



PharmD Student Examination Policy

Doctor of Pharmacy Program

The University of Iowa College of Pharmacy

Purpose and Scope

The College's Technical Standards state that student pharmacists must demonstrate compassion, integrity, and a concern for others. This requires a professional and ethical demeanor appropriate to educational level, responsibility for personal actions, and emotional stability under stressful conditions that may come from their professional education.

This examination policy was designed with these standards in mind and with input from both faculty and students. The policy's purpose is to provide expectations for student conduct related to examinations and ensure examinations given at the College of Pharmacy are adequately and consistently administered and supervised to minimize opportunities for dishonesty. Aside from maintaining academic integrity, examination procedures prepare the student for the stringent expectations of the professional licensure process.

Students should be empowered to uphold the highest degree of academic integrity and to expect the same of their classmates. It is understood that not every possible scenario regarding academic integrity can be covered within a policy; therefore, the College and its faculty may take reasonable measures to enforce the spirit of this policy in keeping with the expectations of society and the profession of pharmacy.

This policy is in effect for all examinations given within REQUIRED coursework, as well as all other required independent examination assessments (e.g., Knowledge Examinations) within the Doctor of Pharmacy program. If examinations are given within elective courses, adoption of this policy is recommended and encouraged.

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I. Student Expectations

1. Students will adhere to the **PharmD Student Examination Policy** and [Code of Conduct](#) during all examination-related activities. This includes, but is not limited to:
 - a. Examination Sessions (the examination session starts as soon as students enter the room)
 - b. Examination Reviews (group or individual)
2. Students will follow all examination procedures as outlined in the **PharmD Student Examination Process** (see [Appendix 1: Examination Procedures](#)).
3. Students will bring all **Required Materials** to each examination session (see [Required Materials](#)).
4. Students will avoid wearing restricted attire and leave all restricted items at home, in a locker, or a closed bag at the front of the examination room. Students wearing restricted attire or possessing restricted items may be penalized (see [Restrictions](#) and [Examination Penalties](#)).
5. Students will attend all examinations. Absences (and subsequent makeup examinations) require appropriate documentation and course coordinator approval.
6. Students will be on time for examinations. Students arriving late may be restricted from taking the examination and/or be subject to penalty (see [Penalties](#)).
7. Students will behave professionally and show respect for classmates and proctors. Disruptive students may be dismissed from the examination.
8. Students will comply with proctor requests to turn out pockets, remove jackets, change position, or provide other means to demonstrate compliance with the examination policy. All items are subject to inspection.
9. Students will stay in their assigned seats until their examination is completed unless otherwise directed by the proctor. If there is a need to communicate with a proctor, students should raise their hand.
10. Students will report acts of academic dishonesty during an examination or examination review session as soon as possible. The student should:
 - a. alert a proctor, when possible, so the proctor may assess the situation.
 - b. report the situation to the Associate Dean of Academic Affairs, Associate Dean of Student Affairs, or the Honor Council as the [Code of Conduct](#) outlines.

II. Examination Materials

Required Materials

Students must have the following items at their seat:

1. Required computing device (as outlined in the [PharmD Student Technology Requirements](#))
2. Privacy screen
3. University of Iowa identification card or driver's license

Allowed Items

Students may have the following items at their seat:

1. Power adapter
2. Dry-erase board and marker
3. TI-30Xa calculator (with cover removed)
4. Plain water bottle devoid of markings, stickers, or labels
5. Computer mouse
6. Bright-colored foam ear plugs (in clear plastic bag)
7. The following items may only be utilized when directed by the course coordinator:
 - a. Scratch paper
 - b. Standard (non-mechanical/non-refillable) #2 pencil
 - c. Pre-authorized reference materials

III. Restrictions

Restricted Attire

Restricted attire includes the following:

1. Bulky coats or hoodies with pockets (students are instead encouraged to dress in layers, ideally in sweaters/light jackets)
2. Hats with a bill or brim
3. Activity tracking devices (e.g., FitBit, Garmin)
4. Bracelets
5. Watches (regardless of type)

Restricted Items

Restricted items include everything not specifically mentioned in [Examination Materials](#). This includes, but is not limited to:

1. Food and drinks (other than water in a plain container)
2. Unauthorized reference materials or resources.
3. Mechanical/refillable pencils/pens/pencil cases
4. Electronic devices
 - a. Cell phones
 - b. Programmable/graphing calculators
 - c. Earbuds, headphones, etc.
 - d. Any other devices capable of storing/transmitting/receiving information

IV. Examination Penalties

Course coordinators may apply the following penalties for examination policy violations:

Level of Infraction	Examples	Penalty
Minor <i>no apparent intention of academic dishonesty</i>	<ul style="list-style-type: none">• Possessing/wearing lower-risk restricted items/attire (Food/drink, pen, tissues)• Failure to use privacy screen	<ul style="list-style-type: none">• 10% deduction from student's earned exam score
Intermediate <i>some concern regarding possibility for academic dishonesty</i>	<ul style="list-style-type: none">• Possessing/wearing medium-risk restricted items/attire (watches)• Unexcused absence	<ul style="list-style-type: none">• 30% deduction from student's earned exam score
Major <i>high likelihood of or evidence of academic dishonesty</i>	<ul style="list-style-type: none">• Possessing higher-risk restricted items (cell phone, 2-way communication device, written resource, cheat sheet)• Exam access/submission without authorization	<ul style="list-style-type: none">• Exam score of 0%• Report to Honor Council

Violations of the [Code of Conduct](#) will be referred to the Honor Council. Students may have additional penalties imposed by the Honor Council in keeping with the [Code of Conduct](#) and University Policy.

V. Issues During an Examination

Technology Issues

See [Appendix 2: Electronic Examination Troubleshooting](#).

Emergency Evacuation

If a fire alarm or other emergency condition occurs during an examination, students will immediately close their laptops and/or turn over any materials and evacuate the building as directed by the proctors. Students will avoid discussing the examination content or accessing resources.

Appendix 1: PharmD Student Examination Procedures

Examination Process: Exemplify

EXAMINATION PREPARATION

1. Review the syllabus/ICON for examination details, including examination time and authorized materials
2. Check Exemplify to make sure your device has the latest version installed
3. Download the examination file
4. Gather all **required** materials:
 - i. Required computing device
 - ii. Privacy screen
 - iii. University student identification card
5. Gather any **optional** items you wish to utilize:
 - i. Charging cord
 - ii. Dry-erase board and marker
 - iii. TI-30Xa scientific calculator *with cover removed*
 - iv. Plain water bottle *devoid of markings, stickers, or labels*
 - v. Bright-colored foam ear plugs *in a clear plastic bag*

THE EXAMINATION SESSION BEGINS AS SOON AS YOU ENTER THE ROOM.

No notes, resources, or messaging applications may be accessed or reviewed once you enter the room.
The only application that may be open on your device is Exemplify.

PRE-EXAMINATION

1. Place your personal belongings at the front of the room. *Phones should be turned off and items should be contained within a closed bag.*
2. Go to your assigned seat. *Students in seat B should move their chair to the other side of the table to face the back of the room.*
3. Place your student ID next to your computing device in a location that is easily viewable by the proctor(s).
4. Open Exemplify and proceed to the password screen.
5. Sit quietly and wait for the proctor to start the examination.

EXAMINATION START

1. Hold your dry-erase board up for proctors to view when prompted (back side, then front side).
2. Show your wrists and forearms.
3. Enter the examination password into Exemplify.
4. Start the examination.

DURING EXAMINATION

1. Keep your device straight in front of you and keep your gaze directed on your work.

IS THERE A PROBLEM WITH A QUESTION?

Enter a Question Note and select Request Feedback.

Comments are reviewed by the Course Coordinator after the examination and adjustments made when warranted.

EXAMINATION END

1. Erase your dry-erase board
2. Raise your hand to capture the proctor's attention
3. Slowly show the green upload confirmation screen and both sides of the blank dry-erase board to the proctor
4. Turn in any paper materials
5. Quietly pack your belongings and leave the examination room when the proctor signals

BE CONSIDERATE

Avoid congregating outside the examination room so students who are still testing are not disturbed.

Examination Process: Paper Examination

EXAMINATION PREPARATION

1. Review the syllabus/ICON for examination details, including examination time and authorized materials
2. Gather all **required** materials:
 - i. University student identification card
 - ii. Standard #2 pencil
3. Gather any **optional** items you wish to utilize:
 - i. Dry-erase board and marker
 - ii. TI-30Xa scientific calculator *with cover removed*
 - iii. Plain water bottle *devoid of markings, stickers, or labels*
 - iv. Bright-colored foam ear plugs *in a clear plastic bag*

THE EXAMINATION SESSION BEGINS AS SOON AS YOU ENTER THE ROOM.

No notes, resources, or messaging applications may be accessed or reviewed once you enter the room.

PRE-EXAMINATION

1. Place your personal belongings at the front of the room. Phones should be turned off and items should be contained within a closed bag.
2. Go to your assigned seat. *Students in seat B should move their chair to the other side of the table to face the back of the room.*
3. Place your student ID in a location that is easily viewable by the proctor(s).
4. Sit quietly and wait for the proctor to start the examination.

EXAMINATION START

1. Hold your dry-erase board up for proctors to view when prompted (back side, then front side).
2. Show your wrists and forearms.
3. Start the examination.

DURING EXAMINATION

1. Keep your materials straight in front of you and keep your gaze directed toward your work.

IS THERE A PROBLEM WITH A QUESTION?

Write a note in the margin next to the question and notify the proctor when turning in the examination.

Comments are reviewed by the Course Coordinator after the examination and adjustments made when warranted.

EXAMINATION END

1. Erase your dry-erase board (if utilized)
2. Turn in your materials
3. Quietly pack your belongings and leave the examination room

BE CONSIDERATE

Avoid congregating outside the examination room so students who are still testing are not disturbed.

Appendix 2: Electronic Examination Troubleshooting

Issue	Solution
Device Issues	
Device Fails Prior to Examination	Contact the UICOP Help Desk.
Device Fails During Examination	Alert a proctor. A makeup examination will be scheduled.
Device Freezes During Examination	<ol style="list-style-type: none"> Alert a proctor Restart device Open Exemplify Put in Resume Code (provided by Proctor)
Download Issues	
Examination File Not Available for Download	Contact the Course Coordinator
Unable to Locate Downloaded Examination File in Exemplify	<ol style="list-style-type: none"> Log out of Exemplify Close Exemplify Restart device Open Exemplify Log in to Exemplify <p>Still issues? Contact ExamSoft.</p>
Software Issues	
Unable to View Question Attachments	<ol style="list-style-type: none"> Update Exemplify Take a mock examination <p>Still issues? Contact ExamSoft.</p>
Upload Issues	
Unable to Upload Examination	<ol style="list-style-type: none"> Close Exemplify Make sure your device is connected to Eduroam Re-open Exemplify <p>Still issues? Contact ExamSoft.</p>

ExamSoft Support

<https://help.examsoft.com>

<https://examsoft.com/contact#support>

(866) 429-8889, ext 1

UICOP Help Desk

pharmacy-helpdesk@uiowa.edu

(319)-335-8649