

# SoD Testing & Electronic Media Guidelines:

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Each exam will require that the Course Director and at least one other proctor be present the entire time.

An unexcused absence on the day of an examination may include sanctions up to an including a grade of "0" on the examination missed.

Students approved for travel to meetings or absent due to illness, death in family, etc. on the day of an examination, may be given a different exam at the discretion of the course director.

Students must place all book bags/cell phones/coats etc. in their lockers prior to the start of an exam. Only dress code attire and implements needed to take the exam are permitted. *Students may not bring backpacks, briefcases, luggage, reference materials (books, notes, and papers), mobile telephones, personal digital assistants, paging devices, radios, calculators, recording/filming devices, and/or watches with alarms, computer, or memory capability into the testing room.*

Students in the classroom or lab should be seated in alphabetical order for ease in determining absences/identifying students. This action is at the discretion of the course director.

All students taking paper exams must be separated by one or more seats, depending on the size of the classroom. Two rooms or exams after 5 PM may be necessary. Several versions of an exam will be provided by scrambling the order of the questions.

All issues regarding academic dishonesty must be reported directly to the Associate Dean for Academic Affairs. The attached protocol must be followed and the academic dishonesty form must be completed. Academic dishonesty is a violation of the Behavioral Code of Conduct. Students found cheating will be subject to academic sanctions up to and including dismissal from the School of Dentistry.

Course directors are under no obligation to return exams. They are, however, expected to review concepts missed with the class following an exam and meet with a student on an individual basis if the student wishes to review the test items he/she missed.

## **Electronic Exams:**

All students *must* turn off wireless access on their laptop during the examinations and use an Ethernet network cable connected to the desktop network port in the classroom while taking the exam. Using a wireless connection may result in the network timing-out after 20-30 minutes and test answers may be lost.

All students must have their WVU student ID displayed at their seat during the exam.

We will be using the fingerprint identification system for this exam and you are expected to check-in and check-out using this equipment each time you enter or leave the exam room. Please plan to arrive early to insure that we can start the exam on time.

All students must bring the following items to the classroom on exam days: a functional laptop, a working power cable, and a working Ethernet cable. If your exam is the first item of the day, you should also have a fully charged set of batteries (to protect your exam in the event of a power interruption). If you have concerns about the functionality of any of these items, that concern should be resolved prior to exam day.

If you fail to bring the above required equipment with you to the exam, you may borrow equipment (if it is available) from ITS Help Desk personnel (Room 2240 Health Science South) in order to complete the examination. However, you will be required to show your student ID in order to borrow any equipment. Borrowed equipment will be checked out under your name and you will be responsible for returning any borrowed items to the ITS Help Desk in undamaged condition at the completion of the exam. If any item is not returned the day of the exam, or is returned in damaged condition, it will be billed to your Student Services Account for payment.

The Help Desk can also be reached by email at [HSC\\_HELPDESK@hsc.wvu.edu](mailto:HSC_HELPDESK@hsc.wvu.edu) or by phone at 304-293-3631; Option 1.

The following links to the Help Desk's website:

<http://www.hsc.wvu.edu/its/HelpDesk/>

Students who show a trend (three [3] or more occasions) of failing to bring any required equipment to the exam will be reported to the Office of Academic Affairs by the course director. If your exam start time is delayed due to missing equipment, there is no guarantee that you will receive additional time to complete the exam. A student who experiences a delay or interruption in the exam due to technical problems will be given additional time to complete the exam commensurate with the normal time allotted for all.

Exams will be taken on your own laptop and will start promptly, so you should plan to arrive early, set up your laptop, and be ready to start the exam by the start of class.

**All students must be promptly seated, logged into SOLE and the Secure Browser, with *no paper or electronic devices* in the seating area by the start of class on the examination day.**

You will enter the exam page with your *MIX ACCOUNT LOGON ID AND PASSWORD*. For that reason, you must know your MIX Account ID and password and you should check to insure that it opens SOLE before entering the exam.

If you do not know your MIX password, please contact the WVU-IT Help Desk (304-293-4444) to have it reset at least 24 hours prior to the start of the exam. Your MIX password cannot be reset at the time of the exam.

Please also complete a spyware check on your computer prior to the exam and turn off all pop-up blockers before entering the classroom.

If you experience problems with your laptop or are not logged into SOLE at the start of class, you will be asked to move to the back row of the classroom or to the teacher's station in the lab to allow others to start the exam promptly.

Representatives from the Information Technology Services Help Desk will be in the examination room 30 minutes prior to the start of class (if the classroom is not occupied by another class) to resolve any problems that may arise with logging into the network or the exam.

***Laptops are to be utilized for the sole purpose of instruction in the classroom, laboratory or clinical setting. Cellular phones +/-or computers are not to be used for any other purpose while in lecture, lab or clinic. If a cell phone goes off in one of these academic settings or a student is found using any electronic device for purposes other than instruction, the student is subject to removal from class and those consequences associated with missing class. Please also see Guidelines for Appropriate Use of Internet, Electronic Networking, and Social Media and HSC Student Computer Program Policies and Procedures.***

# ACADEMIC DISHONESTY FORM (ADF)

Defined in Section 6.2.u of the Student Conduct Code



## STUDENT INFORMATION

Name: \_\_\_\_\_  
ID Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
Local Address: \_\_\_\_\_

## STEP 1: DISCOVERY LEVEL

Name of Instructor: \_\_\_\_\_  
Department: \_\_\_\_\_  
Campus Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Course Name: \_\_\_\_\_  
Semester: \_\_\_\_\_  
CRN: \_\_\_\_\_  
Date Alleged Academic Dishonesty Detected: \_\_\_\_\_

Describe the alleged violation of the WVU Student Conduct Code – Provide relevant details about the infraction and attach evidence (e.g., paper, exam, defense, etc.): \_\_\_\_\_

- Proposed Sanction: \_\_\_\_\_ Assignment - 0/F or Grade Reduction on the assignment only  
\_\_\_\_\_ Exclusion from participation in class (if appealed, the student remains in class until the issue is resolved)  
\_\_\_\_\_ Course F (Instructor files grade "F" at the end of the semester)  
\_\_\_\_\_ Unforgivable F (imposed by the Dean)  
\_\_\_\_\_ Academic Probation (imposed at the program/department level)  
\_\_\_\_\_ Academic Program Dismissal/Suspension (imposed by the Dean)

## RESULT

- \_\_\_\_\_ Student accepts responsibility of the academic dishonesty charge and instructor sanction (send copies to the department chair, the college dean, and the Office of Student Conduct)  
\_\_\_\_\_ Student does not accept responsibility of academic dishonesty charge and instructor sanction (Student must appeal decision)

Student Signature and Date \_\_\_\_\_

Instructor Signature and Date \_\_\_\_\_

## STEP 2: CHAIR LEVEL

Date of Receipt of the Appeal \_\_\_\_\_

RESULT: Appeal Upheld \_\_\_\_\_ Appeal Denied \_\_\_\_\_ Department Signature and Date \_\_\_\_\_

- \_\_\_\_\_ Student and instructor reach consensus (copies of the ADF are sent to all parties)  
\_\_\_\_\_ Student does not accept responsibility of academic dishonesty charge and sanction (appeals to college dean)

## STEP 3: DEAN LEVEL

Date of Receipt of the Appeal \_\_\_\_\_

RESULT: Appeal Upheld \_\_\_\_\_ Appeal Denied \_\_\_\_\_ Dean's Signature and Date \_\_\_\_\_

- \_\_\_\_\_ Student accepts the charge and sanction (copies of the ADF are sent to all parties); if the recommendation is expulsion from the University, Step 4 below applies.  
\_\_\_\_\_ Student does not accept responsibility of academic dishonesty charge and sanction (appeals to the Office of the Provost)

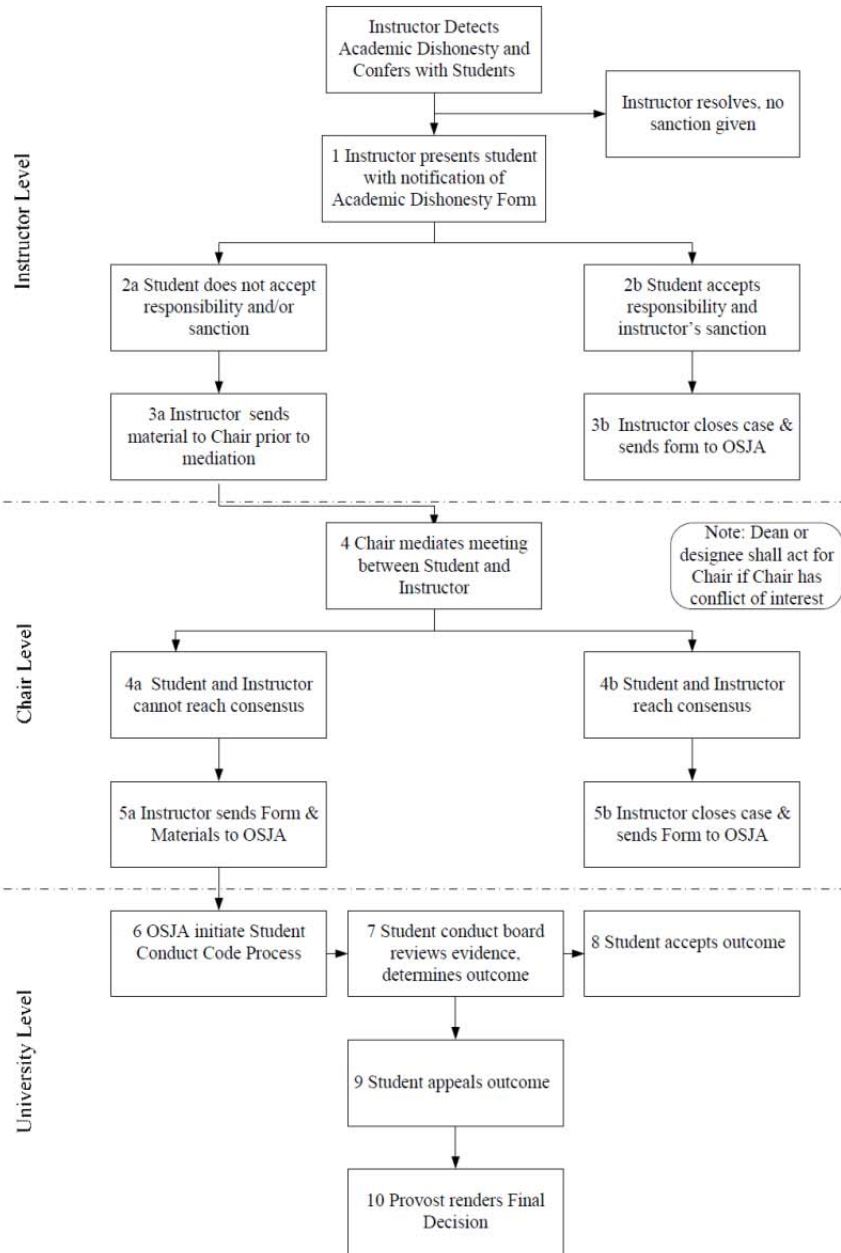
## STEP 4: OFFICE OF THE PROVOST (UNIVERSITY LEVEL)

Date of Receipt of the Appeal \_\_\_\_\_

- \_\_\_\_\_ Appeal is denied (sends copies of the decision to the Office of Student Conduct, college dean, instructor, and student)  
\_\_\_\_\_ Provost's designee recommends a modification of sanction(s) imposed (copies of ADF are sent to all parties)

Provost or Designee Signature and Date \_\_\_\_\_

## West Virginia University, Academic Dishonesty Reporting Procedure



[adopted 2-11-08]