

Policy: Administrative Examination Security and Time Window for Occupational Therapy and Pharmacy Students	Issued: <i>12/13/2016</i>		Page 1 of 1
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All course examinations will be administered on the same date for campus and distance pathway students, unless otherwise communicated by the Instructor of Record.

Lab practicums generally take place during lab times or other times assigned by faculty. These times may differ for campus and distance students.

Campus and distance students will not communicate about proctored, unproctored or lab practicum examinations in any form (electronic, verbal, and otherwise) while an examination is active and in process. This is considered the communication “blackout” period. Violation of a communication “blackout” period may result in a charge of academic misconduct.

The communication “blackout” period may be extended via notification to the class from the IOR(s). In these cases, the Instructor(s) of Record will also notify the class when the extended communication “blackout” period has ended.

Exceptions to the examination time window must be in compliance with the School’s Class Attendance and Participation Policy and accompanied by an excused absence (STARS) request and appropriate documentation.

Technical support from OLAT will only be available during OLAT service desk hours. Distance students are encouraged to take their exams during OLAT hours. After hour support may be available from the exam and online proctoring vendors.

Occupational Therapy

The **examination time window** for *all* distance OT students is from 6:00 a.m. to 11:59 p.m. Central Time on the date of the exam. All examinations must be completed by the end of this examination time window unless a delay of exam is approved by the IOR.

The **communication “blackout” period** for **course examinations** is from 6:00 a.m. to 11:59 p.m. Central Time on days examinations are administered unless extended by the IOR.

The **communication “blackout” period** for **lab practicums** will extend until students in all pathways have completed the practicum.

Pharmacy

The **examination time window** for *all* distance pharmacy students is a 6-hour period on the date of the exam from 11:00 a.m. and 5:00 p.m. Central Time. All examinations must be completed by the end of this examination time window unless a delay of exam is approved by the IOR.

The **communication “blackout” period** is from 8:00 a.m. to 6:00 p.m. Central Time on days examinations are administered unless extended by the IOR.