

Secure Assessment Policy

2026

NOTICE

The Secure Assessment Policy, along with all related procedures, proctoring requirements, monitoring protocols, and technical standards set forth in this document, has been drafted to provide clear, specific, and comprehensive protection of the integrity, fairness, validity, and security of every Jersey College examination. These rules are designed to ensure that every student is evaluated solely on their own knowledge and ability, in full alignment with the College's mission, accreditation standards, state licensing requirements, and the ethical obligations of the nursing profession.

However, no policy can anticipate every possible method, tool, technology, or circumstance that a determined individual might use to gain an unfair advantage. Rapid advances in artificial intelligence, remote-access software, wearable devices, hardware bypasses, behavioral spoofing, and other emerging technologies mean that new forms of misconduct will continue to appear.

Therefore, the Secure Assessment Policy must be interpreted and applied according to its core intent and spirit: no tolerance for any act, omission, or attempt, whether explicitly listed or not, that compromises the authenticity of an assessment or undermines the credibility of a Jersey College credential.

This includes, but is not limited to:

- Any conduct that defeats or evades proctoring, monitoring, lockdown browsers, biometric verification, or forensic controls, even if the specific tool or technique is not named in this document.
- Use of AI, smart glasses, bone-conduction devices, second devices, HDMI splitters, capture cards, virtual machines, or any other hardware or software that has the effect of providing unauthorized assistance.
- Any action whose purpose or foreseeable result is to conceal, facilitate, or enable Exam Fraud (as defined herein).

Students, faculty, and staff are expected to apply the policy in good faith, guided by its overarching purpose rather than a narrow or literal reading. The College retains sole and absolute discretion to determine whether any conduct violates the policy's intent. Violation of the spirit of this policy, even if the exact act is not expressly prohibited, may result in immediate disciplinary action up to and including dismissal, transcript notation, Board of Nursing referral, degree revocation, or other sanctions.

If you have any doubt about whether a particular action, tool, device, or workaround is permitted, you must assume it is **prohibited** and seek prior written clarification from the Campus Director. Ignorance or creative interpretation will not be accepted as a defense. By enrolling at Jersey College and participating in any assessment, you acknowledge and agree to be bound by both the letter and the intent of the Secure Assessment Policy.

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INTRODUCTION

A. Policy Statement

Assessments are vital to the academic process. Assessments allow institutions to gather information with respect to nursing acumen and licensure readiness of their students. Moreover, assessments allow institutions to identify gaps in teaching and develop plans to improve the curriculum and quality of education. In order for these outcomes to be realized, assessments must be reliable and valid. This requires appropriate assessment creation, proctoring environments and review settings.

Jersey College has developed a Secure Assessment Policy that includes, among other things, procedures, rules, guidelines and processes for assessment creation, testing and post-Exam reviews. These policies have been established to (i) ensure the reliability and validity of assessments; (ii) maintain the integrity of Jersey College; (iii) maintain and increase the quality of Exams; (iv) implement electronic, web-based testing across the institution; (v) develop a consistent and efficient system for Exam creation, proctoring and review and (vi) allow for congruence in secure Exam policy between campuses. All students, faculty and staff are required to review, understand and abide by the policies and procedures outlined in the Secure Assessment Policy. Failure of a student to abide by such policies will subject the student to disciplinary action (including termination). Copies of the Secure Assessment Policy are available from administration.

This Secure Assessment Policy outlines exam procedures and other expectations for students, faculty and staff.

This Secure Assessment Policy is revised periodically. Jersey College reserves the right to change, delete, suspend, or discontinue any part or parts of the policies in this Secure Assessment Policy at any time without prior notice or consent. No statement or promise by a faculty member or administrator may be interpreted as a change in policy. If and when provisions are changed, a new Secure Assessment Policy will be produced. The most recent copy of this policy is available from www.jerseycollege.edu.

Jersey College is not responsible or liable for errors, omissions or other data which may alter the meaning or context of the policies in this manual. Every effort is made to see that the policies and rules in this manual are accurate and the most current versions available; however, some lapses may occur between adoption and posting/distribution of new rules and policies. Should any provision in this manual be found unenforceable and invalid, such finding does not invalidate the entire manual, only the subject provision.

B. Exam Fraud

Jersey College maintains zero tolerance for Exam Fraud in any form. Exam Fraud is defined as any act, attempt, or omission that is intended to, or has the effect of, gaining an unfair advantage in an examination or compromising the integrity, fairness, reliability, validity, or security of the assessment process. Exam Fraud encompasses all forms of cheating and academic misconduct, including but not limited to any conduct explicitly prohibited in this policy, the Academic Catalog, course syllabi, handbooks, clinical or laboratory guidelines, or any other official policies and procedures of the College.

The following categories illustrate prohibited conduct. The list is neither exhaustive nor mutually exclusive; any conduct that undermines the validity of an assessment constitutes Exam Fraud, regardless of whether it appears in this section.

1. *Impersonation or Proxy Testing.* Any act or attempts to act in which a person or technological substitute other than the officially enrolled student assumes the student's identity or completes any portion of the assessment on the student's behalf. Examples include, but are not limited to:
   - Having another individual (in person or remotely) take the exam;
   - Using artificial intelligence, automated scripts, bots, or any non-human tool to generate or submit responses;
   - Sharing login credentials, passwords, exam access codes, authentication links, or biometric data;
   - Possessing, installing, configuring, activating, employing, or otherwise utilizing any remote desktop software (including but not limited to TeamViewer, AnyDesk, AnyConnect, Splashtop, Screen Connect, Chrome Remote Desktop, or similar tools), screen-sharing platforms, virtual machines, VPNs, proxies, SOCKS proxies, tunneling services, Tor, or any other form of remote access, remote control, location masking, or identity concealment technology that allows a third party (human or automated) to view, interact with, or control the student's testing device or environment (such software and other technologies, hereafter referred to as "Proxy Technology");[1] and/or
   - Using any second device[2] (laptop, desktop, phone, tablet, or other hardware) that communicates with, mirrors, captures, or receives data from the testing device or environment during the assessment window, even if the second device is never shown to the webcam.
2. *Manipulating, Modifying or Changing Software or Other Computer Settings.* Any act or attempt to manipulate, modify, alter, change, tamper with, reverse-engineer,

[1] See Section F below for further requirements with respect to Proxy Technology

[2] A cell phone is permitted in the testing room if and only if it is completely powered off and secured within a properly sealed, College-approved Faraday bag. Strict adherence to all protocols in the Faraday bag section is required; any deviation from these procedures including but not limited to improper sealing or failure to power down constitutes a policy violation.

decompile, patch, inject code into, debug, or otherwise interfere with the registry, operating-system programs, files, browser settings, security configurations, firewall rules, network settings, hardware identifiers (e.g., MAC address spoofing), virtual-machine configurations, or any component of the student's testing device, software environment, network connection, or the testing platform's own software (including the exam delivery client, proctoring application, required browser extensions, monitoring agents, or any related executables or scripts) in any way, including but not limited to manners that enable, facilitate, conceal, bypasses detection of, or otherwise permit the installation, activation, or use of Proxy Technology, third-party remote access or control, identity substitution, location masking, automated assistance, or any other prohibited method of completing the assessment. Examples include, but are not limited to:

- Disabling or altering proctoring-software processes, anti-cheat agents, webcam/microphone monitoring, or screen-capture detection;
- Installing or modifying drivers, extensions, scripts, or kernel-level tools to hide remote-desktop activity;
- Spoofing geolocation, IP address, or device fingerprints;
- Changing firewall rules, hosts files, or DNS settings to reroute proctoring traffic;
- Editing or deleting log files, registry keys, or system telemetry that could reveal Proxy Technology usage;
- Reverse-engineering, decompiling, patching, injecting code into, or modifying the testing platform's executable files, client application, proctoring software, or required extensions to disable integrity checks, bypass authentication, alter question delivery, or evade monitoring; and/or
- Using debuggers, memory editors, or disassembly tools on the testing platform software to inspect or alter its behavior during the assessment.

3. *Unauthorized Assistance or Collaboration.* Any communication with, or receipt of aid from, another person or artificial intelligence during the assessment, or providing such aid to another student. Examples include, but are not limited to:
   - Texting, calling, video conferencing, signaling, or receiving live help of any kind;
   - Using any AI tools (such as ChatGPT, Claude, Gemini, Copilot, etc.); and/or
   - Employing AI glasses, smart glasses, AR glasses, smart contact lenses, bone-conduction headsets, wearable cameras, hidden earpieces, or any other wearable, hidden, or emerging technology to receive or provide assistance, view exam content, or transmit information.

4. *Use of Unauthorized Materials or Devices*. During an assessment possessing, accessing, or using any resource, aid, or device not explicitly permitted by the

College or the Secure Assessment Policy. Examples include, but are not limited to:

- Notes, textbooks, phones, smartwatches, unauthorized software, calculators (when prohibited), earpieces, or any hidden electronic device; and/or
- AI glasses, smart glasses, wearable cameras, or similar technology used to secretly view, record, or capture exam content.

5. *Pre-Assessment Acquisition or Disclosure of Protected Content.* Obtaining, sharing, or using any information about the specific content, questions, or answers of an upcoming assessment before it is officially administered. Examples include, but are not limited to, purchasing or downloading leaked questions, sharing review sheets that directly correlate to actual exam items, posting questions in forums, or conducting targeted "review sessions" based on prior knowledge of the exam.

6. *Post-Assessment Tampering or Alteration*. Any attempt to change, falsify, or misrepresent assessment results, scores, or records after the assessment has been submitted. Examples include, but are not limited to, altering answer sheets, score reports, or transcripts; submitting altered screenshots; or impersonating another student to change a grade.

7. *Circumvention or Interference with Security, Proctoring, or Monitoring.* Any attempt to disable, evade, or interfere with the College's authorized security measures, proctoring systems, or monitoring tools. Examples include, but are not limited to, using VPNs, proxies, virtual machines, screen-recording software, or any tool designed to mask activity; disabling webcam/microphone; tampering with platform lockdown features; removing blue painter's tape or any other College designated item to prohibit webcam/microphone; or any other bypass of technical controls.

8. *Unauthorized Reproduction, Reconstruction, or Distribution of Exam Content*. Any attempt to recreate, reconstruct, capture, memorize, photograph, screenshot, record, or otherwise document the content of an assessment (in whole or in part) for the purpose of sharing, distributing, selling, or later use by oneself or others. This includes both pre-examination preparation and post-examination disclosure. Examples include, but are not limited to:
    - Attempting to memorize specific questions, answers, or formats and later writing them down or sharing them;
    - Taking screenshots, photographs, screen recordings, audio recordings, or using any other capture method during the assessment;
    - Reconstructing or "brain-dumping" exam questions after the assessment and sharing them with other students (current or future);
    - Posting, uploading, selling, or distributing reconstructed exam content on forums, social media, Discord, Reddit, Chegg, Quizlet, Course Hero, or any other platform; and/or

- Providing reconstructed exam material to tutoring services, study groups, or third parties.

9. *Prohibited Hardware and Environmental Controls*. Possessing, using, or having during the assessment any second device, external monitor, HDMI/USB splitter, video capture device, MyFi, Bluetooth or other similar devices or any hardware capable of duplicating, capturing, or transmitting the exam screen or environment.[3]

10. *Any Other Act or Omission That Undermines Assessment Integrity.* Any conduct not captured in categories 1–9 that nevertheless compromises the fairness, security, or validity of the assessment process or the student's true demonstration of knowledge.

Any act of Exam Fraud constitutes a serious violation of the College's Code of Conduct, the Secure Assessment Policy, and the ethical and professional standards required of all nursing students and future licensed nurses. This prohibition is absolute and applies without exception to every assessment, in every format and on every platform, including, without limitation: (i) in-person, remote, proctored, non-proctored, or hybrid examinations; and/or (ii) any third-party or College-administered platform, whether current or future, including but not limited to Examplify, Canvas, ProctorU, Kaplan, Lippincott, HESI, ATI, or any successor or similar system. No assessment is exempt. There are no exceptions based on format, location, proctoring method, or technology used.

[3] When an assessment is being proctored remotely, students must perform a full 360° room scan and place all phones, tablets, and secondary devices in a sealed envelope or location clearly visible to the proctor and outside arm's reach before the exam begins.

C. Detection and Monitoring

To safeguard the integrity of its assessments, Jersey College employs a comprehensive, multi-layered system of real-time, continuous, and retrospective monitoring and auditing of the testing environment. These measures are designed to detect and deter Exam Fraud while preserving the validity of results.

Students who participate in any Jersey College assessment — whether in-person, remote, proctored, non-proctored, or using any platform — expressly consent to comprehensive, continuous, real-time, and retrospective monitoring and auditing of their entire testing environment. By registering for the course, enrolling in the program, scheduling the assessment, or simply beginning the examination, the student irrevocably consents to this monitoring and expressly acknowledges and agrees that they have no reasonable expectation of privacy whatsoever during the entire examination period, including any preparatory actions, the assessment itself, and any post-submission activities related to the exam.

This consent and waiver of privacy rights applies without limitation to every device the student uses or intends to use for the assessment (including any personally owned, privately purchased, borrowed, shared, rented, or third-party computer, laptop, tablet, smartphone, or other hardware) and specifically includes, but is not limited to, the following monitoring and auditing activities:

- Analysis of software, browser tabs, processes, extensions, background applications, and system logs;
- Review of network traffic, IP addresses, geolocation data, VPN/proxy/tunnel usage, and any attempt to mask or alter identity or location;
- Webcam video, microphone audio, screen activity, keystroke dynamics, mouse movements, gaze tracking, and other behavioral biometrics (where technologically available);
- Detection of AI tools, screen-sharing/recording software, virtual machines, remote desktop applications, hidden processes, or unauthorized assistance signals;
- AI-powered and manual anomaly detection, including unusual response times, copy-paste patterns, external communication attempts, or deviations from historical performance baselines;
- Post-examination forensic review and cross-referencing with prior assessments or known fraud indicators;
- Detection of any second device, HDMI splitter, capture card, external display, smart contact lens, bone-conduction device, or any hardware/software that has communicated with the testing device during the exam window; and/or
- Mandatory local integrity scan (provided by the College) that detects known AI inference processes, remote-desktop clients, and virtual-machine artifacts prior to and during the exam.

Students understand that monitoring tools may incidentally capture personal, private, or sensitive information present on their private devices or in their surroundings, and they

voluntarily and knowingly waive any and all privacy rights, claims, or objections under federal, state, or common law with respect to such data during the examination period. This waiver is a condition of being permitted to take the assessment and cannot be revoked once the examination period begins.

Any attempt to disable, circumvent, block, or interfere with any aspect of this monitoring, or any refusal to consent, will result in immediate termination of the assessment (with a grade of zero), prohibition from further remote testing, and referral for disciplinary action under Section F.

D. Interventions

Jersey College reserves the sole, absolute, unconditional, and non-reviewable discretion to intervene in any assessment (at any time before, during, or after the examination period) whenever, in the College's sole judgment, such intervention is necessary or advisable to protect the integrity, fairness, security, validity, or reliability of the assessment process or to prevent Exam Fraud.

Intervention authority may be exercised based on, but not limited to, any of the following (the list is illustrative only and not exhaustive):

- Any alert, anomaly, deviation, or finding arising from or out of real-time monitoring, AI-powered detection systems, forensic analysis, or post-examination review;
- Any suspicion of Exam Fraud, including, without limitation, the mere presence, installation, or residual files of any Proxy Technology on a testing device;
- Direct observation, credible report, or other indication of prohibited conduct
- Any attempt (successful or unsuccessful) to disable, circumvent, block, interfere with, or tamper with any monitoring, proctoring, lockdown, or security tool;
- Any other circumstance the College determines warrants intervention.

The following are examples of possible interventions:

- Immediate termination of the current assessment with an automatic grade of zero, regardless of how much of the exam has been completed or how the student was performing;
- Requirement that the student initially take or retake the assessment on a College-designated or College-issued device or a paper-based examination;
- Immediate seizure, inspection, or forensic imaging of the student's testing device(s) and any associated accounts or data; and/or
- Any other measure the College deems necessary or appropriate to ensure the assessment accurately reflects the student's own knowledge and abilities without external assistance.

All interventions under this section may occur without prior notice, without a hearing, without any opportunity to be heard, and without any right of appeal or review at the time

the intervention is imposed.[4] Moreover, the College's intervention authority expressly includes the right to require immediate forensic imaging, remote or in-person seizure, or inspection of the student's testing device(s) and any other device that has communicated with it during the assessment period.

E. Proxy Technology

The mere presence, installation, configuration, availability, or residual files or any communication with any Proxy Technology (including on any secondary device that has interacted with the testing device) on any device used or intended to be used for a Jersey College assessment is itself a violation of this Secure Assessment Policy and shall be deemed clear and convincing evidence of intent to commit Exam Fraud. To rebut this presumption, the student bears the heavy burden of proving, by clear and convincing evidence, that the software was installed and retained solely for a legitimate, documented, non-examination-related purpose that has no conceivable connection to any academic assessment (e.g., verified current employment requirements or court-ordered obligations), supported by contemporaneous documentation that must be produced immediately upon request.

To avoid triggering this presumption, students should never use any machine or device that contains Proxy Technology for any Jersey College assessment. Further, students should never install such technology on any device they may use for testing, and if any Proxy Technology has already been installed, they must permanently remove such technology prior to any assessment. Students bear sole and personal responsibility for ensuring that every testing device is completely free of such technology. Claims of inadvertent installation, forgetfulness, or "it was for another purpose" will not be accepted as mitigation. Any student found to have Proxy Technology present on a testing device will face immediate intervention under Section E (including termination of the current assessment with a grade of zero) and automatic referral for disciplinary action under Section F, up to and including permanent expulsion and reporting to the State Board of Nursing.

Beyond the specific prohibition on Proxy Technology, this Secure Assessment Policy treats every testing device as a dedicated academic and professional work machine. Students must use such devices solely for Jersey College coursework, assessments, and related academic activities. Only College-approved software, applications, browser extensions, and tools may be installed or retained on the device. Students are prohibited from allowing any other person to use, access, or install software on the testing device. Neither the student nor any third party may install, configure, or leave residual files of any non-approved program or tool. The device must be maintained in a clean and secure condition, free of any software, tool, residual file, or configuration capable of providing an unfair advantage or facilitating academic dishonesty. This obligation is continuous and applies each time the device is used for any assessment, regardless of whether the device

[4] Any disciplinary action arising out of the interventions is subject to the Dispute, Investigations and Institutional Appeal Policies in the Academic Catalog.

previously passed review. By proceeding with an assessment, the student affirms, under the same standard of accountability set forth above, that the device has been fully prepared in accordance with this policy. Any violation of these requirements will result in immediate intervention under Section D (including termination of the current assessment with a grade of zero) and automatic referral for disciplinary action under Section F, up to and including permanent expulsion and reporting to the State Board of Nursing.

F. Disciplinary Actions

Any act of Exam Fraud — regardless of whether it is established by direct evidence, circumstantial evidence, forensic analysis, monitoring data, anomaly detection, or reasonable suspicion — constitutes a serious breach of the College's Code of Conduct, the Secure Assessment Policy, and the ethical and professional standards required of nursing students and future licensed nurses. Such conduct directly endangers patient safety, undermines the integrity of the nursing profession, and erodes public trust in the credentials issued by Jersey College.

In addition to any immediate interventions imposed under Section E, the College will promptly initiate a formal investigation into the alleged Exam Fraud in accordance with the Dispute, Investigations, and Institutional Appeal Policies published in the Academic Catalog. Pending the outcome of that investigation, the College may impose immediate academic suspension or any other temporary measures it deems necessary to protect academic standards.

If the investigation determines that Exam Fraud has occurred, the College may, in its sole and absolute discretion, impose any sanctions it deems appropriate and necessary, including but not limited to any one or more of the following, in whole or in part, and such sanctions may be imposed cumulatively:

- Automatic failure of the affected assessment and the entire course in which it is administered, with no opportunity for make-up, remediation, or credit;
- Immediate academic suspension from the College;
- Permanent expulsion (termination) from Jersey College, with no possibility of readmission;
- Revocation of any previously awarded credits, certificates, diplomas, or degrees;
- Permanent notation on the student's official transcript and disciplinary record, which shall be disclosed to any licensing board, employer, educational institution, or third party upon request;
- Mandatory reporting to the State Board of Nursing (or equivalent regulatory body) and to any other relevant licensing or certification authority, which may result in permanent ineligibility for licensure, certification, or future practice in healthcare;
- Forwarding to federal, state, or local law enforcement for criminal investigation and prosecution;
- Referral to the provider of any assessment platform or proctoring service (such as Examplify, ProctorU, ATI, HESI, Kaplan, etc.) for civil action or prosecution; and/or

- Any other sanction the College determines to be appropriate under the circumstances, including but not limited to monetary fines, restitution, or any additional penalties permitted by law or College policy.

In addition, the College reserves the absolute and unilateral right to void any past assessment, grade, course credit, certificate, diploma, or degree retroactively upon discovery of a violation, regardless of when the violation is identified or whether the student has already graduated or obtained licensure.

EXAM PROCEDURES

A. General Exam Information

1. **Timing of Exams**: Exams will be administered during scheduled times (see syllabus, course calendar, and/or master Exam calendar). Exams are timed. Generally, Exams range between 1 and 2 ½ hours, but can be as long as 4 hours.

2. **Question Types**: Exams typically have between 50 - 150 questions and, where possible, utilize licensure based-style Exam questions (e.g., multiple choice, select-all-that-apply, hot-spots, audio questions, case studies, etc.). Examinations cover information from classes, course textbook(s), ancillary readings and assignments and/or general knowledge and critical thinking. Questions and answers on the Exams are randomized and backwards test navigation is disabled (i.e., students cannot go back after answering a question).

B. Exam Testing Software and Platforms

1. **Software and Platforms**: The primary Exam testing software utilized by Jersey College is Examplify – the ExamSoft, Inc. platform. The College also utilizes the testing platform in Canvas quizzes (all Exams and quizzes individually and collectively, referred to hereafter as "Tests" or "Exams"). Moreover, the college may utilize other third-party testing platforms, including, but not limited to, the Canvas learning management system, Elsevier's HESI testing platform and ATI's testing platform.

2. **Access to Software and Platforms**: Access to the Tests are available through the following links:

   Examplify: www.jerseycollege.edu/files/2915/8464/9498/Examplify_Login.mp4
   Canvas: www.jerseycollege.instructure.com

3. **Computer Requirements, Compatibility and Updates**:
   a. Examplify:

      (i) *Minimum Requirement*: The minimum system requirements for Examplify are published at https://support.examsoft.com/hc/en-us/articles/11145767390477-Examplify-Minimum-System-Requirements Students are informed that while Examplify may support non-window-based operating systems, the College does not provide support for such systems and computers. As such, to minimize potential compatibility issues, all Tests conducted through Examplify should be taken on computers that meet Jersey College's minimal computer specifications. Computer specifications are available at:

https://www.jerseycollege.edu/application/files/3416/6448/0156/Technology_for_Coursework.pdf. Further, students are advised that Jersey College does not recommend undertaking Examplify Tests (1) on machines with a MACOS and/or Apple IOS, including such devices as Macintosh laptop or desktop, Ipad, Iphone, etc., and (2) on any type of tablet or cellular phone. Finally, students are notified that Examplify does not support Chromebooks, Android or Linux operating systems. Students are solely responsible for any issues and/or problems related to taking a Test on a machine (or operating system) not supported by the College and/or by Examplify.

(ii) *Updates:* Students are responsible for ensuring that the testing machine, operating system, Examplify software and other software on their devices utilized for Testing are up to date and the most current version. Students are solely responsible for any issues and/or problems related to taking a Test on a machine that has not been updated (e.g., bios, OS, Examplify software, other software, etc.).

(iii) *Account Setup:* Students are required to undertake and complete any and all account setup and activation requirements associated with Examplify PRIOR to the scheduled Test date. Students are solely responsible for any issues and/or problems related to failure to setup an Examplify account PRIOR to the scheduled Test date.

b. Canvas: Tests undertaken through the Canvas system can be accessed through a variety of devices: (i) personal computers (Microsoft and Mac operating systems), (ii) tablets (iPads), and (iii) internet enabled mobile phones with browsers. The minimum device requirements for Canvas are available at https://community.canvaslms.com/docs/DOC-10720-which-browsers-does-canvas-support.

c. HESI/ATI: Students are required to setup a user account and passcode for all Tests conducted utilizing the HESI or ATI platform PRIOR to the scheduled Test date. The computer requirements for these platforms are available from:

HESI: https://hesi.elsevier.com/systemChecker/index.html
ATI: https://www.atitesting.com/technical-requirements

Students are also required to undertake and complete any and all compatibility tests associated with the HESI and/or ATI platforms PRIOR to the scheduled Test date.

4. **Internet Access:** Examplify, Canvas, HESI and ATI require Internet access. Examplify requires Internet access at the time of downloading and uploading of the Test, while Canvas, HESI and ATI require Internet access throughout the entire Exam. While Jersey College campuses are equipped with Internet Access, the speed, reliability and accessibility are not guaranteed. To the extent Internet access for Canvas, HESI and ATI Tests is unavailable or interrupted at a campus

(immediately prior to or during a Test), Jersey College, in its sole discretion, shall have the right to cancel, reschedule or otherwise modify the planned Test. Unless an Examplify Test has not been published by Jersey College within two (2) hours of the scheduled start time of such Test, students are solely responsible for the inability to test due to any and all interruptions or unavailability of Internet access at a campus. In the case of an Examplify Test published within two (2) hours prior to the scheduled start time, Jersey College, in its sole discretion, shall have the right to cancel, reschedule or otherwise modify the planned Test due to the unavailability of Internet.

5. **Start and End Times of Tests:** The start and end times for Tests are set forth in (i) the Master Exam Calendar posted on the Jersey College website under student resources and accessed at https://www.jerseycollege.edu/student-resources/syllabi, (ii) course syllabus or (iii) per schedules posted by faculty members. Times and dates for Tests are subject to change. Jersey College will use reasonable efforts to inform students of any such modifications to previously provided Test dates and times.

   a. Examplify: Students are responsible for downloading Examplify Tests prior to the Test start time. To accomplish this task, students typically receive an email (sent to the student's Jersey College email address) containing Test information (e.g., name of the Test, the student's username, account password, available download times, upload times, etc.). Students are warned that the Examplify Tests are only available for download and upload for a limited period of time. Students who fail to download or upload a Test by the established time will forfeit their right to take the Test.[5] Students are also advised that delaying downloading of a Test may result in loss of test time; that is, students will have less time to take the Exam than the scheduled length of the Exam. As such, students should download Exams as soon as they are published, start their Exams at the scheduled time and upload as soon as they finish the Exams to provide appropriate time to address technical or other issues that may arise and avoid forfeiture of Tests.

   b. Canvas, ATI and HESI: Tests undertaken through Canvas, ATI or HESI open[6] at the scheduled start time of the Exam and close[7] at the scheduled end time. Tests are only available to be taken during this limited period of time. Students should promptly start their Exam. Students that begin an Exam after the

[5] Subject to adjustment only (i) under extreme and special circumstances, (ii) with appropriate documentation and (iii) approval from the Campus Dean and Campus Director/Administrator (who will consult with the Central Office).

[6] Students can begin the Test

[7] Test is no longer able to be taken

scheduled start time may have less time to take the Exam than the scheduled length of the Exam.

6. **NCLEX-Style Testing:** To mirror the NCLEX testing environment, for computerized Tests, students are not allowed to skip questions or go back to review or change previous questions. Tests do not allow students to move and/or skip to the next question without answering the current question.

C. Proctoring Methods

Jersey College utilizes a variety of proctoring to promote secure assessments. The syllabus for each course contains the secure assessment testing method(s) utilized for that particular course. No matter the method utilized, students must strictly adhere to the college's Code of Conduct (including Academic Honesty) set forth in the Academic Catalog.

1. **In-person Campus Testing:** These Exams are proctored at the local campus and are subject to and conducted in accordance with the in-person testing rules described below.

2. **Non-proctored, Open-Book Computerized Test**ing: These Exams are taken off-campus and do not require a proctor. The Exams are secured through the utilization of unique usernames, passwords, exam codes, start/end times for exams and upload and download times. The Tests are open-book (but not open access). As such, Exam lengths have been shortened limiting student's ability to research and utilize outside resources. The college tracks IP addresses and other data to promote the integrity of the Exams and this secure assessment method.

3. **ProctorU Testin**g: These proctored Exams are taken-off campus utilizing ProctorU -- a third-party proctoring platform that utilizes webcams to actively (in-real time) monitor, proctor and administer Exams. To utilize the platform students must comply with the system and equipment specifications set by ProctorU – see https://www.proctoru.com/proctoru-google-resouce-center. Students also will be charged an additional fee for utilizing ProctorU.

4. **Institutionally Approved Proctor and Testing Site:** This testing method utilizes pre-approved proctors and testing sites for off-campus Exams. Students are required to obtain college approval for the proctor and site within the first two weeks of the term. The following chart provides information for establishing and obtaining college approval of a proctor and testing site.

Acceptable Person to Serve as a Proctor	Supporting Documentation Needed (one criterion needed)
A member of the teaching faculty or an educational administrator at any accredited higher education institution	• A web address for the institution's staff directory where the proctor's name/position appears • A letter on official College letterhead from the College's administration attesting to the faculty or administrator's status as an employee
A state-certified secondary school teacher or librarian	• A letter on official letterhead from the School's administration attesting to the faculty or administrator's status as an employee • A web address for the organization where the proctor's name appears
A public librarian or other qualified library staff member	• A letter written by the proctor's supervisor or library administration attesting to the staff member's status as an employee • A web address for the organization where the proctor's name appears
An employee who holds a higher rank than the student in the same company/agency where the student is employed	• A letter on official letterhead from the proctor's supervisor or Human Resources department attesting to the proctor's employment with the organization and that the proctor holds a higher rank in the organization than the student
A person who is an active member of the clergy	• A letter on official letterhead verifying the proctor's position/ordination • A web address for the organization where the proctor's name appears
Professional Testing Centers	• A letter on official letterhead from the testing center manager verifying the site's mailing address, phone number, and email address
Other nominated proctor	• Documentation to be determined on an "as needed" basis

D. Test Preparation

1. **General Preparation:** Students must be ready and capable of starting their Tests at the designated start time. As such, students are responsible for being at their designated testing space at least thirty minutes prior to scheduled start times for Test and undertaking the following pre-Test preparation activities:
   - Having a fully charged laptop and/or other computer device AND the A/C adaptor for the device(s);
   - Testing of Internet access for stability and reliability (for HESI, ATI and Canvas exams);
   - Conducting pre-Exam compatibility software tests and hardware tests[8], including
     - Downloading of Exam Software, Web Browsers and Other Software

[8] Certain platforms include/require students to conduct compatibility tests prior to taking the Exam. For instance, all HESI exams require this action to be performed prior to every test.

    - Updating of Operating Systems, Exam Software, Web Browsers and Other Software
- Possessing their username and password for Examplify Canvas, ATI, and/or HESI access;
- Accessing Jersey College's email system and/or the Canvas email system to obtain their Exam IDs, Exam Passwords and other Test information required for the Examinations;
- Bringing basic wired headphones (wireless headphones and/or headphones with Bluetooth capabilities may not be utilized in the testing environment);
- Turning off antivirus software[9]; and
- Ensuring logged into correct account and testing under the correct credentials (the college recommends that students logout of and then back into Testing platform prior to testing)[10];

2. **In-Person Test Preparation:** The following additional test preparation activities should be undertaken for in-person tests:
    - Arrive at the campus at least thirty minutes prior to the scheduled start time for the Test;
    - Bring student ID card and place on desk;
    - Do NOT bring any personal items to the Test (leave in car or at home); and
    - Utilize bathroom facilities prior to the scheduled start time for the Test.

E. In-Person Test Rules

The college has a ZERO tolerance for cheating. The following provides rules and policies that must be followed by students during in-person Tests. This list is an overview of standards expected and is not intended to be exhaustive. The general Code of Conduct principles set forth in the Academic Catalog of the college apply to all Tests.

1. **Bathroom**: Students should utilize bathroom facilities prior to the start of the Exam. We do NOT expect that students will need to go to the bathroom during the Exam. In the case of a bathroom emergency during an in-person Test, the student should raise their hand. The proctor will walk over to the student. At this point the student must turn his/her test and answers over. The test and answer sheet must be placed face DOWN. If the student is taking the Test on the computer, the student must lower his/her laptop screen, so that other students cannot see the screen. The proctor will then walk the student to the bathroom and wait. The proctor may wait

[9] Certain anti-virus applications may block the computerized platforms (Examplify and Canvas) from starting properly or can affect their performance during a Test. When taking any Test, students must disable the anti-virus software before taking the Test and re-enable it after closing the Test. Failure to disable the anti-virus may result in the corruption of an Exam answer file. Jersey College cannot recuperate corrupt answer files and the Test will be forfeited.

[10] Students are responsible for verifying prior to the start of each Test that they are testing under the correct student ID and password. Typically, the student's name will be displayed in the center of the screen. If there is a discrepancy, students should immediately notify the proctor (for in-person) or help desk (for all other Tests). If a student tests under another student's name, the Test may be invalidated and the Test will be forfeited.

inside or outside of the bathroom (depending on type of bathroom, gender of student and proctor, etc.).

2. **Preparedness:** Students are responsible for all materials required to test – laptop, charger, downloading of Exam prior to start time, etc. Students that are unprepared are subject to a ten percent (10%)[11] penalty (unless waived by the Director/Administrator). In addition to or instead of the point deduction, unprepared students may be (i) dismissed and not allowed to take the Exam or (ii) required to take the Exam in the Situation Room or other area.

3. **Seat Assignment**: For in person testing, seating will be assigned by the proctor. Students are not allowed to determine their own seating.

4. **Remain Seated:** Students must remain in their seats at ALL times and be silent!![12]

5. **Material on Desk**: Students should not have any materials on their desks or under their desk during an in-person test, except as set forth below:

Computerized Examination[13]	Paper Examination
• Identification • Computer • Bottle of water (with no label and clear bottle) • Faraday bag • Whiteboard • Basic Wired Headphones (headphones with Bluetooth or wireless are not allowed) • Mouse	• Identification • Pencil • Calculator (if allowed) • Bottle of water (with no label and clear bottle)

6. **Personal Items**: Personal items should be not brought to a Test, including:
   - Jackets
   - Lab Coats
   - Cameras and all electronic devices (out of pockets and in front of the room – in basket or table)
   - Pocketbooks and Wallets (wallets that placed into a person's back pants pocket and are not taken out during a Test are permissible)
   - Hats/Gloves/Scarves
   - Jewelry (necklaces, watches, bracelets etc.)
   - Lip balm

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[11] 10% of the total points on the exam. For instance, a student who took a 50 point (question) test and achieved a score of 45 out of 50 (5 wrong answers) would then lose an additional 5 points resulting in a 40 out of 50 --- a grade of 80%.

[12] Students must remain in their seats unless authorized to leave the room (e.g., approved bathroom break, verified completion of exam by proctor, etc…)

[13] From time to time due to extenuating circumstances, the college may restrict students from bringing any materials to an in-person Test other than a computer and identification for computerized Test and a pencil and identification for a paper Test.

Such personal items should be left at home or in cars. In special cases, students may be allowed to place personal items in the FRONT of the room (not under desks). Such items should be placed in a clear bag or other similar secure enclosement. Jersey College is not responsible for personal belongings of students (either those brought into the building or left outside the building).

It is a violation of Jersey College's Examination procedures to maintain/possess ANY personal items other than items noted above in pockets or otherwise in a uniform during a Test.

7. **Faraday Bags:** Students are permitted to bring one cellphone[14] into the testing room and will be given a faraday bag by the proctor. The cell phone must be completely powered down and incapable of operation. Modes such as "Silent," "Do Not Disturb," "Airplane Mode," low-power, or any partial shutdown are insufficient and constitute a violation. Students must place the cellphone into the faraday bag and fully seal it per manufacturer instructions (e.g., folding and securing the closure). The seal must be airtight and signal-proof; partial closure or loose folding is prohibited. The faraday bag must remain sealed and the cell phone powered off for the entire duration of the assessment. Students must place the sealed bag on the desk next to the student's laptop, with the Jersey College logo facing upward and clearly visible. Cellphones are strictly prohibited in the room unless they are secured inside a Faraday bag.

   The bag must remain stationary, uncovered, and in the proctor's direct line of sight at all times. Moving, concealing, or relocating the bag (e.g., under a desk, in a bag, or behind materials) is prohibited. Proctors shall visually inspect seals and positioning for all students before the assessment begins. If a device activates (e.g., due to incomplete power-off or bag failure), the assessment for that student will be immediately terminated, regardless of intent.

   To uphold academic integrity and prevent any form of cheating or disruption, the following are strictly prohibited and will be deemed violations of the Academic Code of Conduct:
   - Possessing, accessing, or using any device not secured in a sealed faraday bag during an assessment.
   - Touching, handling, moving, opening, or otherwise interacting with the faraday bag at any point during the assessment.
   - Any device emitting sounds, vibrations, lights, or signals during the assessment, even if inside the bag, as this indicates non-compliance with power-off requirements.

[14] Jersey College is not responsible for cell phones (either those brought into the building or left outside the building).

- Attempting to circumvent the policy through methods such as using dummy devices, hiding secondary devices on person or in belongings, or employing signal boosters/amplifiers.
- Post-assessment tampering, such as opening the bag before the proctor declares the session fully concluded for all participants.

Violations may result in, but are not limited to: a zero score on the assessment, course failure, suspension, or program dismissal.

8. **Dress Code**: Students are required to wear the college approved uniform for all in-person Tests including final Exams. The dress code policy outlined in the Academic Catalog is applicable to all Tests. Students not in uniform will not be allowed to test and be subject to forfeiture of the Test.

9. **Disruptive Behavior:** Disruptive behavior during the Test is prohibited. Disruptive behavior includes, but is not limited to creating excessive noise (verbal and non-verbal) and refusal to comply with the proctor's instructions. Determining disruptive behavior is at the sole discretion of the proctor. Students will lose ten percent (10%) on their Test. If the problem persists, the student's Test will be forfeited and the student will receive a zero (0) without the ability to make-up the Test.

10. **Headphones for Tests**: Students are required to bring basic wired headphones (wireless headphones and headphones with Bluetooth capabilities are not allowed) for all computerized Exams, including, but not limited to PrepU Exams, CJE exams and other exams. Students are solely responsible for any missed questions due to the lack of headphones. Moreover, students utilizing an "internal speaker" in lieu of headphones will be subject to a 10% reduction on the total points in the exam.

11. **Start time of Tests:** The proctors will close the door at the scheduled start time for the Test. Any students not in the room at the time the door is shut will not be allowed to participate in the Test and the Test will be forfeited.

12. **End of Paper Tests:** When time is finished, proctors will notify students that the Test is over and that students have 30 seconds to put down their pencil. If students do not put down their pencil, it will be considered cheating. Students are to remain in their seat and remain silent until all Tests have been collected.

13. **Video Recording:** Video recording may be used during the administration of Tests to encourage academic honesty and ensure test security. By signing the Secure Assessment Policy Attestation, students consent to the recording of classes and Tests and the use of such recordings as Jersey College deems fit. Cases of alleged academic misconduct that are identified through the use of video recording will be

handled in accordance with Jersey College's disciplinary procedures as outlined in the Academic Catalog.

14. **Start of Tests:** After the password is read aloud, students must start the Exam. Students may receive a ten percent (10%) deduction (based on total available points) if the student delays starting the Test.

15. **Proxy Testing**: To further promote the integrity on Exams, students may be required to block the camera/web video on their computer and be requested to temporarily pause. The blocking of the camera/webcam will be accomplished through the utilization of blue painter's tape or any other item designated by the College. The tape or designated item must remain on the camera/webcam throughout the Exam. Any removal or partial removal of the tape or designated item will be considered a violation of the academic honesty policies.

    Moreover, during an exam, a student may be asked to temporarily pause their movements for one–three minutes. The temporary pause will be accomplished by (i) the proctors either verbal or otherwise (e.g., tapping a student on the shoulder, holding up a sign etc…) indicating to the student that they must immediately remove his/her hand from the mouse and keyboard and (ii) the student placing his/her hands on his/her thighs (lap) and keeping the hands there until the proctor indicates that it is appropriate to resume the Exam. A student may continue to read the question while temporarily paused, but cannot touch the mouse or screen. Any failure to comply with the temporary pause instruction will be considered a violation of the academic honesty policies.

16. **Finishing Test Early:** Students who finish an exam early should gather their belongings, quietly leave their seat and quietly leave the room. Students who finish early may not take outside materials out of their bag to review. Students who are disruptive will receive a 10% deduction on their exam.

17. **Questions and Problems:**
    - Questions: Students with questions, must raise their hand and wait for the proctor to approach and discuss the concern. The proctor will NOT answer any questions regarding the Test, including but not limited to, the meaning of a word, the wording of the question, etc. The proctor may only assist students with a bathroom emergency, medical emergency or an issue that is not directly related to an Exam question (e.g., missing a page from an Exam, etc.).

    - Technical Issues: Students must raise their hand if they are having technical issues (e.g., computer crashes, computer froze etc.) with their computer or the testing platform. Proctors will attempt to resolve the issue. See Technical Issues below for more details.

    - Notifications to Students for Paper Test: Proctors have been encouraged to notify students every half hour of the time remaining on the Test by writing the

remaining time on the classroom white board. In addition, proctors should verbally notify students when there is five minutes and one minute left on a Test.

- Fire Alarm During a Computerized Test: In the event that a fire alarm goes off during a computerized Test, students should shut down their computer (i.e., hold down the power button or close their laptop) and leave their computers in the classroom. The proctor will then lock the door behind them. The Exam may be resumed when students are cleared to return to the building. For Examplify Tests, a resume code will be provided by the proctor.[15] If a fire alarm goes off more than once during a Test, the Test will be invalidated[16] and rescheduled for a different date.

F. Technical Issues

A number of technology issues may occur during an Exam, including, but not limited to, loss of internet, computer reboots, battery failures and computer crashes. The college will use reasonable efforts to assist students with technical issues and resolving of the problem. Nonetheless, Jersey College is not responsible for technical issues. Students are advised to undertake the following the steps when experiencing a technical issue.

1. **Examplify Tests:** When a technical issue arises, students should restart and reboot the computer. The computer will reboot directly into Examplify, rather than the windows desktop and students will be prompted to Return to Exam or Close Exam. A resume code may be required.[17] Students are warned NOT to Close the Exam. By closing the Exam, the answer file will be automatically uploaded to ExamSoft and students will not be able to continue with their Exam.

   If students are unable to restart/reboot their computer, students will be required to re-download the Exam on a different computer. This second download is not automatic; to initiate this process students need to contact an administrator (Dean, Program Chair, Campus Administrator, or Campus Director).

2. **Canvas:** When technical issues arise with a Canvas Test students should contact the help desk immediately and seek assistance. Students should be prepared to reboot their computer or switch to another machine. Jersey College will assist

[15] By shutting down the computer, the timer on the Test is paused, and students will resume where they left off.

[16] Unless the Test has been substantially completed - i.e., 2nd alarm goes off with less than ten minutes left. In such case, the Test students will be required to return and the Test will be resumed.

[17] Resume codes will be provided by the proctor for in-person exams or will be provided in the Canvas email with the Exam passcode.

students with Canvas technical issues but students remain solely responsible for Testing access and reliability.

3. **Third-Party Tests (HESI/ATI):** When technical issues arise with third-party tests, and the issues cannot be resolved, students will need to restart the entire Test on a different computer.[18] If the technical issues are temporarily resolved, but then re-occur the student has the option of (i) taking the Exam on the troubled machine and accepting the risks associated with technical failures (loss of time, interruptions, etc.) or (ii) restarting the entire Test on a different computer.[14] In all cases, students will not be provided with an opportunity to retest on a different day as a result of technical issues related to third-party exams.[19]

[18] Students may need to retest in a different room.

[19] Jersey College reserves the right to invalidate all tests where systematic issues arise. Systematic issues involve the super-majority of testers experiencing technical issues.

Review of Examinations

Prior to grades and Exams being available for review, all Exams must undergo a complete item analysis. This analysis can take a week or more to complete. After this item analysis is completed grades are released and certain Exams may be reviewed as described below.

In any review, students are not allowed to take notes or remove test materials or utilize any review session in any manner to recreate or reproduce an Exam. **The recreation/reproduction of an Exam or an attempt to undertake such activity is a violation of the college's student code of conduct and is subject to termination from the college.** *Recreation/reproduction of an Exam includes, but is not limited to, writing notes or summaries of an Exam review during or after the Exam review has been completed, sharing of information from an Exam review with others (oral or written), or any other similar activities.*

The following table provides a general overview of Exams and the types of reviews that may be available.

Exam Type	In-Class Reviews	Outside of Class Reviews	S&O Report
Institutional Exams	Lowest Scoring Questions (when available)	No	Yes (when available)
PrepU Proctored Exams	No	No	No
Other Exams (e.g., CJE exams)	No	No	Yes (when available)

1. **Institutionally Developed Exams:** Institutional Developed Exams (aka Institutional Exams) refer to Tests that are coordinated, created and scored at a central level. These Exams are not reviewable.

   To the extent that the Exams are categorized and coded, students will be able to review[20] a Strengths and Opportunities Report ("S&O Report"). The S&O Report identifies areas of strength and areas for improvement based on industry standard

[20] Students have the right to review the S&O, but the college reserves the right to recollect these reports and/or limit the documentation that students are able to retain to ensure the reliability and integrity of the Tests. These reports belong to the college.

criteria. These include, but are not limited to, client needs, learning domain, nursing process and sub-specialty.

To the extent that the Exams are not categorized and coded faculty members may[21] have the option to review selected questions (typically the 10 lowest scoring – "Lowest Scoring Questions") in class[22] (or during a live-interaction if virtual) with the entire class.[23]

2. **PrepU Proctored Exams**. The content of these Exams are described in applicable course syllabi. These Tests are not be reviewable in any manner – there are no in-class reviews, no S&O Reports or lowest scoring questions reviews.

3. **Other Exams**. Others Exams such as Clinical Judgement Exams ("CJE") are not reviewable. Students will be able to review[24] a Strengths and Opportunities Report ("S&O Report"), when available. The S&O Report identifies areas of strength and areas for improvement based on industry standard criteria. These include, but are not limited to, client needs, learning domain, nursing process and sub-specialty. Faculty members do not receive the Lowest Scoring Questions on these Exams.

[21] Subject to the Assessment Department's authorization and ability to compile and forward this information. Authorization is at the sole discretion of the Assessment Department.
[22] In-class reviews should be conducted under the same secure procedures as an Exam. Therefore, the following activities are prohibited by students during in-classroom reviews (i) standing, (ii) conversations, (iii) cellphone usage, (iv) laptop usage, (v) note taking, (vi) reviewing of textbooks and (vii) utilization of writing utensils.
[23] Students will not receive a copy of the Exam or a copy of their bubble sheet during such review.
[24] Students have the right to review the S&O, but the college reserves the right to recollect these reports and/or limit the documentation that students are able to retain to ensure the reliability and integrity of the Tests. These reports belong to the college.

Make-up Examinations

The course calendar and/or master exam calendar provides the exact dates of all Exams scheduled in the term. Students must take Exams on scheduled dates and at scheduled times to avoid a penalty. In general, there are no make-up exams. However, please refer to your course syllabus for the specific make-up policy for the course.

Special Accommodations

Jersey College is committed to providing equal access to programs and services to individuals who suffer from a physical or mental impairment that substantially limits one or more major life activities, including learning. To receive special accommodations, individuals are required to present documentation stated below **at least three (3) weeks** prior to an Exam. All medical and supporting documentation submitted will be kept confidential, and will be used for the purpose of assisting Jersey College in determining the suitable accommodations necessary for the candidate, if any. The final decision regarding an accommodation request lies with Campus Director/Administrator. The Campus Director/Administrator's decision will be communicated to the student prior to the Exam. The Academic Catalog contains additional details and procedures with respect to requesting special accommodations with respect to examinations.

Exhibits

Exhibit A

USING EXAMSOFT FOR COMPUTERIZED EXAMS

Examsoft usernames and passwords are the same as students' Jersey College email addresses and password.

For example, Jane Doe uses the following credentials to access Canvas and Jersey College email:

Username: jane.doe@jerseycollege.edu
Password: Password1!

Her Examsoft login credentials would be as follows:
Username: jane.doe@jerseycollege.edu
Password: Password1!
Institutional ID: JerseyCollege

For more information and videos on Examplify, please review instructions in the JC101 course in Canvas or click the following link:
https://support.examsoft.com/hc/en-us/articles/11145989728525-Examplify-Get-Started-with-Examplify-Video-Guide#h_01GE01JW07VABQJTDG3EKSFHSH