

AMARILLO COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM

**TESTING SECURITY POLICY**

- I. **PURPOSES:** The purposes for the Testing Security Policy are to provide: (1) students with direction to avoid academic dishonesty and (2) faculty members with the structure necessary to ensure security of all aspects of the testing process. This policy is not limited to academic cheating on tests, but encompasses all aspects of classroom, clinical and online learning environments.
- II. **SUPPORTIVE INFORMATION:**
- A. Amarillo College expects high standards of conduct from its students. Cheating of any nature is not acceptable and will result in disciplinary proceedings, including but not limited to a zero on a test, failing the course or dismissal from the nursing program. Scholastic dishonesty is clearly discussed in the Amarillo College Students' Rights and Responsibilities, as is academic honesty in the Associate Degree Nursing Program Student Handbook. Additionally, students are expected to be aware of the Associate Degree Nursing Program's Policy on Social Networking in the Student Handbook.
  - B. The Texas Board of Nursing (BON) may deny initial licensure to anyone who demonstrates a lack of good professional character as evidenced by a single incident or an integral pattern of personal, academic or occupational behaviors that are not consistent with standards of nursing practice (BON, Rule 215.8).
  - C. The use of technology is often a method used for academic cheating. Examples include but are not limited to cell phones, portable media devices, cameras, audio or video recording, and social media networks. Any form of cheating is unacceptable and will not be tolerated.
  - D. It is important that faculty communicate with students on exactly what constitutes academic dishonesty and what the expectations are.

III. **WHAT IS THE AC STATEMENT FOR CHEATING ON A TEST?**

The Amarillo College Student Conduct Statement in the Students' Rights and Responsibilities and the Associate Degree Nursing Program provides an overview statement of cheating on a test:

Copying from another student's test paper, Scantron, computer screen, or scratch paper; using test materials not authorized by the person administering the test; collaborating with or seeking aid from another student during a test without permission from the test administrator; knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of a pending test; the unauthorized transporting or removal, in whole or in part, of the contents of a test; substituting

for another student, or permitting another student to substitute for one's self to take a test.

#### IV. WHAT ARE POSSIBLE SCENARIOS OF CHEATING?

CHEATING SCENARIO 1	During an exam, a student goes to the bathroom and looks at some notes that have been previously hidden in order to find answers.
CHEATING SCENARIO 2	A student writes some notes or memory prompts on her arm, hand or a piece of paper before going into an exam and uses these to help answer some questions.
CHEATING SCENARIO 3	A student is having difficulty writing a paper or care plan. He uses the work of a friend to write his paper with permission of the friend (collusion).
CHEATING SCENARIO 4	A student is having difficulty understanding the content and concepts in a class prior to a test. She asks a classmate who took the test in an earlier section what to study.
CHEATING SCENARIO 5	A student has just finished a test. In an effort to help his friends, the student describes specific content and concepts on the test.
CHEATING SCENARIO 6	A student says that she doesn't remember the specific questions on a test from a previous semester, but does remember most of the answers and will post them on a social media network for her classmates who are struggling with a rigorous course.
CHEATING SCENARIO 7	A student finds an internet site relevant to his class or clinical assignment and copies portions of it into his own work, changing very little of it.
CHEATING SCENARIO 8	A student uses test questions, papers, and care plans handed down from previous semesters to complete her assignments.
CHEATING SCENARIO 9	When asked by the instructor, a student says he knew that cheating was going on during a test and test review but did not want to get his peers in trouble.
CHEATING SCENARIO 10	When asked by the instructor, a student says that she didn't think it was cheating, especially since the answers posted on a social networking site were placed into her own words.
CHEATING SCENARIO 11	A student brings an audio recorder to a test review with the instructor. The instructor discusses in detail the rationales for the correct and incorrect test responses. The student shares this information with other students in writing, verbally, or makes a copy of the audio for students in a subsequent testing period or semester.
CHEATING SCENARIO 12	A student takes a picture of an NCLEX-RN question during class without the instructor's knowledge.
CHEATING SCENARIO 13	A student has a concealed electronic device that takes pictures of the NCLEX-RN questions during a presentation by the instructor to promote critical thinking.
CHEATING SCENARIO 14	A student consistently misses the regularly scheduled tests in hopes of obtaining information from classmates about test content and/or concepts for the make-up test.
CHEATING SCENARIO 15	A student reports that he received an electronic study guide of the content and concepts from a classmate that looked like questions from a test, but didn't use it because it looked "strange". The student reported that he had heard "through the grapevine" that test questions from a previous test was circulating among students". The student did not report the strange appearance of the study guide to the instructor until after the cheating was identified.

V. STUDENT TESTING RESPONSIBILITIES (APPLIES TO ALL TESTING, INCLUDING ONLINE OR OFF CAMPUS TESTING)

- A. Have no personal belongings (i.e. books, papers, keys, phones, smart watches, electronic devices) at a testing computer station.
- B. Do not write on the provided scratch paper before the test begins.
- C. Do not remove the privacy screens from the computer.
- D. Raise his/her hand to ask a question. An instructor or West Campus Computing Center personnel will come to the student. There will be no other talking during the test.
- E. Do not remove any test materials, documents, or other material with any test information from the room after taking the test. Scratch paper and test printout information will be turned in to the instructor or lab personnel before leaving the testing room.
- F. Do not give help to other students or receive help from any student during a test either verbally or nonverbally.
- G. Do not give any test information to other students between testing times and after testing times.
- H. Once the Blackboard test is complete, review the exam and rationales while in the testing room.
- I. Once the test is complete, leave the testing center immediately. Do not wait to ask peers/students their grade or discuss test questions.
- J. Students will not engage in any cheating activities, including but not limited to those scenarios listed in Section IV above.

VI. STUDENT RESPONSIBILITIES DURING TEST REVIEW/REMEDIATION

- A. Clear all items from their desk during test reviews. Cell phones and audio recording equipment are to be turned off. All personal electronic devices should be placed in backpacks or purses at the back of the classroom.
- B. No paper, pens, pencils allowed on the desk.
- C. Do not talk or discuss the test during the review.
- D. Students may make individual appointments with the instructor to discuss or further review the test.

- E. Test questions in any form must not be shared, discussed or copied on social media. Examples include but are not limited to Facebook, Twitter, Instagram, blogs, etc.
- F. Students will not engage in any cheating activities, including but not limited to those scenarios listed in Section IV above.

#### VII. INSTRUCTOR TESTING RESPONSIBILITY

- A. Security measures will begin at test construction.
- B. Test will not be left unattended on the instructor's desk or left open on computer screens when students enter the office. Computer content should be minimized to avoid breach of test questions.
- C. All tests will be maintained in the instructor's locked office and in a locked cabinet.
- D. Test security will continue once the test has been generated online.
- E. Make-up tests will not be the same as the missed test. Make-up exams may include essay, short answer, multiple choice and alternate item format questions

#### VIII. TEST REVIEW/REMEDIATION

- A. Students will be required to clear the desk area and turn off phones and other electronic devices and place in backpack or purse at the back of the room.
- B. During cooperative reviews at least two instructors will be present to monitor the classroom.
- C. Test reviews will be conducted to allow sufficient time for students to read the questions with rationales, as students read at varying levels of speed.
- D. Corporate test review will be conducted with minimal discussion between the instructor and students about test items.
- E. Faculty must be vigilant about any test security breaches during a review and manage any breaches in an expeditious manner.

#### References

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