

<i>Policy: Faculty</i> Testing Security and Time Window for Occupational Therapy Students	<i>Issued:</i> 11/01/2010		<i>Page 1 of 1</i>
--	-------------------------------------	--	---------------------------

All electronic examinations for distance students will occur during the time the UAA Testing Center is available and will start and end on the same day. Exams will generally occur on the same day as the campus students; however in some cases they may occur on a different day during the same week.

Practical exams generally take place during lab times or other times assigned by faculty. These times differ for campus and distance students.

In some cases exams windows may be extended due to student accommodations, illness or emergency.

Campus and distance students will not communicate about electronic or practical examinations in any form (electronic, verbal, and otherwise) while an examination is active and in process. The communication “blackout” period will be determined by the Instructor(s) of Record and communicated to the students.

Violation of a communication “blackout” period may result in a charge of academic misconduct.

Any exceptions to this policy must be approved by the Instructor of Record no later than two working days before the first administration of an examination.

Approved by Bylaws, Policies and Procedures Review Committee on 8/31/10
Approved by OT Faculty on 11/01/10