

<i>Policy: Administrative</i> Examination Security and Time Window for Distance Pharmacy Students	<i>Issued:</i> 7/29/2010	<i>Revised:</i> 10/4/2011	<i>Page 1 of 1</i>
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All proctored examinations taken by distance pathway students will be administered on the same day they are taken by campus pathway students. The time window for administration of examinations for distance students will be a maximum of six (6) hours in length. The Instructor(s) of Record has (have) the prerogative to establish a shorter examination time window.

Electronic examinations for distance students will be administered between the hours of 11:00 a.m. and 5:00 p.m. Central Time. All distance students who reside in a time zone that is within four (4) hours of the Central Time zone must complete electronic examinations no later than 5:00 p.m. Central Time.

Distance students who reside in a time zone with a difference from Central Time that is greater than four (4) hours are strongly encouraged to also complete their electronic examinations within the time window described above. However, if any such distance students are not able to complete an electronic examination by 5:00 p.m. Central Time due to incompatible proctoring site hours of operation, they will be allowed to take a proctored paper version of the examination. In such cases the six (6) hour examination time window for that examination will be adjusted to reflect the student's proctoring site time zone. The paper-based examination will be sent to the student's proctor site by the distance pathway office with a prepaid return envelope.

Campus and distance students shall not communicate about examinations in any form (electronic, verbal, and otherwise) while an examination is active and in process. The communication "blackout" period will extend from 8:00 a.m. to 6:00 p.m. Central Time on days examinations are administered unless extended by the Instructor(s) of Record. In such cases, the Instructor(s) of Record will notify the class when the extended communication "blackout" period has ended. Violation of a communication "blackout" period will result in a charge of academic misconduct.

Any exceptions to this policy must be approved by the Instructor(s) of Record and the Director of the Distance Pathway no later than two working days before the beginning of an examination time window.

Approved by Bylaws, Policies and Procedures Review Committee on 7/22/10

Approved by Pharmacy Faculty on 7/29/10

Amended by Pharmacy Faculty on 10/4/11