The University of Florida College of Veterinary Medicine proctors approximately 50 course assessments per semester, which are scheduled by ASA. The majority of these assessments are administered electronically via ExamSoft or Canvas. The coordination of written assessments and assignment of proctors is managed by the Coordinator of Testing Services – Alexis Jenkins (alexisjenkins@ufl.edu).

ExamSoft is a secure testing solution that is used for high stakes exams. This software enables secure testing on student computers by blocking access to programs, files and Internet usage during the test. ExamSoft is not dependent on an Internet connection while testing, which allows it to be used almost anywhere a device (e.g. laptop or iPad) can be used. The client (vendor) used for testing students is Examplify.

Canvas (e-Learning) is the learning management system used by the University of Florida. Exams or Quizzes in Canvas will be housed within their respective courses, and organized beneath the "Quizzes" tab within the course.

Device Requirements

> **Note:**
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> Please be aware that products in the technology world are constantly changing. Therefore, these requirements will continue to evolve. You can expect it to change as the power, price and quality of computers change and as the needs of students in the college change. We make every effort to minimize the impact of changes in this requirement on our students. For assistance you may contact UF Computing Help Desk: (352) 392-HELP (4357); helpdesk@ufl.edu ; https://helpdesk.ufl.edu/

All students are required to have a laptop computer with a privacy screen, integrated or external camera and microphone. Laptops must be capable of meeting minimum system requirements below.

**Chromebooks are not approved devices and not compatible with required programs.
**Virtual cameras and headphones with built-in microphones are not supported.

Feature	Minimum	Recommended
Processor	Non-ARM-based processor supported by your operating system: Intel Core i3+ , AMD Ryzen 5+, M1, M2	Multi-core AMD, Intel, M1, or M2 processor
Memory (RAM)	8GB	16G
Hard Drive (Storage)	250GB or more	512GB or more
Screen Display	1280 x 768	1280 x 768
Internet (Network)	Wireless (Wi-Fi 802.11b)	Ethernet & Wireless (Wi-Fi 802.11b)
Other Features	USB ports, Webcam with integrated microphone	USB ports, Webcam with integrated microphone
Accessories	Headphones (NON-Bluetooth)	Noise cancelling headphones (NON-Bluetooth)
Operating System	Windows 10 (64-bit), MacOS 12 (Monterey)	Windows 10 Pro (64-Bit), Windows 11, MacOS 13 (Ventura), MacOS 14 (Sonoma)
Software	Microsoft Office, Adobe Reader, Examplify, Zoom	Microsoft Office, Adobe Reader, Examplify, Zoom

* The versions of Windows certified for use are Windows 10 22H2, Windows 11 22H2, and Windows 11 23H2.

- **CAUTION:** Many required programs are not compatible within virtualized environments or environments that require persistent network (local or otherwise) connections during secure exams. This includes, but is not limited to, VMWare, Parallels, Citrix workspace, virtual disks, streamed images, etc.

Privacy Filter

All students must have a privacy filter for their computer or any other device screen that will be used for exam testing and in-class quizzes.
- Students may select the privacy filter brand of their choice but two recommended options are 3M and Fellowes.
- Students who are not using a privacy filter during an assessment may be excused from the assessment.

High-Speed Internet

Access to high speed internet per the FCC definition: FCC high speed definition.
- High speed internet access of at least 25 Mbps DOWN and 3 Mbps UP.
- Test your internet speed HERE.

Approved Tablet Devices – NOT REQUIRED

A tablet is NOT required. However, you may use a tablet as a **supplemental** device to your laptop. iPads and Microsoft Surfaces are the only Examplify compatible device at this time. If you are using a Microsoft Surface device, please read this article for important instructions on Windows 10 and 11 "S mode" versus the standard Windows 10 or 11. S mode is not compatible with Examplify. iPad instructions below

- Hardware Recommendations = iPad 5+, iPad Air 2+, iPad Mini 4+, and iPad Pro
- Operating System = iOS 15, iOS 16, iOS 17
- Privacy Filter

NOTE: UF CVM does not recommend students rely on tablet devices, mobile phones, or Chromebook devices as their primary computer as they do not meet minimum requirements.

Additional Resources

- UF VPN
- Microsoft Office 365 is free for UF Students
- Zoom
- Security for Students
- Mobile Device Security

Downloading the Software

Students will receive an email with instructions on how to download, install and register the Examplify and other necessary applications on their devices prior to the first of day of orientation. Students must ensure their devices are malware-free. Students will be notified of software updates throughout the year. It is the students' responsibility to install these updates prior to the next scheduled examination.

Downloading Exams

Students will receive the download file, and other exam information prior to the exam. The exams are password protected so students will not be able to enter until the day of the exam. The password will be provided prior to the exam.

Assessment Policies

The following policies are in place to ensure assessment security, and consistency with all other UF Assessment Facilities. The proctors have the right to verify the identity of any student, communicate absences to the Coordinator of Testing Services and to enforce testing protocols and housekeeping rules. If a student refuses to comply with the rules, the proctor will record the student's name, and notify the Coordinator of Testing Services. The incident will be brought to the Associate Dean in ASA and course faculty.

In the event of a remote assessment students may be monitored through a remote proctoring service. All students are required to have access to the necessary equipment to utilize the remote proctoring service for remote testing. It is the student's responsibility to ensure they have access to the technology necessary to complete their assessments. The College of Veterinary Medicine reserves the right to update these policies in the event that changes are deemed necessary for the successful continuation of the program. Students will be notified of any changes made to these policies in a timely manner.

Students must bring the following to on-campus exams:

Student ID
Laptop/iPad and Charger
Privacy Screen
Pencil or Pen
Headphones/Noise Cancelling Headphones (Non-Bluetooth)

- All personal belongings must be put away during assessment sessions.

- Non-transmitting or wired noise-cancelling headphones are permitted during assessment sessions. Bluetooth enabled headphones are not permitted. Students may be required to show headphones to proctors prior the assessment session. Earplugs may be provided upon request.

- All unauthorized electronic devices must be turned off and put away when entering the assessment room (this includes, but is not limited to, ALL cellphones, watches, and calculators).

- No food or open cups in in the assessment rooms without prior approval.

- No hats or hoods are permitted to be worn in the assessment room.

- Students may not leave or re-enter the assessment room without permission from the instructor or proctor after the assessment has begun. Bathroom breaks are not permitted.

- Seats may be assigned, or students asked to relocate when necessary.

- Communication between assessment takers is not permitted during assessment sessions. If the student has a question they should raise their hand or approach the proctor for assistance.

- The proctor will check the student's identification and upload confirmation screen before the student leaves the assessment room. All scrap paper will be collected at that time as well.

- Students are expected to notify the proctor of <u>any problems or concerns</u> during the exam session. This should occur immediately but it is important that any concerns be reported before submitting the exam or exiting the testing room. If the student fails to notify the testing staff, proper assistance cannot be provided.

Disruptions

From time to time a testing session may be disrupted by unforeseen events such as fire alarms and power failures. When this occurs, students are to turn off their testing device. This stops the clock and locks their testing station until the exam can resume. The Proctor will provide the students with a resume code to restart the exam

Arriving Late to an Exam Policy

- Arrival Time and Grade Reduction:
    - Students are expected to arrive on time for all exams.
    - Students arriving more than 5 minutes late to an exam will incur a 5% reduction in their exam grade.

- Repeat Offenders:
    - Students who are consistently late to exams, demonstrating a pattern of tardiness, will be referred to the Academic Advancement Committee. Consistent tardiness is defined as three or more instances within a semester.
    - The Academic Advancement Committee will review each case and may take appropriate actions, such as counseling, academic probation, or other measures deemed necessary.

- Unapproved Absences and Time Extensions:
    - Students must obtain prior approval through the Absence Request Form for any absence that may affect their exam attendance.
    - No time extensions will be given for unapproved absences.

Make-up Assessments

Students who are unable to attend scheduled assessments for reasons consistent with an excused absence policy must submit an Absence Request Form as soon as possible. Non-emergent requests must be submitted 3-4 weeks in advance for ASA to provide approval. Makeups are to be completed within 7 days of the original due date. Additionally, makeup assignments should only be requested for the available dates provided at the beginning of the term.

Process for makeup assessments:

- Submit Absence Request Form
    - Provide all requested information
    - Indicate requested makeup date and time from the available options
        - Dates will be provided at the beginning of each term.
        - Written makeup exams will be scheduled during regular campus hours (8:00am-5:00pm)
        - Must be completed within 7 days of the original exam date
- The student is expected to communicate with the course coordinator about scheduling any makeup assignments, labs, quizzes, or practical exams.
    - For written exams the Coordinator of Testing Services will contact the student to confirm the date and time of the makeup exam, or make alternate date/time arrangements.
- If the student needs to reschedule a makeup exam, you must put in an additional absence request and notify the Coordinator of Testing Services directly, and this will count as an additional absence.

- Students are expected to attend **at least 85% of all required labs, discussion sections, and attendance required lectures** (if designated by course coordinator) in the curriculum each semester. Students are also expected to attend **at least 85% of all exams/assessments** as scheduled each semester. If a student should miss 15% or more of the required activities (these will be evaluated as labs/discussions and assessments) in a single semester (whether absences are excused or unexcused), they will be required to meet with the Academic Advancement Committee. All absences (approved or not) will count to calculate your attendance.

- The requests will be reviewed by the Academic and Student Affairs Office and the student will be notified of the decision to approve or disapprove the absence within 2-3 business days.

Students with Assessment Accommodations

The College can facilitate some testing accommodations on CVM campus, and a wider range at the Disability Resource Testing Center. Additional testing time, breaks, and smaller testing groups can be facilitated at CVM campus for students with assessment accommodations. We are unable to facilitate separate testing rooms at CVM due to limited space. The coordination of these accommodated assessments are managed by both the Curriculum Coordinator – Sabrina Barot (sbarot@ufl.edu) and Coordinator of Testing Services – Alexis Jenkins (alexisjenkins@ufl.edu) in ASA.

Testing Accommodation Process:

- Contact CVM Curriculum Coordinator for information
- Make appointment with DRC Learning Specialist and establish any necessary accommodations
- Obtain official accommodation letter from DRC Learning Specialist
- Submit copy of accommodation letter to CVM Curriculum Coordinator
- Meet with CVM Curriculum Coordinator to discuss adjusted exam schedule and policies
- Student must submit updated accommodation letter every term.

Honor Code

Assessment takers are bound by the University of Florida Honor Code summarized by the following statement:

"On my honor, I have neither given nor received unauthorized aid during this examination."

Electronic devices, including "databank" watches, etc. are not allowed at any time. Calculators may be allowed at the discretion of the course director. Use of ANY other electronic devices during an assessment will be considered academic dishonesty.

The assessment staff use an electronic system to track anomalies of all types, including suspected academic dishonesty and violations of the procedures outlined in this document. This information is periodically shared with the Office for Academic and Student Affairs (ASA) and corrective action will be taken as needed.

Students Resources

Students may contact the Coordinator of Testing Services for any assessment assistance:

Alexis Jenkins 352-294-4263 alexisjenkins@ufl.edu

UF Technical Support Help Desk and Canvas Support:

352-392-4357; helpdesk@ufl.edu ; https://helpdesk.ufl.edu

ExamSoft Support:

888-792-3926 support@examsoft.com