Yale SCHOOL OF NURSING

STUDENT GUIDELINES FOR OFF-CAMPUS EXAMS

All students taking an assessment off-campus must follow these guidelines to receive credit for their score.

PROCESS
Off-campus students will be proctored (sometimes along with on-campus students) by the instructor and/or additional YSN proctors via Zoom videoconferencing.

Off-campus students are responsible for the following on the day of the assessment:
1. their YSN-issued iPad for taking the assessment *(no other iPads or devices may be used)*
2. a second, separate device capable of connecting to Zoom
3. power cables/sources for both devices
4. a reliable, consistent internet connection
   NOTE: Most HIPAA-compliant locations, including a wide variety of clinical settings, have strict network limitations (firewalls, etc.) that could completely block or severely interrupt communication services like Zoom. Advance testing is strongly recommended; YSN cannot provide support for such networks, and students may need to contact local network support in advance of the assessment.

Beginning just before and continuing for the duration of the assessment, off-campus students must be logged into the Zoom room provided by the instructor. Their audio and video must be on, with the video feed showing all the following:
1. the student's YSN-issued iPad, with the screen visible
2. the student's hands and lap/desk surface
3. the student's face

Note: Students may not take restroom breaks during Zoom-proctored exams except as per SAS-documented accommodations. Accommodations questions can be directed to the YSN Office of Student Affairs.

RATIONALE
These guidelines serve to ensure that the experience of off-campus students mirrors that of on-campus students as closely as possible. **Off-campus exams are not a standard part of the YSN curriculum and occur only with individual instructor permission (in consultation with the Specialty Director and other school administration) or in extreme cases as determined by the Dean.**

STUDENT SUPPORT
In addition to providing a consistent experience, the Zoom connection also provides reliable support for all off-campus students taking the assessment. They have a direct, consistent connection not only to the instructor proctoring the assessment but also to the experience of students on-campus. Additional instruction or updates given in the classroom are immediately available to off-campus students.

It is strongly recommended that students test Zoom ahead of time in the location where they plan to work. While the instructor may or may not be available for advance testing, Zoom has self-testing features that can confirm a location's suitability. Students may also need to reach out to on-site network support at their locations.

FOR:	CONTACT:
iPad issues and Yale systems support (VPN, Duo Mobile, Zoom app download/update, NetID/login, etc.)	Assad Layne (assad.layne@yale.edu)
ExamSoft support (Examplify app)	Joshua Gleason (joshua.gleason@yale.edu)
Zoom support (testing, settings, use questions)	Neal Greene (neal.greene@yale.edu)