



Registered Nurses
Professional Development Centre

DEPARTMENTAL MANUAL

Policy & Procedure

TITLE: Online Examination Policy	NUMBER: 01-17
Section: Source: RN Professional Development Centre	Date Approved: July 2016 Date Reviewed (Revised): June 2020 Date to be Reviewed: June 2022
Distribution: RN Professional Development Centre	Approval: Manager, RNPDC

Policy statement:

Educational programs/courses at RNPDC use online examinations to assess learning outcomes. Faculty of RNPDC educational programs are committed to ensure the process of online examination delivery upholds the integrity and security of the examination.

Purpose of Policy:

The purpose of this policy is to provide consistent guidelines for faculty and learners in regards to the online examinations. RNPDC uses a fully automated proctoring system which integrates a LockDown Browser and an examination monitoring system called Respondus Monitor®.

Definitions:

Online examination: An examination that is delivered via a computer through the online learning environment (e.g., Brightspace®). Learners read questions and respond using their computer keyboard/mouse.

Respondus Monitor: a video monitoring service that uses the Respondus LockDown Browser. It serves as a deterrent to students using secondary computers, phones, calculators, textbooks, or receiving assistance from other students.

Invigilation sites: A place where RNPDC administrative staff or faculty can invigilate an online examination. Options for invigilation sites vary by program/course.

GUIDELINES

- Online examinations require a computer with functioning webcam, microphone and broadband internet access.
- It is the responsibility of the learner to contact faculty at least one month prior to an examination date if they are unable to access a computer with functioning webcam, microphone and broadband internet access for examination purposes.
- Faculty are to provide learners with feedback on a practice assessment using the LockDown Browser/Respondus Monitor in Brightspace.
- It is the responsibility of the learner to download Lockdown Browser and test their system prior to an examination.
- All online examinations should be completed within the time frame specified by faculty.

PROCESS

All learners:

1. Ensure the Examination Approval Form, if required, is completed/submitted by the due date set forth by the respective program faculty.
2. Work collaboratively with faculty to secure a date, time and invigilation site if unable to access a computer with functioning webcam, microphone and broadband internet access for examinations.
3. Review and follow examination instructions.
4. Test computer system using Respondus Monitor prior to examination.
5. Uphold the Academic Code of RNPDC and refrain from cheating/copying in any way.
6. Refrain from duplication examination question in any way.
7. Clear desk, refrain from using any unauthorized devices (cell phone, tablets etc...), unauthorized books, notes, or reference aids of any kind during the examination otherwise specified in examination instructions.
8. Secure quiet environment which will be free from interruptions for the duration of exam writing time.
9. Verify their identity using Respondus Monitor with photo identification which displays full name (e.g.: NSHA ID, Driver's License or Government Issued Passport etc.).
10. Perform environment check using webcam.

11. Perform facial detection check.
12. Ensure quality of webcam video by:
 - a. avoiding wearing of hats;
 - b. avoiding wearing head/earphones;
 - c. ensuring computer is on firm surface;
 - d. avoiding tilting of screen; and
 - e. taking exam in well-lit room while avoiding backlighting (sitting with back to window)
13. Remain at computer for the duration of the test.
14. Notify program faculty via email immediately following examination if they experience any difficulties or issues with exam. The email must include a description of what occurred.

The Program Faculty:

1. Review, in orientation, if and when examination approval forms will be required for the program.
2. Provide feedback to learners using Respondus Monitor on a practice assessment in Brightspace prior to first examination.
3. Approve invigilation site, date and time for learners who are unable to secure access to a computer with functioning webcam, microphone and broadband internet access for examination purposes.
4. Provide time frames for writing exam and releases online examination(s).
5. Ensure all parties (Program Faculty, Administrative Staff, and Learners) comply with this Policy and Procedure.
6. Reviews Respondus Monitor Webcam Videos for all exams to ensure Academic Code of Conduct is upheld before releasing grades.

RELATED RN-PDC DOCUMENTS

1. Examination Approval Form

REFERENCE

1. Michener Institute Policy Handbook