

## Didactic Testing Attendance Policy

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**Applies To:** Students

**Date of Revision:** April 11, 2023

**BACKGROUND:**

To ensure the integrity of the PA cohort and uphold PAEA and ARC-PA standards, all course examinations must be proctored in person and occur simultaneously for all students.

**DEFINITIONS:**

Course examinations: any quiz, test, exam, mid-term, or final examination.

**PURPOSE:**

To ensure that students do not have access to examination materials before or after an examination is delivered, all students are required to take all forms of testing (quizzes, tests, exams, mid-terms, and final exams) at the same time under the proctor of an PA Program faculty/staff member. Exams taken prior to or after a scheduled time could potentially compromise the validity of the exam should a student either gain or give exam information to other students.

**POLICY:**

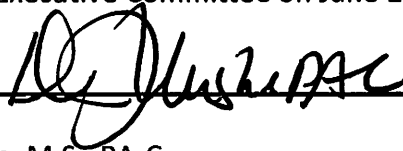
All tests of any kind as defined above shall be listed in the course syllabus on a course timeline. All students taking a course are aware of testing dates and that they are required to sit for the exam at the scheduled time/place. Any student with an excused absence on test day will need to submit their reasoning to the instructor of record, the program associate director, program director, and academic coordinator prior to the schedule conflict. Any failure to make this request before exam time, or in the event of an unexcused absence, will result in a "0" score for that exam. No re-take will be allowed. If an absence is approved as excused, or if taking the exam early is approved, there will be no deduction in the raw score. This policy does not apply for absences in a course on non-test taking days (see attendance policy).

**PROCEDURE:**

The student is required to show up on time for all scheduled exams. Upon recognition of an emergency or urgent schedule conflict, the student will notify the instructor of record, academic coordinator, associate program director, and program director. If the absence is approved as excused, the student will be allowed to take the exam at a different time that will be decided by the instructor of record. The exam format will be decided upon by the instructor of record. There will be no deduction in the maximum score. If the student request is denied, or in the event of an unexcused absence exam, the student will be allotted a 0% for that exam and will not be offered another exam or re-take opportunity.

Approved by Faculty Executive Committee on June 18, 2023

*Signature on file*



6/18/23

Signature

Date

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CMU PA Program Director