Pitt Pharmacy Policy: Conduct of Learning Assessments Including Examinations

This policy applies to all learning assessments, including but not limited to examinations, in the School of Pharmacy educational programs, providing guidance to faculty who are responsible for maintaining testing integrity for all. Faculty may augment procedures and expectations with assessment-specific descriptions and requirements made available to students prior to an assessment activity. Faculty, staff and students must also review related policies/procedures including the PITT Pharmacy Code of Conduct Policy & Procedures.

Processes on the Day of Assessment: Faculty and Teaching Assistants
- Seating charts will be used in all large group testing/assessment rooms. When online testing is used, seating charts will include space for documentation of time of uploads prior to students leaving to the rooms. ALL test materials will be collected prior to leaving the room.
- Every reasonable effort should be made to schedule the use of multiple exam rooms that allow for alternate seating (every other seat), with appropriate proctoring by faculty and teaching assistants.
- The course coordinator or designated proctor in each room is responsible for dealing with any academic integrity concerns that may arise during the assessment. There should be sufficient proctors to assure testing/assessment integrity
  - Proctors may include residents, graduate teaching assistants and faculty. The course coordinator or a designated faculty member will supervise proctoring activities.
  - Proctors are responsible for ensuring the integrity of the assessment process and may not be involved in personal activity for its duration (such as reading, accessing personal phones or laptops except for the purpose of conducting assessment related communication).
  - Proctors are to be present in the testing/assessment area for the entire exam.
  - Proctors may relocate students; such changes do NOT imply student academic integrity issues.
- Any question regarding assessment content or interpretation of wording is deferred during the exam, with a "no question policy" during assessments.

Processes on the Day of Assessment: Students
- Students must arrive at least 10 minutes before the scheduled start time. Students are not permitted to enter rooms until given individual permission by proctors.
- All backpacks, bags, books, notes, coats, hats, and similar items will be stowed in the front of the assessment room before testing begins.
- **Phones, smart watches, smart glasses, earbuds, smart contact lenses and other communication, image capture, listening or web-access devices are NOT permitted** unless specifically approved by the course coordinator in advance of the testing period. Use of such during the testing period will constitute a violation of academic integrity and code of conduct.
- For each assessment, students will be instructed what items are allowed in the testing/assessment area (i.e. pencils, computers). Only these items will be allowed in the testing/assessment area.
  - Any exception to this list must be approved by the course coordinator and/or proctor. All items brought into the testing/assessment area are subject to inspection and/or confiscation until the assessment is completed.

Processes on the Day of Assessment: Students (continued)
- Once the student enters the testing/assessment room, they:
  - may not access study materials, internet sites or other resources
  - may not write on scratch materials
  - may not communicate with other students
  - may not leave the room without submitting the assessment. If a student must leave the room before completion of an assessment, the assessment is concluded and, if incomplete, will be re-scheduled.
  - must remain in the seat until the assessment is completed and/or the individual is excused by the proctor.
- A student who arrives late for an assessment will not be allowed to start if another student has left the room after seeing/completing the assessment. Extra time will not be provided for students who arrive late. The course faculty will determine the schedule and extent of re-testing (including different format as needed) for students who arrive late.

Additional Processes For Exam-Soft/Examplify-Deployed Assessment
- Students are responsible for ensuring compatible personal computers and software and bringing fully-charged and functional laptop/tablet to the test. If there is difficulty with personal computers, students should work with the Health System IT support services (edtech@hs.pitt.edu) well in advance of the testing/assessment to troubleshoot issues or acquire a loaner device for that event..
- Students are responsible for test downloading in advance of test times at the specified time prior to a test.
- Students must upload the encrypted exam file through Examplify immediately after completing the exam or as instructed by proctors or when test time ends. Technical issues that prevent uploads from occurring must be immediately reported to a proctor to record the incident.
- For exams requiring students to perform calculations, the online calculator in Examplify will be used as preparation for NAPLEX testing processes.

Post-Assessment:
If a student believes that there is an issue with a given component of an assessment (e.g., specific test question), the student may contact the course coordinator within 48 hours of the test via email to request review. Once grades are posted, a student has 5 business days to contact the course coordinator to discuss any grade concerns.

Grades should be released after 5 pm so as not to interfere with other course testing/assessment or while another course is in session.

Misconduct During Testing/Assessment:
Faculty, staff, TAs and students are referred to the Pitt Pharmacy Code of Conduct policy and procedures documents and should be familiar with actions and penalties for misconduct prior to, during and following assessments. Proctors, faculty and course coordinators are responsible for taking action when any behavior suggests academic misconduct. In case of misconduct, the course coordinator/faculty member may dismiss a student from an exam or take any other measures to ensure the integrity of the assessment process. All issues potentially involving academic integrity during examinations must be managed by the course faculty/coordinator as outlined in the Pitt Pharmacy Policy & Procedures for Dealing with Violations of the Professional Code of Conduct.

Examples include but are not limited to:
- Obtaining access to assessment materials in advance of testing time
- Looking at another student's work, whether directly or not

- Talking during the examination period
- Accessing a cell phone, smart watch, smart glasses, smart contact or any other prohibited electronic device (see above)
- Using notes, books, reference material, or other aids unless explicitly permitted to do so by the faculty
- Using a calculator that is not approved by the course coordinator/instructor OR using a calculator to store information relevant to assessment content
- Attempting to aid an individual or receive aid to complete the assessment
- Intentionally failing to follow a proctor's instructions
- Creating a disturbance of any kind in the assessment room
- Leaving the testing/assessment room without permission
- Attempting to take (or taking) an assessment for someone else
- Providing assessment or assignment answers to another learner
- Copying or attempting to copy questions so as to retain for the purpose of creating test files for distribution to students
- Providing and/or receiving access codes or other such information directly or indirectly to another student
- Using counterfeit imitation upload ("green screen") confirmation screens

August 2025