

Assessment Administration Policy for Pre-Licensure Courses, effective 9.1.2026

Background

Consistency in assessment administration across pre-licensure courses will support student preparedness for a formal assessment environment.

Definitions

- Summative assessment: “end-of-instruction evaluation designed to determine what the student has learned” (Oermann & Gaberson, 2019, p. 9). For the purposes of this policy, summative assessments are unit exams, midterms, finals, and standardized exams from vendors that are designed to evaluate student proficiency of the course.
- Formative assessment: “judges students’ progress in meeting the desired outcomes and developing clinical competencies” (Oermann & Gaberson, 2019, p. 9). For the purposes of this policy, examples of formative assessments include practice or preparatory assignments, such as in-class questions or preparatory quizzing

Summative Assessment Administration Policies

The following policies apply to all summative assessments and all students in the Pre-Licensure program, unless otherwise approved for exceptions by the Duke University Student Disability Access Office (SDAO). Students should refer to course syllabi for any additional specific policies concerning assessments.

Student Computer Protocols for Testing

- Students will ensure their personal computer meets the minimum compatibility requirements for the exam software (including having the appropriate browser) OR coordinate as necessary with DUSON IT for a loaner laptop
- Students will ensure their computer and/or charger (if necessary) is available on the day of the assessment. It is the student’s responsibility to ensure they have a working, compatible computer for all assessments.
- Students are responsible for downloading the assessment by the deadline set by the course faculty.
- Students may need to restart their laptops with faculty/proctor supervision as necessary for technical issues. If in person, a Universal Resume Code will be provided by the faculty/proctor.
- Students must have faculty/proctor witness the successful upload of their assessment (currently demonstrated by a “green screen”) before leaving the assessment room (e.g., faculty/proctor stands at the front of the room and witnesses the “green screen” before a student closes their laptop and departs). If a student does not ensure their exam was successfully uploaded before departing the room, their assessment may fail to upload which could result in a delayed or impacted grade.

Student Conduct Protocols

Students will...

- Store all personal belongings, except their laptop, laptop charger, and proctor-provided earplugs, in their student lockers prior to entering the assessment room. Faculty/proctor will request that students who bring personal belongings other than those listed above into the assessment room take those items to their locker before starting the assessment.

- Additional items stored in lockers and not in the assessment room include:
 - Hats, hoods, hooded sweatshirts, scarves, sunglasses, or non-prescription glasses
 - Smartwatches, Smart Glasses, or other electronic devices (including, but not limited to: Cell phones, Apple watch, Garmin watch, Fitbit, cameras, headphones, earbuds)
 - Any food or beverage items (including water bottles)
- Arrive at the assessment room **15 minutes before the scheduled testing time**. Students will **remain outside the assessment room** until they have been cleared to enter by faculty/proctor.
- Present a **valid Duke University student ID or badge or unexpired government-issued photo ID (e.g., driver's license, state-issued ID card, passport, passport card) matching the name on the roster** to be admitted to the assessment room.
- Refrain from talking or any other communication (verbal, nonverbal, or electronic) during the entire assessment period unless speaking to faculty/proctor. Only questions related to typographical errors will be permitted; questions related to assessment content or question meaning will not be answered.
- Refrain from leaving the assessment room while still completing an assessment unless it is an emergency. If exiting for an emergency, the laptop must be left in the assessment room.
- Refrain from looking at other students' computer screens, scratch paper, and whiteboards.
- Refrain from taking pictures or capturing assessment questions in a reproducible format (including, but not limited to, screenshots, photographs, and writing down word for word) whether in-person, at home, or when reviewing an assessment.
- Exit the assessment room as quietly as possible and refrain from talking or making noise immediately outside the room doors.
- Ensure the faculty/proctor witness the successful upload of Examsoft assessments (currently demonstrated by a "green screen") before leaving the assessment room (e.g., faculty/proctor stands at the front of the room and witnesses the "green screen" before a student closes their laptop and departs). If a student does not confirm that their exam was successfully uploaded before departing the room, their assessment may fail to upload, which could result in a delayed or impacted grade.
- The assessment will end at the scheduled testing time posted. All assessments should be completed and/or uploaded at that time.

Environment Protocols

- A proctor will be present at each entry point to the assessment room to conduct check-in.
- Faculty/proctor will provide either scratch paper and pencil or a whiteboard, marker, and eraser for use during the exam. Students may not use personal writing utensils, paper, or whiteboards.
 - Whiteboard markers or pencils will be distributed only after the assessment has officially commenced.
 - Scratch paper or whiteboards taken outside of the assessment room (including copying scratch paper information into a computer document/file) may result in a score of "zero" for that assessment.
- If a calculator is required, only the one provided by proctor and/or available on the exam software can be utilized.

- At least one proctor will be in the testing room at all times. Proctors are stationed at the front of the testing room and circulate in the room intermittently during the test.
- Summative assessments may be audio and/or video recorded for purposes of assessment security, documentation, and verification of student presence and exam completion. Therefore, students may be directed as to where to sit/not sit to facilitate the recording.
- **Students arriving 15 minutes after the scheduled exam time will not be permitted to begin the exam** and must follow the make-up examination policy outlined in the course syllabus.
 - Students failing to attend a scheduled make-up examination without advanced notification and permission from the Course Coordinator will receive a zero (0) for the examination.

Faculty/Proctor will...

- Implement all of the above at all summative assessments and across all students/courses in the Pre-Licensure program.
- Utilize a checklist and printed roster with student pictures provided by the Course Coordinator for the assessment. The checklist will include the assessment's exact name, ExamSoft-generated password(s), and start and stop times.
- Ensure that all required materials (whiteboard, writing utensils, calculators, etc.) are available and present in the assessment room at least 15 minutes before the start of the assessment.
- Monitor students before and during the assessment. This includes, but not limited to, the student procedures outlined above.
- Have electronic devices in the room off or on silent.
- Refrain from conducting verbal conversations as much as possible.

Testing Accommodations

- Students with approved accommodations through the Duke University Student Disability Access Office (SDAO) will complete assessments in accordance with their approved accommodation plan at the [Duke Testing Center](#) and in accordance with the testing center policies.
- Testing accommodations may be administered either in person or through approved remote/online testing processes, as appropriate and consistent with the student's documented accommodations.
- The Testing Center operates by appointment only, and students must make their appointments at least four (4) consecutive days in advance. Students will not be able to make an appointment until they have submitted a Semester Request with the SDAO, and their accommodations have been approved.
- Exams requested within four days of the test date must be scheduled manually by contacting the Duke Testing Center at 919-684-1601. Please note that appointment availability is not guaranteed if all testing seats are full. In such cases, alternative arrangements may need to be made.
 - For instructions on how to register with SDAO, visit <https://access.duke.edu/students/>.
 - For instructions on how to make an appointment at the Testing Center, visit <https://undergrad.duke.edu/student-success/duke-testing-center/>.

Scheduling of Assessments

- All assessments are scheduled by the Course Coordinator and communicated to the Pre-Licensure Program Coordinator at the requested date before the semester begins. Dates and times may be adjusted based on test space availability.
- All assigned course faculty or their designee are expected to attend all scheduled assessments to assist with proctoring and address assessment-related questions, technical issues, or other concerns that may arise during administration.

References

Oermann, M. H., & Gaberson, K. B. (2019). *Evaluation and testing in nursing education* (6th ed.). Springer Publishing Company. <https://doi.org/10.1891/9780826135759>