

SCHOOL OF PHARMACY
MEDICAL SCIENCES CAMPUS
UNIVERSITY OF PUERTO RICO

**GUIDELINES FOR THE PREPARATION, ADMINISTRATION,
AND SECURITY OF WRITTEN PARTIAL AND COMPREHENSIVE
EXAMS PHARM.D. PROGRAM**

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I. Introduction:

This document is designed to facilitate a fair measure of student performance and to aid the faculty, course coordinators, concerned faculty and assigned proctors, in the preparation, administration and security of written partial and comprehensive exams of the School of Pharmacy, at the Medical Sciences Campus at the University of Puerto Rico.

The course coordinators, concerned faculty and assigned proctors are expected to abide by this document in preparing, handling exams and/or administering classroom examinations to assure the quality and security of them.

The objectives of these guidelines are to:

1. Standardize procedures for the preparation, administration and security of examinations.
2. Assure professional and ethical behavior among students before, during and after examinations.
3. Assure that the responsibilities of both faculty and students regarding examinations are fulfilled.
4. Assure the rights of students as well as those of the faculty are not compromised.

These guidelines will be distributed to the students upon entering the School of Pharmacy and to the faculty upon recruitment.

II. Preparation and Time Limits:

- A. Each course coordinator or concerned faculty has the responsibility to:
1. Determine if the content and format of the test is congruent with the objectives of the course.
 2. Prepare a cover page with instructions for the test (see section IV-C for information to be included).
 3. Specify the duration of the test.
 4. Schedule the test within the total hours allocated to the course.
 5. Specify the time limit for the concerned faculty to submit the questions to be included in the test.
 6. Edit the test, in terms of content and format.
 7. Inform students, with reasonable time before the test about content and duration of the test.
 8. Inform the students of the reasonable accommodation regulations procedures at the beginning of the course (ADA regulations) and the need to submit written requests prior to the examination with sufficient time.
 9. Evaluate reasonable accommodation requests, if any, and coordinate appropriate actions in compliance with ADA regulations.
- B. The following is strongly recommended:
1. Prepare the tests with close adherence to clearly stated course objectives (content, depth, degree of difficulty, etc.). These

objectives must be made available to students at the beginning of the course. Before the test is administered to the students the course coordinator must verify that the contents of the test agree with the course objectives.

2. Include new questions, not an exact repetition of questions from previous exams.
3. Allow adequate time for answering the examination questions. For example, for each multiple choice questions, a minimum of one and a half minutes (1.5 mins.) should be allotted. In case of exams with questions that are predominantly of analysis, discussion or case studies, more time should be given.
4. Prepare and simultaneously administer different versions of the examination (two or more) with random variations of the sequence of questions, when ever possible.
5. Schedule the test(s) dates, rooms and proctoring in coordination with all concerned faculty.

III. Reproduction:

The course coordinator or concerned faculty should:

1. Assure that all typing corrections have been made, (with the assistance of the professors who wrote the questions), that the test is completely legible and that each page has been properly numbered prior to delivering the test to the School of Pharmacy Reproduction Unit.

2. Be responsible for picking up the test material and storage it in a secure place until the time for administration. Assure no extra copies and drafts are left behind.

IV. Administration:

A. Duties of the course coordinator or concerned faculty:

1. Determine the proper number of proctors and classrooms for the examination.
2. Request, on a timely manner, the necessary classrooms from the School of Pharmacy Educational Technology (ET) Office. If the room is found in suboptimal conditions, (rooms should be clean, have a comfortable temperature, good lighting and ventilation, low noise level and adequate writing surfaces), inform the irregularities to the person in charge at the ET Office, and request the pertinent actions.
3. Discuss with assigned proctors the duties and responsibilities of proctoring prior to administering the test. The course coordinator has the authority to assure that proctors carry out their responsibilities.
4. Receive the test and the answer sheets and deliver them with an attendance sheet to other assigned proctors.

Sufficient extra tests and answer sheets should be available to replace those that may be identified as defective during the test.
5. Keep the material secure prior to and after the examination.

6. Announce classroom assignments to the students at least half an hour prior to the test.
7. Assure that the examination session begins and ends on time.
8. Assign seat to students in a random fashion, whenever necessary.
9. Visit periodically all testing classrooms while the examination is in progress, serving as a back-up and resource person to the assigned proctors, particularly when an emergency situation occurs or unanticipated interruptions must be made.
10. Allot additional time for completing the examination, when the situation renders it necessary.

B. Duties of Assigned Proctors:

1. Become thoroughly familiar with these guidelines prior to administering a test and comply with them.
2. Receive test materials from the course coordinator or chief proctor (either course coordinator or concerned faculty) on examination day and count them.
3. Receive students, assign seats in a random fashion whenever necessary and administer the test according to procedures stated in section IV-C.
4. Assure a correct, standard, and uniform environment for all students, with minimal disturbance and proper adherence to time limits.

5. Enforce test administration regulations to assure professional and ethical behaviors. (section IV-C and V-C)
 6. Assure that there is no information about the test on the desk, walls, boards, erasers, and other objects, i.e. electronics devices, such as, but not limited to: beepers, cell phones, palms, and pocket pc
 7. Supervise the test adequately avoiding distraction. Never leave the room unattended.
 8. Check all test materials handed in by students upon completion of the test and prior to the student leaving the room.
 9. Protect all test materials once received from the students. Test materials should not be left near exits or easily accessible locations.
 10. Deliver test materials to course coordinator or concerned faculty as soon as possible.
- C. General instructions and students responsibilities for the test period:
1. The following instructions should be included on the cover page of the test: (see Appendix I):
 - a. All instructions for completing the answer sheets and/or exam must be strictly followed. If not followed, a penalty of a maximum of 3% taken off the grade of the exam may be imposed.

- b. Students must write their name and student number on the front page of the test. Students must review the test and make sure that no pages or questions are missing or defective at the start of the examination period.
- c. No answers will be marked conspicuously on the test. Writing the corresponding letters in the margins will not be allowed.
- d. Calculations or notes may be written on the test.
- e. On the answer sheet, when applicable, make sure to darken correctly and completely the circles corresponding to selected answers. Answers to open-ended questions should be clearly written and completely legible (adequate letter size, without scratches that make difficult the evaluation of the answer, among others). An answer not clearly legible or a circle not clearly marked will be considered a wrong answer.
- f. Students must not write on the desk.
- g. Students must not wear hats, or use cellular phones, or other unauthorized electronics devices (see IV-B-6). These must be left below their seats or in a table in front of the room provided for these means. Electronics devices must be turned off.
- h. The student must raise his/her hand for questions about the test. The professor responsible for that subject may answer questions at his/her discretion.

- i. The student must adhere to the time limit specified for the test.
The scheduled time for the exam will include time for: a) distribution of the exam to students, b) answering the exam, and c) returning the exam to the professor, except for extraordinary circumstances in which more time is needed.
 - j. All test materials must be handed in upon completing the examination.
 - k. Students must not stay in the hallways or near the test classrooms after finishing the exam and leaving the classroom.
2. Suggested alternatives for seating arrangements:
- a. Assign alternate seats in alternate rows.
 - b. Assign every seat in the alternate rows, when the room is small.
 - c. Assign seats in a random fashion.
3. Procedures of administration:
- a. Instruct students to put all books, notes, and other materials where indicated by the assigned proctor (See section IV-B-6).
 - b. Make sure that students have read and understood the instructions for the test, and clarify them, if necessary.
 - c. Distribute an attendance sheet, so as to verify the number of students that are in the assigned room, when applicable.

- d. Distribute answer sheets individually first and instruct students to fill in all required information. Hand a test to each student individually.
- e. Announce that no talking will be allowed from the moment the tests are distributed. State that the exam must not be started until told to do so by the assigned proctor and specify time period provided for the exam.
- f. Read aloud any other instructions for the test if necessary.
- g. Make announcements about corrections in the examination as early as possible to students in each examination classroom, and in a uniform manner.
- h. Circulate around the classroom making sure that no exchange of information occurs among students, or that no other unprofessional or unethical behavior takes place.
- i. Announce periodically the time remaining for answering the test, for example, 30 minutes before the test ends, and then 10 and 2 minutes before the test ends.

V. Special Situations:

A. Absences

- 1. If the student knows that he/she will be absent for the test or if the student does not take the exam, the procedures specified on The Academic Senate's Certifications 033:1997-98 (*Normas Específicas para Posponer Exámenes a Estudiantes en*

Situaciones Especiales) and 040:2004-2005 (*Normas Específicas para Excusarse y Reponer Actividades Académicas de los Estudiantes*) respectively, should be followed.

2. If the student does not take an examination, the course coordinator will determine the course of action based on the evidence presented.
3. The course coordinator and concerned faculty should inform the students about these documents (Senate certifications and Rules and Regulations and procedures, see V-B-1) at the beginning of the course.

B. Tardiness

If a student is late for an exam, the course coordinator or concerned faculty will decide if he or she will be allowed to take the exam considering the following:

1. Reasonable excuse presented by the student to justify tardiness.
2. Time left of the exam period at the time of student's arrival to the exam room.

If it is decided that the student will be allowed to take the exam, the course coordinator or concerned faculty will also determine if more time will be given to this student to answer the exam.

If any student taking the exam has already handed in the test, the student that comes in late will not be allowed to take the exam. In this case, or in any other situation in which a student is not allowed

to take an exam after it has started, the course coordinator or concerned faculty will determine the course of action according to the course syllabus.

C. Unprofessional or unethical behavior related to examinations:

1. Unethical or unprofessional behavior is defined as any illicit action in which the student obtains or provides information related to the test for his own benefit or that of his/her peers. It is also considered unprofessional behavior to work on any part of the test after completion time has been called.

Examples of unprofessional behaviors are, among others:

1. Looking at other student's test or other materials such as, but not limited to: notebooks, papers or reference books.
2. Writing any information about the exam on the desk, walls, boards, erasers, and other objects, i.e. electronics devices (See IV-B-6).
3. Exchanging information using different strategies such as, but not limited to: papers, sign language, cellular phones, electronic devices (see section IV-B-6).

If the assigned proctor observes that a student(s) has (have) engaged in unethical or unprofessional behavior he/she will take the appropriate action(s) to correct the situation:

1. Will notify the student(s) of the situation or may change the student(s) from (his/her/their) seat(s).

2. If the unethical behavior is repeated, the assigned proctor will remove all test materials from the student(s) possession, inform the situation personally to the coordinator or concerned faculty and submit a written report, as detailed as possible, to the course coordinator or concerned faculty describing the event.

The course coordinator or concerned faculty will determine the course of action and, if deem necessary, will submit a written report to the Dean of the School requesting that the case be submitted to the Campus' Discipline Board. The Board will apply the norms of the "Reglamento de Estudiantes del Recinto de Ciencias Médicas" (Medical Sciences Campus Students Bylaws) regarding this type of situation, as well as other applicable norms.

VI. Correction of Examinations:

The course coordinator or concerned faculty is responsible for:

1. Completing the key/control sheet and the student answer sheets for computer grading (closed questions exams) or for grading the exam (open questions exam).
2. Counting and delivering the answer sheets with the test key and control sheet to the Information Systems Division, Medical Sciences Campus (when applicable).
3. Evaluating questions failed by more than 50% of the students taking the exam.

4. Making appropriate corrections before the grades are posted (if possible) in cases where changes in the key are made after delivery of the test materials.
5. Informing grades to the students maintaining confidentiality.

VII. Student Feedback:

The course coordinator, with the cooperation of the participating faculty members, has the responsibility to:

1. Inform exam grades to the students within the two weeks period following each partial examination.
2. Establish mechanisms and time limits to review the test.

It is the student responsibility to obtain the information about exam grades and make the arrangements necessary to review the test.

VIII. Disposition of Test Materials:

The course coordinator or concerned faculty must:

1. Retain the answer sheets, the test key and a copy of the test for at least one year and destroy the tests.
2. Retain the tests for at least one year in cases where the answers are written directly on the document and store in a locked drawer.

IX. Procedures to guarantee the observance of these guidelines:

- A. The Department Head has the responsibility to:

1. Provide each faculty member of his/her Department a copy of these guidelines.
2. Assure that the faculty members understand their responsibilities in relation to the preparation, administration and security of examinations.

B. The Students Affairs Office has the responsibility to:

1. Provide each student with a copy of the Guidelines for the Preparation, Administration, and Security of Written Partial and Comprehensive Exams.
2. Inform the students regarding their rights and responsibilities as stated in the "Reglamento de Estudiantes" of the Medical Sciences Campus, in coordination with the Academic Affairs Office.
3. Inform the students regarding the ADA regulations on reasonable accommodations.

X. Amendments:

The approval of the faculty is required in order to amend these guidelines.

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APPENDIX I**MODEL FOR THE INSTRUCTIONS ON THE COVER PAGE OF THE TEST**

Nombre: _____

Fecha _____

Núm. Estudiante _____

Profesor _____

Curso _____

Examen _____

Instrucciones generales:

1. Examine el examen y asegúrese de que contiene _____ preguntas y _____ páginas.
2. El examen dura _____ horas.
3. La hoja de contestaciones debe ser completada en su totalidad correctamente, **de lo contrario se descontará hasta un máximo de 3% del valor del examen.**
 - a. Utilice lápiz número 2 para ennegrecer las burbujas completamente. Si la marca no es clara se considerará incorrecta la contestación.
 - b. En el encasillado de "Examen" escriba _____.
 - c. Donde dice "Sección" escriba _____.
4. En el examen:
 - a. pueden escribirse notas o realizar cálculos en las hojas del examen.
 - b. no deben escribirse las contestaciones en los márgenes del examen, ni marcarse de manera exagerada.
 - c. toda contestación debe estar marcada adecuadamente en la hoja de contestaciones provista.
5. No se permite escribir en el pupitre, paredes, pizarra, goma de borrar y otros objetos, cualquier información sobre el material a examinarse o contestaciones del examen.
6. No se permite usar gorras ni aparatos electrónicos de ningún tipo, excepto aquél que sea necesario para realizar cálculos al solucionar problemas. Los aparatos electrónicos se guardarán debajo del asiento del estudiante o en el lugar designado por el profesor encargado al frente del salón para estos fines. Todo aparato electrónico deberá ser apagado.
7. Si tiene dudas, levante su mano para así indicarlo al profesor que administra el examen. Este no contestará preguntas sobre el contenido del examen. Cualquier duda podrá ser aclarada por el profesor que ofreció la clase, de estar presente, si éste así lo cree necesario.
8. Una vez finalizado el examen, entregue todo el material al profesor que administra el examen.
9. Una vez que salga del salón, no podrá permanecer cerca de los salones de los exámenes o en los pasillos.
10. Autorizo la publicación de mi nota utilizando el siguiente código secreto: _____ ☐ Sí ☐ No

CERTIFICO QUE HE LEIDO Y ENTENDIDO LAS INSTRUCCIONES GENERALES DEL EXAMEN.

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