



Registered Nurses  
Professional Development Centre

# DEPARTMENTAL MANUAL

## Policy & Procedure

<b>TITLE:</b> Delivery of Online Examination Policy	<b>NUMBER:</b> 01-17
Section: Source: RN Professional Development Centre	Date Approved: Date Reviewed (Revised): July 2016 Date to be Reviewed: February 2018
Distribution: RN Professional Development Centre	Approval: Director, RNPDC

### Policy statement:

Educational programs/courses at RNPDC use online examinations to assess learning outcomes. Faculty of RNPDC educational programs are committed to ensure the process of online examination delivery upholds the integrity and security of the examination.

### Purpose of Policy:

The purpose of this policy is to provide consistent guidelines for faculty and learners in regards to the delivery of online examinations. Online examinations are completed by learners at one of RNPDC's exam invigilation sites or with a proctor off-site using an individual proctor or proctoring service.

### Definitions:

*Online examination:* An examination that is delivered via a computer through the online learning environment (e.g., Brightspace<sup>®</sup>). Learners read questions and respond using their computer keyboard/mouse.

*Invigilation sites:* A place where RNPDC administrative staff or faculty will invigilate the online examination in person. Options for invigilation sites vary by program/course.

*Proctor:* A Proctor is an appointed individual who agrees to supervise online examinations for RNPDC education programs/courses. He or she must be a professional who is employed in an approved institution or organization (e.g. college, university, clinic, office, hospital, library or proctoring service). A proctor may not be a colleague, relative, friend or another Learner.

*Proctor Service:* An official proctoring service offered by a library, university/college or business. The proctor is an employee that provides the service.

## **GUIDELINES**

- Learners who live more than a one hour drive from an approved invigilation site are eligible to request to complete online examinations using a Proctor.
- It is the responsibility of the learner to find his or her own Proctor.
- All online examinations should be completed on the date and time specified by faculty.
- Should a learner be unable to locate a suitable Proctor, the learner may have to travel to an invigilation site, or to a location where a Proctor is available.
- Examinations must be administered at an approved institution or organization. Examinations will not be administered at the Proctor or Learner's home.
- Online examinations require a computer with internet access.
- Examinations must be administered during regular business hours, (8:30 am to 4:30 pm, AST) Monday – Friday.

## **PROCESS**

### **All learners:**

- Refrain from bringing, unauthorized devices (cell phone, tablets etc...), unauthorized books, notes, or reference aids of any kind into the examination room unless otherwise specified on the examination instructions
- Will not access the Internet during the examination except to log into the examination testing site
- Refrain from duplicating the examination questions in any way
- Uphold the Academic Code of RNPDC and refrain from cheating/copying in any way
- Review and follow the examination instructions

### **The learner who is using a proctor:**

1. Receives permission from an individual to be their Proctor prior to submitting a request to program faculty
2. Ensures that the *Examination Proctor Approval Form* is completed and returned to program faculty by the due date set forth by the respective program faculty
3. Ensures that the Proctor and examination request (which includes examination date, time and site) has been received and approved by program faculty

4. Confirms with the Proctor the location, date and time of examination

### **The Proctor:**

1. Completes the *Examination Proctor Approval Form* indicating acceptance of responsibility and agreement to abide by the examination regulations
2. Will assist learner in accessing the online examination on a computer
3. Reviews examination instructions prior to the examination.
4. Verifies the identity of the Learner using Learner's photo identification.
5. Reads all examination instructions to the Learner before the examination begins.
6. Monitors Learner during the entire examination period.
7. Facilitates fairness and integrity during testing situations.
8. Collects all examination materials including scratch notes/paper at the conclusion of the examination.
9. Stops the examination and notifies Program Faculty immediately if suspicion or evidence of cheating (e.g. crib notes, cheat sheets, Learner using the Internet and/or electronic devices).
10. Refrains from duplicating the examination in any way.
11. Notifies Program Faculty as soon as possible if unable to proctor the exam. Access to the examination is not given to another person or to the Learner without Program Faculty authorization.

### **The Program Faculty:**

1. Ensures administrative staff are booked to invigilate online examinations completed on-site. If no administrative staff available faculty will invigilate online examination.
2. Using *Proctor Instructions for Online Examinations* ensures that examination instructions are provided to all Learners and Proctors. These will be sent via email one week prior to examination. All proctors should also receive this policy as an attachment.
3. Approves Proctor, site of examination, date and time of each examination.
4. Provides timelines and guidelines and releases online examination.
5. Approves an alternate Proctor whenever approved Proctor is unable to fulfill obligation.

6. Ensures all parties (Program Faculty, Learner and Proctor) comply with this Policy and Procedure.

## **RELATED RNPDC DOCUMENTS**

1. Examination Proctor Approval Form
2. Proctor Instructions for Online Examinations (email template)

## **REFERENCE**

1. Michener Institute Policy Handbook