

The College of Pharmacy is committed to the health of our students, faculty, and staff as well as maintaining high quality in their Doctor of Pharmacy program. For these reasons, we made temporary modifications to the **PharmD Examination Administration Policy** that are effect for the duration of the COVID-19 Pandemic. A complete crosswalk of modifications to the Examination Administration Policy are in [Appendix 1](#) (COVID-19 Examination Policy Modifications for In-Person Examinations) and [Appendix 2](#) (COVID-19 Examination Policy Modifications for Remote Examinations).

During times of virtual instruction (or in the event students must quarantine), remote proctoring is utilized and is recorded. This is necessary for the following reasons:

- o ensuring fairness
- o promoting academic and program integrity
- o validating the degree earned
- o ensuring remote and onsite assessment outcomes are as equitable as possible

The College of Pharmacy utilizes Zoom¹ to proctor exams remotely. Students need a second device² with camera to join the Zoom meeting since Exemplify locks down all other technology on the device used to take exams.

Students need a webcam, microphone, sound output via headset or wired earbuds and a strong Internet connection.

The **COVID-19 Examination Process** for [In-Person](#) and [Remote](#) examinations is on the following two pages. Please review them carefully so you are well prepared for each examination.

¹ All University of Iowa faculty, staff and students have access to a Zoom account. Zoom is available as an app on your smartphone or other devices (e.g. tablets).

² Contact the Office of Professional Education if you do not have access to a second device with camera.



COVID-19 EXAMINATION PROCESS: IN-PERSON EXAMINATIONS

Pre-Examination

1. Enter your assigned room for that week and go straight to your pre-selected seat.
2. Place your personal belongings under the desk/table in the spot next you. *Phones should be turned off and items should be contained within a closed bag out of sight.*
3. Place your student ID next to your computing device in a location that is easily viewable by the proctor(s).
4. You may have the following items available during the examination:
 - a. Required computing device
 - b. Charging cord
 - c. Privacy screen
 - d. Dry erase board and marker
 - e. University student identification card
 - f. TI-30Xa scientific calculator (when specified by instructor)

Examination Start

5. Hold dry erase board up for proctors to view (back side, then front side) when prompted.
6. Enter the examination password into Examplify.
7. Start the examination.

During Examination

8. Keep your device straight in front of you
9. Keep your eyes from wandering
10. Use the Question Notes/Feedback feature for issues with a question.

End of Examination

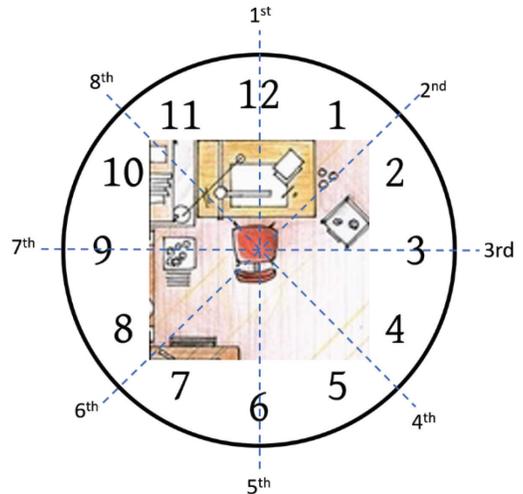
11. Erase the dry erase board
12. Raise your hand to capture the proctor's attention
13. Slowly show the green upload confirmation screen and both sides of the blank dry erase board to the proctor
14. Quietly pack materials, sanitize space, and leave the examination room when the proctor signals



COVID-19 EXAMINATION PROCESS: REMOTE EXAMINATIONS

Pre-Examination

1. Review ICON for examination details, including authorized materials
2. Choose a space to take the examination that is free of distractions (this space must not be in proximity to other students).
3. Put all unauthorized materials in a separate location. Your testing area should be free of clutter.
4. Identify a second device with a camera and microphone to use as your Zoom device. *Earbuds/headphones may not be used.*
5. Enter the Zoom meeting 15 minutes before the exam start time and wait to be admitted
6. Go through the pre-exam area check as prompted by the proctor:
 - a. Show view at each position as directed (12:00, 1:30, 3:00, 4:30, 6:00, 7:30, 9:00, 10:30 (pause at each location until directed to move to next)
 - b. Show the surface of the table/desk
 - c. Pick up laptop to show its bottom and area underneath
 - d. Show the back of laptop screen
 - e. Show the floor in the area around the testing space
 - f. Show the ceiling above the testing space
7. Set up Zoom device to show a side view with a clear view of you at the computer.
8. Go through pre-exam material check as prompted by the proctor
 - a. Show wrists/arms to proctor
 - b. Show the front of dry erase board
 - c. Show back of dry erase board
 - d. Show back of calculator with cover removed (if authorized)
 - e. Show any water containers (be sure they are free of labels)
9. Show your Student ID to the proctor



Examination Start

1. When directed, turn off the volume on your Zoom device, but keep the microphone unmuted.
2. Enter the password into Exemplify. *This will be shared via the Chat feature.*

During Examination

3. Refrain from talking
4. Use the Question Notes/Feedback feature in Exemplify for issues with a question. *Use the Chat feature to chat directly with the proctor for any other issues.*

Examination End

5. Use the "Hand Raise" feature to notify the proctor you are finished.
6. Slowly show the green upload confirmation screen and blank dry erase board to the proctor
7. Leave the meeting when signaled

A NOTE ABOUT ACADEMIC DISHONESTY

Students are subject to the [Code of Conduct](#) for all examinations. Violations include, but are not limited to:

1. Entering an examination early
2. Capturing examination content
3. Sharing or distributing examination content
4. Working together on an examination
5. Utilizing unauthorized materials

APPENDIX 1

Covid-19 Examination Policy Modifications for In-Person Examinations

All policies remain the same, with the exception of Section III.

PharmD Examination Administration Policy	COVID-19 Examination Administration Policy: In-Person
III. Examination Procedures	
1. Students will bring their student identification to all examinations and swipe them at the attendance kiosk when entering the examination room. ID cards should be placed next to the computing device during the examination in a location that is clearly viewable by proctors.	Students will bring their student identification to all examinations. ID cards should be placed next to the computing device during the examination in a location that is clearly viewable by proctors.
2. Students are expected to maintain a decorum and demeanor consistent with accepted academic and professional standards at all times during examinations. Lack of professional decorum may result in dismissal from the exam, which will be considered an unexcused absence with associated penalty (see Penalties).	<i>No changes</i>
3. Students will be randomly seated during each examination. Students should refer to the seating assignments posted at the attendance kiosk to determine their seat for each examination. Failure to sit in the proper assigned seat will be considered a lack of proper decorum and be subject to penalty.	<i>Students will sit in their pre-selected seat for the room they are assigned to for that week. Failure to sit in the proper assigned seat will be considered a lack of proper decorum and be subject to penalty.</i>
4. Students are allowed ONLY the following items at their seat: <ul style="list-style-type: none"> a. Approved computing device devoid of taped-on notes or markings that could be construed as “cheat sheets” b. Privacy screen c. University of Iowa identification card d. Power adapter e. Standard (non-mechanical/non-refillable) #2 pencils f. The following items provided by College if deemed necessary by Course coordinator: <ul style="list-style-type: none"> i. Scratch paper ii. Non-programmable calculator g. Clear water bottle devoid of markings or labels 	Students are allowed ONLY the following items <i>during an examination</i> : <ul style="list-style-type: none"> a. Approved computing device devoid of taped-on notes or markings that could be construed as “cheat sheets” b. Privacy screen c. University of Iowa identification card d. Power adapter e. <i>College-issued dry erase board and marker devoid of taped-on notes or markings that could be construed as “cheat sheets”</i> f. <i>TI-30Xa Scientific Calculator (when specified by instructor) without cover and devoid of taped-on notes or markings that could be construed as “cheat sheets”</i>

III. Examination Procedures

<p>5. Students must leave ALL personal items in student lockers or place at the front of the testing room if a locker is unavailable. Restricted items include everything not specifically mentioned in section 4 above. This includes, but is not limited to:</p> <ol style="list-style-type: none"> Food and drinks Books, notes, study aids, etc. (unless specifically permitted by the Course Coordinator for each individual exam) Mechanical/refillable pencils/pens/pencil cases Bulky coats/hoodies (students are instead encouraged to dress in layers, ideally in sweaters/light jackets) Hats with a bill or brim Watches (regardless of type) Electronic devices Activity tracking devices Cell phones Programmable/graphing calculators Any other devices capable of storing/transmitting/receiving information 	<p>Students must leave ALL personal items in student lockers or place <i>in a closed bag under the desk/table in the empty spot next to you</i> if a locker is unavailable. Restricted items include everything not specifically mentioned in section 4 above. This includes, but is not limited to:</p> <ol style="list-style-type: none"> Food and drinks Books, notes, study aids, etc. (unless specifically permitted by the Course Coordinator for each individual exam) Mechanical/refillable pencils/pens/pencil cases Bulky coats/hoodies (students are instead encouraged to dress in layers, ideally in sweaters/light jackets) Hats with a bill or brim Watches (regardless of type) Electronic devices Activity tracking devices Cell phones Programmable/graphing calculators Any other devices capable of storing/transmitting/receiving information
<p>6. Students may be asked to turn out pockets, remove jackets, change position, or provide other means of assurance to demonstrate compliance with this policy. One's body should be void of writing referencing exam content. All items are subject to inspection.</p>	<p><i>No changes</i></p>
<p>7. Proctors will confiscate restricted items until the exam is completed. Possession of restricted items will be considered a lack of proper decorum and be subject to penalty. Serious breaches (e.g. cheat sheet) will result in dismissal from the examination and review of circumstances for academic dishonesty (see Penalties).</p>	<p><i>No changes</i></p>
<p>8. If there is a need to communicate with a proctor, the student should raise his/her hand. Students should not leave their seats until their exam is completed unless requested by the proctor. A technology problem (see Technology Issues) may warrant the student coming to the front of the room.</p> <ol style="list-style-type: none"> Student inquiries related to interpretation or context of exam questions will NOT be answered by the proctors. Concerns with the question may be noted using the Question Feedback feature or, in the case of paper examinations, by notifying the proctor when turning in the examination. Questions will not be addressed during the examination, but will be reviewed by the faculty and addressed as needed after the examination. Students witnessing suspected cheating should notify the proctor discreetly and immediately. See Academic Dishonesty. 	<p><i>No changes</i></p>

III. Examination Procedures

9. Students will not be excused from the exam room without good reason. Those granted permission by the proctor, should turn over all papers or enable the "Hide Exam" function so it cannot be viewed by a classmate. No more than one student will be allowed to leave the examination room at one time. During absence, students should not use any communication device or consult any reference.	Students will not be excused from the exam room without good reason. Those granted permission by the proctor, should turn over <i>all papers/notes</i> and/or enable the "Hide Exam" function so it cannot be viewed by a classmate. No more than one student will be allowed to leave the examination room at one time. During absence, students should not use any communication device or consult any reference.
10. Students must turn in all materials provided (e.g. exam, answer sheet, scratch paper, equation sheets) prior to exiting the examination room.	Students must turn in all materials provided (e.g. exam, answer sheet, scratch paper, equation sheets) <i>and erase their dry erase board</i> prior to exiting the examination room.
11. When completing the exam, students must submit and have receipt of their uploaded exam confirmed by the proctor before leaving the exam room by displaying the green confirmation screen. Students experiencing difficulty submitting their exam will be referred for technical assistance.	<i>No changes</i>
12. After submitting the exam, a student must leave the examination room and any adjacent area to prevent disturbing those students still taking the examination.	After submitting the exam, a student must <i>sanitize their space and then</i> leave the examination room and any adjacent area to prevent disturbing those students still taking the examination.

APPENDIX 2

Covid-19 Examination Policy Modifications for Remote Examinations

	PharmD Examination Administration Policy	COVID-19 Examination Administration Policy: Remote
III. Examination Procedures		
1.	Students will bring their student identification to all examinations and swipe them at the attendance kiosk when entering the examination room. ID cards should be placed next to the computing device during the examination in a location that is clearly viewable by proctors.	<i>Students will show their Student ID to the remote proctor prior to starting an exam.</i>
2.	Students are expected to maintain a decorum and demeanor consistent with accepted academic and professional standards at all times during examinations. Lack of professional decorum may result in dismissal from the exam, which will be considered an unexcused absence with associated penalty (see Penalties).	<i>Not Applicable</i>
3.	Students will be randomly seated during each examination. Students should refer to the seating assignments posted at the attendance kiosk to determine their seat for each examination. Failure to sit in the proper assigned seat will be considered a lack of proper decorum and be subject to penalty.	<i>Students may not take a remote examination in proximity to one another. Students sharing a residence should make every effort to take the examination in separate spaces.</i>
4.	Students are allowed ONLY the following items at their seat: <ol style="list-style-type: none"> a. Approved computing device devoid of taped-on notes or markings that could be construed as “cheat sheets” b. Privacy screen c. University of Iowa identification card d. Power adapter e. Standard (non-mechanical/non-refillable) #2 pencils f. The following items provided by College if deemed necessary by Course coordinator: <ol style="list-style-type: none"> iii. Scratch paper iv. Non-programmable calculator g. Clear water bottle devoid of labels 	Students are allowed ONLY the following items <i>during an examination</i> : <ol style="list-style-type: none"> a. Approved computing device devoid of taped-on notes or markings that could be construed as “cheat sheets” b. Privacy screen c. Power adapter d. <i>College-issued dry erase board and marker devoid of taped-on notes or markings that could be construed as “cheat sheets”</i> e. <i>TI-30Xa Scientific Calculator (when specified by instructor) without cover and devoid of taped-on notes or markings that could be construed as “cheat sheets”</i> f. Clear water bottle devoid of labels g. <i>Second device to join Zoom proctoring session</i>

	PharmD Examination Administration Policy	COVID-19 Examination Administration Policy: Remote
5.	<p>Students must leave ALL personal items in student lockers or place at the front of the testing room if a locker is unavailable. Restricted items include everything not specifically mentioned in section 4 above. This includes, but is not limited to:</p> <ol style="list-style-type: none"> Food and drinks Books, notes, study aids, etc. (unless specifically permitted by the Course Coordinator for each individual exam) Mechanical/refillable pencils/pens/pencil cases Bulky coats/hoodies (students are instead encouraged to dress in layers, ideally in sweaters/light jackets) Hats with a bill or brim Watches (regardless of type) Electronic devices Activity tracking devices Cell phones Programmable/graphing calculators Any other devices capable of storing/transmitting/receiving information 	<p><i>The examination area should be free of distractions and unauthorized materials.</i> Restricted items include everything not specifically mentioned in section 4 above. This includes, but is not limited to:</p> <ol style="list-style-type: none"> Food and drinks Books, notes, study aids, etc. (unless specifically permitted by the Course Coordinator for each individual exam) Mechanical/refillable pencils/pens/pencil cases Watches (regardless of type) Electronic devices Activity tracking devices Cell phones Programmable/graphing calculators Any other devices capable of storing/transmitting/receiving information
6.	<p>Students may be asked to turn out pockets, remove jackets, change position, or provide other means of assurance to demonstrate compliance with this policy. One’s body should be void of writing referencing exam content. All items are subject to inspection.</p>	<p><i>Students will be asked to show their lower arms/wrists to the proctor.</i> Students may be asked to turn out pockets, remove jackets, change position, or provide other means of assurance to demonstrate compliance with this policy. One’s body should be void of writing referencing exam content.</p>
7.	<p>Proctors will confiscate restricted items until the exam is completed. Possession of restricted items will be considered a lack of proper decorum and be subject to penalty. Serious breaches (e.g. cheat sheet) will result in dismissal from the examination and review of circumstances for academic dishonesty (see Penalties).</p>	<p><i>Not applicable</i></p>
8.	<p>If there is a need to communicate with a proctor, the student should raise his/her hand. Students should not leave their seats until their exam is completed unless requested by the proctor. A technology problem (see Technology Issues) may warrant the student coming to the front of the room.</p> <ol style="list-style-type: none"> Student inquiries related to interpretation or context of exam questions will NOT be answered by the proctors. Concerns with the question may be noted using the Question Feedback feature or, in the case of paper examinations, by notifying the proctor when turning in the examination. Questions will not be addressed during the examination but will be reviewed by the faculty and addressed as needed after the examination. Students witnessing suspected cheating should notify the proctor discreetly and immediately. See Academic Dishonesty. 	<p><i>If there is a need to communicate with a proctor, the student should use the chat feature to communicate directly with the proctor.</i></p> <ol style="list-style-type: none"> Student inquiries related to interpretation or context of exam questions will NOT be answered by the <i>Exam Monitor</i>. Concerns with the question may be noted using the Question Feedback feature. Questions will not be addressed during the examination but will be reviewed by the faculty and addressed as needed after the examination.
9.	<p>Students will not be excused from the exam room without good reason. Those granted permission by the proctor, should turn over all papers or enable the “Hide Exam” function so it cannot be viewed by a classmate. No more than one student will be allowed to leave the examination room at one time. During absence, students should not use any communication device or consult any reference.</p>	<p><i>Not Applicable</i></p>

	PharmD Examination Administration Policy	COVID-19 Examination Administration Policy: Remote
10.	Students must turn in all materials provided (e.g. exam, answer sheet, scratch paper, equation sheets) prior to exiting the examination room.	<i>Students must show all dry erase boards to the proctor prior exiting the Zoom meeting.</i>
11.	When completing the exam, students must submit and have receipt of their uploaded exam confirmed by the proctor before leaving the exam room by displaying the green confirmation screen. Students experiencing difficulty submitting their exam will be referred for technical assistance.	When completing the exam, students must submit <i>and upload their examination immediately and show their green confirmation screen to the proctor.</i> Students experiencing difficulty submitting their exam will be referred for technical assistance.
12.	After submitting the exam, a student must leave the examination room and any adjacent area to prevent disturbing those students still taking the examination.	After submitting the exam <i>and being excused by the proctor, students should leave the Zoom meeting.</i>
IV. Technology Issues		
1.	Students should follow the procedures outlined below when experiencing technology issues such as the following: <ul style="list-style-type: none"> a. Unable to download examination file or device failure <u>after</u> downloading examination file but <u>prior</u> to the examination start time. <ul style="list-style-type: none"> i. Report the issue to the Course Coordinator <u>prior</u> to the start of the examination ii. Bring device and charging cord to the Pharmacy Helpdesk <u>prior</u> to the start of the examination to ensure a diagnosis and appropriate support measures are taken to enable the student to take the examination as scheduled. b. Device freezes/fails <u>during</u> an examination <ul style="list-style-type: none"> i. Bring device to the proctor at the front of the room ii. Restart the device (proctor will note amount of time needed for restart). iii. If unable to restart and resume the examination, leave the device at the front of the room and obtain a paper copy of the examination. iv. Take the device and charging cable to the IT Helpdesk to ensure a diagnosis and appropriate support measures are taken <u>immediately following completion of the examination.</u> 	Students should follow the procedures outlined below when experiencing technology issues such as the following: <ul style="list-style-type: none"> a. Unable to download examination file or device failure <u>after</u> downloading examination file but <u>prior</u> to the examination start time. <ul style="list-style-type: none"> i. Report the issue to the Course Coordinator or <i>Course TA</i> <u>prior</u> to the start of the examination ii. <i>Make an appointment with the Pharmacy Helpdesk</i> <u>prior</u> to the start of the examination to ensure a diagnosis and appropriate support measures are taken to enable the student to take the examination as scheduled. <i>If the issue cannot be resolved prior to the examination, notify the course coordinator.</i> b. Device freezes/fails <u>during</u> an examination <ul style="list-style-type: none"> i. Restart the device ii. If unable to restart and resume the examination, <i>notify the Exam Proctor – the examination will be rescheduled.</i> iii. Make an appointment with the IT Helpdesk to ensure a diagnosis and appropriate support measures are taken.
V. Academic Dishonesty		
1.	<u>Students are expected to adhere to the Code of Conduct.</u> In reference to examinations and examination review sessions, the Code of Conduct specifically speaks to violations of classroom civility, cheating (including aiding and abetting of cheating), and the inappropriate use of technology resources.	<i>No changes</i>
2.	Students should be cautious of behaviors that give the appearance of cheating (e.g. talking during exams, wandering eyes) and should take measures to protect their own work. Individual penalties may be applied for possession of items deemed as evidence of cheating or those construed as intended for that purpose.	<i>No changes</i>

PharmD Examination Administration Policy		COVID-19 Examination Administration Policy: Remote
V. Academic Dishonesty (continued)		
3.	Violations of the Code of Conduct will be referred to the Honor Council.	<i>No changes</i>
4.	Proctors may move students during the examination to avoid or suspend possible instances of cheating. If a widespread breach of the Code of Conduct is suspected, particularly in the case of emergency matters/evacuation, the proctor and/or Course coordinator may cancel the remainder of the examination and reschedule a new exam at a later date.	<i>Not applicable</i>
5.	<p>Students who witness or become aware of acts of academic dishonesty during an examination or examination review session should report the concern as soon as possible. The student should:</p> <ol style="list-style-type: none"> alert a proctor, if at all possible, so that the proctor may assess the situation. record the events witnessed in writing, identifying the proctor informed, as soon as possible following the act for their own records. report the situation with records to the Honor Council or Associate Deans of Academic Affairs or Student Affairs as the Code of Conduct outlines. 	<p>Students who witness or become aware of acts of academic dishonesty during an examination or examination review session should report the concern as soon as possible. The student should:</p> <ol style="list-style-type: none"> alert <i>the Course Coordinator</i> record the events witnessed in writing, identifying the <i>person</i> informed, as soon as possible following the act for their own records. report the situation with records to the Honor Council or Associate Deans of Academic Affairs or Student Affairs as the Code of Conduct outlines.