



## Guidelines for Taking the SPHTM Challenge Exam for SPHL 6020 at a Distance

With the COVID-19 social distancing recommendations and students dispersed off-campus, special accommodations are being made to accommodate taking the Challenge Exam at dispersed locations.

**Registration:** Register for the exam using the format at <https://sph.tulane.edu/register-sphl-6020-challenge-exam> and e-mail registration to [SPHL6020ChallengeExam@tulane.edu](mailto:SPHL6020ChallengeExam@tulane.edu) and indicate if you will take the exam at an off campus site, the site location and the name & position of the proctor. SPHTM will review the testing location and proctor and you will receive confirmation.

If you request to take the exam at a distance on May 22, 2020, you must register for the exam no later than **May 15, 2020**. Later registration does not allow time to approve the testing center site.

**Testing Center Criteria:** The exam may be given at a testing center with a responsible proctor. Example include:

- College/university academic faculty members
- A commercial testing center supervisor or education testing officer
- Military testing or education officer
- Human resource manager
- Hospital education coordinator
- Embassy official
- Official in a ministry of health or other governmental agency

Proctor: the proctor must be a responsible person with: University academic or professional standing; responsible supervisory position; staff of an established testing center.

The exam proctor may not be: family member or relative; assistant, coworker or immediate supervisor; neighbor, friend or reside at same address; student; secretary, office manager or administrative assistant; anyone with a conflict of interest or interest in the outcome of the exam.

### Responsibilities of the proctor:

- Agree to serve as the proctor, follow the exam instructions and be in the testing room at all times during the examination process
- Provide the student with access to a computer with reliable Internet access
- Have a business e-mail address and be able to receive and secure the exam information
- One day prior to the exam, test the connection and access to the Tulane testing center
- Log onto the Challenge Exam URL a half hour prior to the exam. Immediately contact Tulane SPHTM if there is a technical problem [[sphelp@tulane.edu](mailto:sphelp@tulane.edu) or 504-988-2685]
- Provide the student with a quiet area conducive to testing; make sure there are no disruptions
- Check student photo ID to ensure the examinee is actually the person scheduled to test
- Ensure that the student does not access notes, articles, books or other information. A nonprogrammable display calculator may be used; provide a clean sheet of scratch paper; SPHTM will enable LockDown software during the exam.
- Ensure that the student does not have a cell phone, blackberry or other electronic communication on their person during the exam.
- Ensure no copies of the exam are made
- Make sure that the candidate completes their own exam
- Once the exam is started, the student may not leave the room – no break is allowed during the examination. The exam is concluded if the student leaves the room
- Two hours are allowed for the exam; inform the student when ½ hour remains and again when 5 minutes remain. Tell the student to 'submit' their exam at the end of 2 hours.
- Note any testing irregularities and e-mail to the Tulane testing center
- The student is responsible for any fees incurred for using the testing center. If a fee is charged for exam proctoring, request payment from the student at the time of testing. Tulane will not pay proctor fees

- If the proctor is unable to supervise the exam, contact Tulane immediately; the proctor cannot designate responsibility to another person without permission from Tulane

#### Proctoring the Exam:

Two hours before the exam, the proctor will receive an e-mail with the URL for the exam and a student user ID for the exam. Enter the URL and it will open the sign in page for the exam. It is then ready for the student to enter their user ID and password. If you have any problems or questions, please call [\[Vonnie Wright 504 259-8453\]](tel:5042598453) for technical assistance the day of the exam.