

## **Examination Policy**

Proctored examinations for online courses in the School of Nursing shall be monitored by an online proctoring service. This course requires the use of a LockDown Browser and a webcam for online exams. The webcam can be the type that is built into the student's computer or one that plugs in with a USB cable. 6 - Template Updated 3-23-2021

Students can find a guide on using the online proctoring service and a video tutorial below:

Quick Start Guide for Students: <https://web.respondus.com/wp-content/uploads/2019/08/RLDB-QuickStartGuide-Instructure-Student.pdf>

Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature:

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=603463844>

For all courses that include examinations, a student who has a legitimate reason (such as illness) for missing a scheduled examination should (if at all possible) notify the faculty of her/his absence prior to the scheduled examination. Make-up examinations will be allowed for legitimate absences from scheduled examinations, but the form and scheduling of these examinations will be at the discretion of the faculty. If a student requests an alternate examination date, the examination must be scheduled prior to the examination date. Unexpected circumstances may be given alternate consideration. Legitimate Excuses:

- Illness or injury to the student (Student Affairs/ODS)
- Death, injury, or serious illness of an immediate family member (Student Affairs)
- Observance of a Religious Holy Day
- Jury duty or government obligation
- University sanctioned or approved activities (examples include: artistic performances, forensics presentations, participation in research conferences, intercollegiate athletic activities (Student Affairs), student government, required class field trips, etc.)