

Hannah E. Mullins School of Practical Nursing
Addendum: Policy for Online Testing/Quizzing (COVID) Effective October 19, 2020

1. Per the enrollment agreement the student must have a compatible computer as per the specifications given or be dismissed from the program. Scan QR code for specs:



2. All other testing policies per Catalog/Student Handbook apply.
3. All other testing policies per course syllabus apply.
4. The test/quiz must be downloaded the day before the test/quiz or when the instructor releases it.
5. If the student did not download the test/quiz or cannot access the test during the testing period, they must take the test/quiz in a separate virtual meeting room and watch the asynchronous recording of the class missed. An instructor will send a link to the virtual meeting room.
6. No phones or other PCD's (this includes earbuds, headphones etc.) during the test/quiz. The consequence for violating any part of this policy:
 - During a quiz, the student will receive professionalism points on the PAT tool.
 - During a test, the student will receive 5 percentage points off their test score.
7. Computer camera is required to be on at all times while taking a test/quiz or the student will be administered a make-up test. Make up tests can be a different format per policy.
8. The camera must be positioned so the student's face, shoulders, and arms are visible to instructor and proctor at all times.
9. Microphone must be off during the test/quiz, all communication will be conducted through the chat feature.
10. The student must remain seated and at the computer during the test or quiz.
11. The student is to have no conversations with others in their physical room or the chat feature except the instructor.
12. When done with test, must type in chat box "done"; instructor will acknowledge and only then can you turn off the camera.
13. If a student is absent for a test review, they must listen to the recording. An individual review will not be provided.
14. If the student is unable to take the test during the scheduled time, the student will be given a make-up exam at a time scheduled by the instructor. Make up tests can be a different format per policy.

Please sign and return to Mrs. Russell at the school using the following email address; drussell@hemspn.edu by October 19, 2020. Failure to do so will result in professionalism points for each day late.

I have read the above and understand the policies

Student Signature Date

Print Name

School Representative Signature Date