BARNES JEWISH College
Goldfarb School of Nursing
BJC HealthCare

GSON Online Testing Policy

Introduction:
This document establishes the policies and procedures for an online testing environment at Goldfarb School of Nursing at Barnes Jewish College.

Purpose:
To establish a secure online testing environment.

Policy Statements:

This policy provides guidance to faculty and learners for online testing procedures. Additional references are linked within this document to source material.

Summary:

An annual review of the testing policy will be scheduled in the curriculum committee. Input will be solicited from the GSON Information Technology Specialists and undergraduate and graduate curriculum subcommittees.

Policy-Related Procedures:

The Testing Environment When Using Respondus LockDown Browser + Monitor

Students will:

- When at home/remote, choose a private setting where they will not be interrupted.
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of their reach.
- Clear their desk or workspace of everything except permitted materials. Items not permitted include but limited to books, papers, other electronic devices.
- To produce quality webcam video, do the following:
  - Avoid wearing baseball caps, hats with brims, or anything that obscures their face.
  - Ensure their computer or device is on a firm surface (i.e., a desk or table). Avoid placing the computer or laptop on a surface likely to move (e.g., your lap, bedding, or cart).
  - If using a built-in webcam, avoid readjusting the screen's tilt after the webcam setup is complete.
  - Take the exam in a well-lit room, but avoid backlighting (such as sitting with their back to a window).

Proctorio and ATI Examinations

Resources:

https://bjc.sharepoint.com/:w:/r/sites/GSON/KB/KBDocuments/FacultyOrganization/ATI%20Policy%20(FO%20Approved%208%20Jul%202021).docx?d=wa6a4f3e80f5e4ae3a6c9f1c58f730b95&csf=1&web=1&e=KKmzlj

Information:
- Goldfarb School of Nursing at Barnes Jewish College has selected Assessment Technologies Institute, LLC (ATI) as the provider for nationally standardized assessments for undergraduate learners. Follow the resource link above for the current policy & procedures for learners and faculty with follow for utilization of the ATI Program.
- ATI partners with Proctorio to virtually proctor assessments. Proctorio is a remote proctoring platform that uses machine learning to proctor learners from wherever they may be. Proctorio offers a variety of secure exam settings including video, audio, and screen recording designed to maintain the integrity of the assessment and ensure uncompromised exam results.

Respondus LockDown and Monitor for LMS Quizzes and Examinations

Resources:

https://bjc.sharepoint.com/sites/GSON/CETL/SitePages/Respondus.aspx

Information about LMS Testing can be found here:
https://bjc.sharepoint.com/sites/GSON/SitePages/CanvasTesting.aspx

Information:

- For the graduate programs, it is at the faculty's discretion to utilize Respondus LockDown Browser and Respondus Monitor when offering online exams. Use of Respondus is a requirement for undergraduate programs.

- Respondus provides two options for proctoring online tests: LockDown Browser and Respondus Monitor. LockDown Browser prevents students from visiting other websites, printing, etc. and is best used for low-stakes quizzes or tests that are proctored on campus. Respondus Monitor builds on LockDown Browser's restrictions and adds webcam monitoring and is best used for quizzes or tests that are proctored online. (Respondus Monitor - Respondus)

- Please note: Respondus is currently being used for exams using the learning management system. Proctorio is used for **ATI** Proctored Exams.

Disability Services

Disability Services at Goldfarb School of Nursing at Barnes-Jewish College provides confidential accommodations and support services to any student with a documented disability while they are enrolled at Goldfarb. Visit Goldfarb's Disability Services web page to learn more.

Student Integrity Statement

Online testing is subject to the College's Code of Conduct and Student Integrity statements found in the student handbook. Students are expected to follow guidance received from faculty and the online/proctoring software.

Policy Number:	
Approved By:	
Original Effective Date:	
Last Review Date:	
Last Revision:	2/14/2021
Next Review Date:	