

*Mercer County Community College*  
*Division of Health Professions*  
*Nursing Program*

**Exam Administration Policy**

Purpose: To ensure secure conditions for exam administration.

Procedure:

1. The exam proctor is to walk about the room while the exam is in progress.
2. All personal articles will be placed in the front of the room during the examination.
3. Students may not access any educational, test preparation, or study materials during the exam.
4. Students may not use personal calculators. The exam proctor will issue calculators.
5. Students must power off and place the following devices with personal items: cell/mobile/smart phones, tablets, smart watches, MP3 players, fitness bands, jump drives, cameras, or other electronic devices.
6. Students may not wear watches. Proctors will prominently display a countdown timer.
7. Coats, hats, hoods, scarves, and gloves are not permitted to be worn during testing. Students may be required to expose their ears to the proctor.
8. Students are permitted to have extra pencils, erasers, colored pens, and/or highlighters. Adhesive notes or flags are not permitted.
9. Earplugs are available from the faculty upon requests. Students may not bring personal testing earplugs, ear buds, or headphones, unless approved by instructor.
10. Students are not permitted to have food, gum, candy or beverages.
11. Students are not permitted to have medical aids, devices, or lip balm.

12. Students may not have any personal items at the desk.
13. There is to be no talking or other communication between students and/or faculty during the examination. No questions will be answered during the exam. Comments regarding any question on the exam are to be written on the student's test booklet.
14. Students must remain seated until the conclusion of the exam. All exams will be collected at the end of the exam period. Exemptions may be made during the final exam period.
15. Student may not continue to answer questions or transfer answers to Scantron sheet after the exam time has expired.
16. Personal items can be retrieved once all students have completed the examination.
17. Any student who does not abide by the above may receive a "0" for that exam.

Effective Date: February 24, 2009

Revised Date: 1/26/10, 6/20/12, 8/10/16, 7/11/17 – Formerly called Exam Proctoring Policy, May 2018, May 2019

Approved by:

A handwritten signature in black ink, appearing to read 'Elizabeth A. Mizerek', with a long horizontal line extending to the right.

Elizabeth A. Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN, FAEN  
Director of Nursing Education