

## **SAMPLE**

Disclaimer: This item has been submitted to the repository voluntarily and may be used by others in total or part. This item was not created by the Arizona State Board of Nursing and it is not required to be used.

There is limited research and evidence regarding best practices in testing. These tools are reflective of current best practices. Ultimately, use of tools and strategies should be supported by research and evidence.

### **Sample Student Instructions for Remote Testing:**

These are examples of student instructions that could be provided at the beginning of a semester and reinforced with each exam.

- A. The student will be monitored and audiovisually recorded from the point of logon and during the entire length of the exam. This video will be watched and reviewed by the instructor for unusual activity. The video is archived within the course.
- B. Not allowed during the exam
  - No watches (any type) are allowed to be worn during the testing period or in the testing.
  - Screenshots or pictures of test information is strictly prohibited.
  - Background music or television sounds, earbuds or headphones, watches/smartwatches, or hats/headgear (unless culturally indicated) are prohibited.
  - Additional computer monitors, screens, or tablets should be removed during the exam.
  - No writing should be visible on the desk or walls.
  - Under no circumstances should students exit the proctored environment during the exam. No test items should be copied, saved, or shared during or following the exam.
  - Do not talk to anyone else--No communicating with others by any means.
  - No other persons except the test-taker should be permitted to enter the room during testing. The computer may not be transported to another location after the exam has started.
  - A phone is not allowed in the testing area under any circumstance.
- C. Preparation for the exam
  - Sit at a clean desk or table if available. In the event a desk is not available, you may utilize a seating bench (not on the bed or floor). You will need a stable surface to support your device. The background should be quiet. The desk or table needs to be cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc.
  - A whiteboard/paper may be used at the discretion of your instructor. It **MUST** be shown to the camera (both front and back) before the exam and re-shown to the camera at the end of the exam (both front and back). If paper is being

used, the paper should be scanned and uploaded to the Canvas course. Paper should include the students' name, be legible, and calculation items should include the number of the item it is addressing.

- Maintain room lighting bright enough to be considered “daylight” quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the test taker. If lighting is inadequate, the monitoring software may prompt you.
- Gather student ID and have within reach. You will be asked to present it to the camera when prompted.
- Close and restart your computer before logging into the proctored test environment. All other programs and/or windows on the testing computer must be closed before logging into the proctored test environment and must remain closed until the exam is completed.
- When possible, the webcam should be placed on the upper screen of the computer or where it will have a constant, uninterrupted view of the test taker.

#### D. Technology Failure

In case of a rare case of login failure, digital pause, technology failure, or internet failure:

1. Take a deep breath.
2. Speak to the webcam about what is happening, it is transmitted to your instructor who is live proctoring.
3. If “booted” out of the exam, immediately refresh the browser then try to log back in.
4. If that does not solve the issue, immediately send an email to your instructor via the learning management system (LMS) if accessible. If the LMS is not accessible, then send an email via your instructors' college email address. These emails are time-date-stamped and can be correlated to your exam time/date.
5. Should all of your technology go down or internet failure, immediately contact your instructor as advised.
6. In no situation should the cell phone be kept in the testing environment.