during the examination. Examples include, but are not limited to the following:

- a. Cellular telephones; electronic devices other than what is required to utilize examination software, such as personal smart devices, recording or filming devices,
  - b. Coats, jackets, headwear, backpacks, book bags, briefcases
  - c. Books, notes, study materials
6. Pencils, erasers and scratch paper will be provided to the student when taking exams. All of which will be collected before the student leaves the proctored environment.

Students who abuse testing guidelines will be asked to surrender their unfinished examination to the proctor and/or to exit the examination software per proctor direction and will be asked to leave the examination room. The exam will not be scored, and a grade of zero will be entered as the grade. The proctor or program official will present the Nonprofessional Behavior Documentation Form, ask that it be signed by the student, and a conference with a program official will follow. This form then becomes a part of the student's permanent record. Abuse of testing guidelines may be grounds for dismissal from the Medical Laboratory Science Program (see Policy SA 11.0).

### ALTERNATE EXAM DATES

A student who is unable to complete an examination at the scheduled time shall make arrangements with the appropriate program official and faculty contact to take the examination according to these guidelines:

1. Arrangements to take the examination before the regularly scheduled time will be made by the appropriate program official and/or faculty.
2. Completion of missed exams is expected to be completed upon a student's return to class. Individual considerations may be made for a student based on extenuating circumstances upon consultation with a UNMC MLS Program official. All previously published course syllabi/guidelines must be adhered to.

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