PAEA ASSESSMENT

Exam Policies

Understanding Our Shared Roles and Responsibilities

Introduction

PAEA is pleased that you have selected our assessment tools serve your PA (physician assistant) program. As with any student assessment program, the integrity of the results is dependent upon the clear and uniform application and enforcement of the exam rules and procedures. The content of our exams is proprietary, confidential, and protected by copyright law. The validity of the resulting inter-institutional comparative data, as well as the security of any personally identifiable information handled in the exam process, depends upon the security of the exams.

PAEA relies on proctors to ensure proper administration of the exams and enforcement of related policies, on the program for proper use and arrangements for the exam, and on each participating institution to support its PA program and proctors in the enforcement of these standards and rules. Thank you for your efforts in this process and for selecting PAEA Assessment products.

2019 Updates

This year, we updated several key components of the policy.

- Updated information about the End of Curriculum™ exam to include exam use, purchasing, administration, and proctoring requirements. Specifically, we have added information on the graduation/completion date, lockdown browser, and retesting requirements.
- Updated and added information about the Student Exam Box™, formerly known as the package, to include purchasing and assignment requirements.
- Updated acknowledgements to reflect these requirements, including new acknowledgements specific to purchasing, scheduling, proctoring, and taking the End of Curriculum exam, and purchasing and assigning the Student Exam Box.
- Improved information about the application of the US Family Educational Rights and Privacy Act (FERPA) and the use of student educational data.

Table of Contents

I. Purpose of the Exams

Overall Intent

PAEA Assessment offers a suite of exam products to PA programs for the assessment of their students' medical knowledge. The value of these exams is four-fold.

- **Value to the Profession:** PAEA Assessment products are written by carefully vetted subject matter experts in PA education. The PA profession can be confident of the level of knowledge that PA students have attained through the medical knowledge portion of their education.
- **Value to PA Programs:** PAEA Assessment provides national average scores for complete examination forms, which is unique among assessment products on the market. PA programs can know where their students stand relative to other students — in their cohort and across the country — on the total exam experience, not just on individual questions.
- **Value to Faculty:** PAEA Assessment products save valuable time that would otherwise need to be dedicated to developing examination questions, allowing faculty to dedicate more time to teaching.
- **Value to Students:** PAEA Assessment products provide students with feedback that can help them understand their strengths and weaknesses so that they can better prepare for the next stage of their career.

Specific Exams

Each PAEA Assessment product has a unique purpose that fits into the overarching continuum of medical knowledge examinations for PA education.

- **PACKRAT**® (Physician Assistant Clinical Knowledge Rating and Assessment Tool) self-assessment: An objective, comprehensive self-assessment tool for student and curricular evaluation.
- **End of Rotation™** exams: A set of objective, standardized evaluations intended to serve as one measure of the medical knowledge students gain during specific supervised clinical practice experiences.
- **End of Curriculum™** exam: An objective, standardized evaluation of a student's medical knowledge as one component of their readiness for graduation.

The PAEA Student Exam Box™ brings the entire suite of exams together to ensure you're providing consistent data to students in evaluation of their medical knowledge.

Use of Exams

Programs are expected to ensure that scores are used properly, in conjunction with each exam's purpose.

- PACKRAT is a self-assessment tool, and thus scores should not be used to provide students with a grade. Rather, scores should be used to assess student progress and areas for improvement. PACKRAT scores also may be used to assess how well programs are teaching content over time. National averages are given for each version after 300 administrations and updated weekly thereafter.

- End of Rotation exam scores may be used to grade students' clinical knowledge in the specialty area designated and are expected to be used in conjunction with other assessment tools before determining the final grade for a clinical rotation.

- The End of Curriculum exam is a standardized exam for which PAEA sets categorical levels of medical knowledge proficiency. Scores from this exam may be used as one component of the summative evaluation of a student's readiness for graduation.

II. Administrative Requirements

PAEA exams are offered exclusively through the secure, web-based ExamDriver platform, which provides a single space for account set-up, ordering and payment, exam administration, and score reporting. ExamDriver includes built-in measures to ensure exam content validity and the integrity of the score, as well as state-of-the-art security for program, payment, and student data. In order to ensure system security, content validity, and satisfaction of the exams' purposes, PAEA Assessment relies on users — programs, proctors, and students — to help maintain the integrity of the system. All participating PA programs share with PAEA the responsibility of enforcing PAEA Assessment policies to help ensure the accuracy and reliability of students' performance results and national comparisons. The shared responsibilities of all users are outlined below in more detail.

User programs are ultimately responsible for the proper use of PAEA Assessment products, and ensuring that their faculty, staff, proctors, and students use the exams and the system properly.

PAEA reserves the right to share the names of programs that purchase PAEA Assessment products to other PA programs for research purposes.

Appropriate Access

ExamDriver requires users to have a current email address and password to access the exam system. After initial setup, PAEA relies on programs to maintain appropriate rights for the users they allow to access their accounts. The types of user roles are:

- **Faculty:** With the highest level of access, faculty users can set up new users and classes, edit user and class information, purchase and schedule exams, view order and exam history, view student activity and score reports, and release exam results to students. Faculty users may also be assigned proctor rights (see Section V: Proctor Responsibilities).
- **Admin:** Administrative (Admin) users can do everything that a faculty user can, *except* view score reports. Admin users may also be assigned proctor rights (see Section V: Proctor Responsibilities).
- **Purchasing Agent:** Purchasing agent users can only purchase exams and view order history. They do not have access to any additional user data.
- **Remote Proctor:** Remote proctor users can only access the My Proctor Schedule tab to view events to which they have been assigned. They do not have access to any

additional user data. Remote proctors are not permitted to proctor the End of Curriculum exam.

- **Student:** Student users can take exams, view all exam events for which they have been scheduled, and view their own score history once results have been released to them. They must first be assigned to a class with a set graduation date. Student account information is archived 30 days after their posted graduation date, though it can be overridden in the case of delayed graduation.

Program staff are expected to ensure that their institution's user list is current by deactivating departed users. This can be done in the User tab by clicking Edit at the end of the user's role and selecting the "Deactivate Account" link. Timely removal of departed users ensures that inappropriate people do not have access to sensitive student and program data.

Payment

Programs are responsible for paying for exam purchases in a timely manner to remain in good standing with the Association. PAEA will release exams for scheduling before receipt of a check if the program supplies a purchase order, and PAEA will reach out if payment is not received in a timely manner.

Exam Purchasing Requirements

PAEA requires that programs using PAEA Assessment products be accredited by ARC-PA or its equivalent in other countries and, starting January 2020, be members in good standing of PAEA at any institutional level (Voting Member, Institutional Colleague, or International Colleague).

Before their first purchase, program directors must acknowledge and accept this policy document, and complete a form that is available at PAEAAssessment.org. Any approved PA program can purchase PACKRAT, at a rate of $40 per exam per student for PAEA member programs and $45 per exam per student for non-member programs. Effective January 2020, non-member programs may no longer purchase PACKRAT, though we will be more inclusive in our definition of members as noted in the previous paragraph. Only PAEA member programs may purchase End of Rotation exams, at a rate of $30 per exam per student.

Effective January 1, 2020, a new pricing structure will go into effect:

- PACKRAT will cost $45 per exam per student.
- End of Rotation exams will cost $35 per exam per student.
- End of Curriculum exams will cost $99 per exam per student. These will be available for purchase before the January 2020 release date to ensure timely scheduling.

- The full suite of PAEA exams will be available together in the Student Exam Box for $420 per student to cover the administration of up to 13 exams in a defined configuration during the student's time with the program. See below for more information.

International Institutional Colleague members may purchase exams at the discretion of PAEA. Programs must have a conversation with PAEA Assessment to assess the suitability of their technological capabilities and discuss proctoring requirements. There is an additional $5 per exam processing fee for non-US programs.

PAEA will not provide cash or credit card refunds for examination purchases. Any unused examinations that were purchased but not administered, with the exception of those purchased through a Student Exam Box, will remain in the program's account for future use. PAEA can exchange exam products if the wrong exams are purchased. Contact PAEA Exam Support for more information.

The PAEA Student Exam Box will include two PACKRAT exams, 10 End of Rotation exams (intended to provide one of each of our seven End of Rotation exams, plus three extra exams for retesting or additional rotations), and one End of Curriculum exam. Any additional exams needed for retesting may be purchased separately.

Each Student Exam Box must be assigned to a specific student and is nontransferable and nonrefundable should the student depart the program. However, programs can maintain the package if the student delays graduation for any reason.

REQUIRED ACKNOWLEDGEMENT: PURCHASING

Upon purchasing PAEA Assessment products, <u>program-sanctioned purchasing agents</u> (faculty, staff, and purchasing agents) must acknowledge the following on behalf of their program:

The purchasing program acknowledges that PACKRAT®, End of Rotation™, and End of Curriculum™ exams serve as only one source of data for assessment of students, curricula, or programs in the published content domains. It is important to acknowledge that the questions included in the exams are not exhaustive of all content needed to succeed in a clinical experience, nor of all content topics identified in the exam topic list. PAEA recommends that programs provide students with exam blueprints and program-level objectives with their syllabi, in advance of each exam, clinical experience, or relevant course. PAEA also recommends that all exams be used in conjunction with other modalities when evaluating student performance, curriculum content, or overall program effectiveness.

The purchasing program acknowledges that the content of PACKRAT, End of Rotation, and End of Curriculum exams is confidential. Compromise of security measures, willful or through negligence, will result in PAEA-determined sanctions, which may include ineligibility for future PAEA products and services and/or legal action.

The purchasing program agrees to use the exams for the purpose intended by PAEA (***Note***: *the following bullet points will appear based on what is being purchased*):

- The purchasing program acknowledges that PACKRAT is an objective, comprehensive self-assessment tool for student and curricular evaluation. It is not to be used for a grade or to determine student promotion.
- The purchasing program acknowledges that End of Rotation exams are a set of objective, standardized evaluations intended to serve as one measure of the medical knowledge students gain during specific supervised clinical practice experiences. The exams must be administered with a proctor under secure conditions.
- The purchasing program acknowledges that the End of Curriculum exam is an objective, standardized evaluation of a student's medical knowledge as one component of their readiness for graduation. It must be administered on campus with a proctor under secure conditions within four months of the student's graduation/completion date. It must be delivered in PAEA's selected lockdown browser, SafeExam Browser.

- The purchasing program acknowledges that the Student Exam Box™ entitles the assigned student to two PACKRAT exams, 10 End of Rotation exams, and one End of Curriculum exam that must be delivered in the final four months of the program. The Student Exam Box must be assigned to an individual student and it may be used for their exams for as long as they are with the program, even if they delay graduation. Once any exams have been administered, the Student Exam Box is non-transferrable and non-refundable.
- Exams are not intended to predict student performance on PANCE.

III. Program Responsibilities

To request access to purchase exams, program directors must visit PAEAAssessment.org to complete a form with their contact and program information, review the PAEA Assessment Exam Policies document, and acknowledge acceptance (see below). Within 48 hours, PAEA Assessment will create an ExamDriver account for their program.

REQUIRED ACKNOWLEDGEMENT: ACCOUNT REQUEST
Upon requesting a new ExamDriver account, <u>program directors</u> must acknowledge the following on behalf of their program:

I acknowledge that, by virtue of my role as program director, I am a steward of my program and institution's ExamDriver account and, thus, responsible for its proper use at my program. I will provide accounts only to those who need them, and will deactivate in a timely manner any accounts of those users who have left my program. I will also ensure that all student data remains secure — through appropriate system access, and transmission and storage once it is downloaded from ExamDriver — pursuant to the U.S. Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). I acknowledge that PAEA is considered to be an educational agency with legitimate educational interests under FERPA. Student data may be accessed by PAEA in situations related to program inquiries for assistance, investigation of system issues, investigations of inappropriate behavior, aggregated research, and with regard to the use of PAEA assessments by students.

Further, I acknowledge that my program is responsible to help ensure the most accurate and reliable performance results of the students in their programs, and for comparison by all user programs. A program's failure to enforce PAEA Assessment rules and policies at every stage can undermine the accuracy of the exam results, and therefore the utility of the PAEA Assessment exams as an indicator of the mastery of PA medical knowledge and skills. I acknowledge that PAEA Assessment rules and policies are intended to supplement my institution's and program's policies on academic integrity and test behavior. Failure to enforce these policies, willfully or through negligence, may result in ineligibility for future PAEA products or services and/or legal action. PAEA reserves the right to report program violations of any exam agreements to the sponsoring institution or to accreditation bodies at its sole discretion.

Appropriate Administration of Exams

Programs must ensure the appropriate administration of exams, including ensuring adequate resources and appropriate privacy. Programs must ensure that all End of Rotation and End of Curriculum exam administrations, and select PACKRAT administrations, are actively proctored.

Programs are also responsible for ensuring that faculty, staff, proctors, and students understand and abide by the PAEA Assessment Exam Policies relevant to their roles, as outlined in this document and embedded in the system as click-through agreements that are required to use the system. These policies must be supported by institutional or program policies and procedures with regard to academic integrity. PAEA Assessment can support programs in the development of such policies.

SPECIFIC REQUIREMENTS FOR END OF CURRICULUM EXAMS

Graduation/Completion Date: The End of Curriculum exam must be delivered within the final four months of the program. Programs will not be able to schedule the exam before this point, so it is important to ensure that the graduation/completion date is accurate in ExamDriver. Administration within the four-month summative evaluation period is important to the validity of the data we provide to your and other programs.

Security: The exam must be proctored in person – you may not utilize remote proctors for this exam. The exam must employ the use of PAEA's selected lockdown browser, SafeExam Browser. The tool can be downloaded from ExamDriver.com/Lockdown, where instructions and preparatory materials may also be found.

Retesting: If a student fails and needs to retake the End of Curriculum exam, they may do so only once and no earlier than 60 days after their initial administration.

Resource Materials

Program faculty should provide students with program-developed learning objectives and PAEA-provided resource guides, including exam blueprints, topic lists, and sample exams, in advance of their exams. A best practice is to provide these resources to students at the beginning of the year in which they take their exams, in conjunction with syllabi and course objectives. The program and the institution are responsible for ensuring that the proctors properly administer the tests and enforce the rules. Proctoring resources are available at PAEAAssessment.org and in the PAEA Digital Learning Hub.

IV. Test-Taking Rules and Procedures

Certain test-taking actions will trigger alerts that indicate potentially unacceptable conduct. The system generates the following alerts: Viewing Other Content, Inappropriate Key Stroke, and Screen Capture Detected. Students must understand these alerts in order to know what actions are prohibited. Proctors must understand these alerts in order to enforce academic integrity and exam policies. In each case, the proctor becomes aware and — to the extent needed — becomes involved in warning, corrective, or punitive action.

The key tool for proctoring exams is the set of system alerts. After a certain number of alerts (which varies by alert type), the student's exam will automatically pause. After two additional alerts, the student's exam will automatically end, and they will not be permitted to continue with their exam. More detailed explanation for this process is in the Proctor Responsibilities section. The following are the most important and often used system alerts:

Viewing Other Content (formerly Lost Focus)
- **What causes it:** Students are looking at content on their computer other than the exam screen (e.g., other browser windows or tabs, applications, chat boxes — including those used by remote proctoring services — or system alerts) for 10 seconds or more.
- **What it isn't:** It is not a definitive indication of inappropriate behavior. System alerts like an email or update notification can become the primary application without a student's knowledge. Also, it is not triggered when a student merely hovers over an exam question for an extended period of time to read the item. PAEA does not track what application or website students may have been looking at to trigger the alert. Thus, timely and thorough investigation is required to make a final determination.
- **Auto-Pause rules:** After three Viewing Other Content alerts, a student's exam will be paused. When investigating the alert, the proctor is expected to look for other browser windows, browser tabs, or applications that indicate inappropriate behavior, or adjustments in browser settings that do not.
- **Auto-End rules:** After two additional alerts, for a total of five alerts, the system will end a student's exam, and they will be unable to continue. When collecting additional evidence for an investigation, be sure to examine the student's browser history.

Inappropriate Key Stroke (formerly System Command Detected)

- **What causes it**: This alert is triggered if a student using a Mac uses a keystroke combination that includes the Command (⌘) and Shift keys together. This includes many of the shortcuts listed here: https://support.apple.com/en-us/HT201236. The most common examinee actions that trigger this alert include:
    - **Benign** actions such as:

Zoom (no longer needed due to accessibility features)	⌘-Shift-+
Logout	⌘-Shift-Q or Option-⌘-Shift-Q
Center align (doesn't do anything)	⌘-Shift-Space bar
Page set-up (doesn't do anything)	Shift-⌘-P
Help menu	Shift-⌘-?

  - **Inappropriate** actions such as:

Screen capture	⌘-Shift-3 (full screen) or 4 (selected area)
Open Spelling and Grammar app (which does include a medical dictionary)	⌘-Shift-:
Switch windows	⌘-Shift-~
Select text (could be used with copy and paste actions; look for other open documents)	⌘-Shift and any arrow key
Paste and match style	Option-⌘-Shift-V

- **What it isn't:** It is not a definite indication of inappropriate behavior. PAEA cannot tell what specific action the student took to trigger the alert. Thus, timely and thorough investigation is required to make a final determination.
- **Auto-Pause rules**: After one Inappropriate Key Stroke alert, a student's exam will be paused. In the course of the investigation, if the student is found to have taken screen capture images, those files must be deleted from the computer and permanently deleted from the Recycle Bin if kept digitally or destroyed if they are in hard copy

form. Also, please notify Exam Support so that PAEA can investigate whether exam content has been published online.

- **Auto-End rules:** After two additional alerts, for a total of three, the system will end a student's exam. As above, programs must investigate whether screen capture images or documents have been made, destroy them, and notify PAEA so they may conduct additional investigation.

Screen Capture Detected (formerly Print Key Detected)

- **What causes it:** This alert is triggered when a PC user hits the Print Screen key. This is used for screen captures, but may also send a document to a networked printer. Be sure to check the PC's default printer for any exam content.
- **What it isn't:** This one is straightforward. This alert can only be triggered by pressing the Print Screen key.
- **Auto-Pause rules:** After one Screen Capture Detected alert, a student's exam will be paused. If, in the course of the investigation, the student is found to have taken screen capture images, those files must be deleted from the computer and permanently deleted from the Recycle Bin if kept digitally or destroyed if they are in hard copy form. Also, please notify Exam Support so that PAEA can investigate whether exam content has been published online.
- **Auto-End rules:** After two additional alerts, for a total of three, the system will end a student's exam. As above, programs must investigate whether screen capture images or documents have been made, destroy them, and notify PAEA so they may conduct additional investigation.

Other System Alerts

- **Disconnected:** This alert occurs any time a student disconnects from the exam window. This could be due to an internet outage, system disruption, or a closed browser window. If a student is in the middle of the exam, they will likely raise their hand to signal that they have an issue. The proctor may reauthorize them to continue the exam or contact PAEA Exam Support if they are unable to continue. It could also mean that the student is done and did not hit Complete before exiting the browser. If they have time remaining, the proctor may allow them to log back into their exam, reauthorize them to continue, and hit the Complete button. If they do not have time remaining or have left the room, you must wait 12 hours until the exam window closes for the exam to be auto-completed or scored.
- **Completed:** The student has affirmed that they are finished with the exam. They may not go back into the exam.

V. Proctor Responsibilities

Proctor Rights

People who are designated as proctors — whether faculty or admin users — are granted proctor rights by ticking an additional checkbox on the Edit User window. Those who will only proctor may be designated as a Remote Proctor. This functionality allows the user to proctor exam administrations and view the activity of current exam events.

Active Proctoring

PAEA Assessment requires active proctoring for End of Rotation and End of Curriculum exams and those PACKRAT exams for which the proctored option is chosen. Proctors can be program faculty or staff, university or corporate testing center staff, or clinical site staff. Regardless of whom your institution charges with this role, those individuals are responsible for:

- Being the first line of defense against inappropriate exam behavior, including issues of academic integrity and content compromise, as indicated by proctoring alerts (see Section IV: Test-Taking Rules and Procedures).
- Being logged in to the ExamDriver system to verify that students are present and authorized to take the exam and to monitor exam activity, alerts, and progress.
- Being physically present where the exams are administered and focused solely on their proctoring responsibilities.
- Ensuring the presence of enough proctors to monitor all students in the testing environment.
- Enforcing PAEA Assessment and program academic integrity policies, instructions, and exam procedures, including guarding against improper use and/or distribution of exam materials by any means.
- Reporting inappropriate exam behavior to PAEA for investigation when needed. As incidents are confirmed, proctors should notify the appropriate individuals at their institution of any students who engage in inappropriate behavior in accordance with the campus academic discipline review process.
- Notifying PAEA of any system performance issues by contacting PAEA Exam Support.

If physical proctoring is not possible for End of Rotation or proctored PACKRAT exams, institutions may work with a remote proctoring service or testing center. These companies monitor student physical and computer behavior, either physically or through webcam and screen sharing technology, and typically record the exam session in case of inappropriate

behavior that requires further investigation and an evidentiary trail. PAEA does not endorse a specific service. Instructions for setup and assignment as a proctor are available at PAEAonline.org/proctors. In addition to the responsibilities above, PAEA asks that the exam session videos, should they be taken by the service you employ, be transmitted securely, and that the videos be used only for investigative purposes and be destroyed after the investigation, in order to protect exam content. **Remote proctors are not permitted for the End of Curriculum exam.**

The key tools for proctoring exams are the system alerts. After a certain number of alerts (which varies by alert type), the student's exam will automatically pause (**Auto-Pause**). The proctor(s) assigned to the exam event will receive a notification that a student's exam has been Auto-Paused within the Alerts area of ExamDriver, indicated by a flashing red number. The proctor in the room with the student must immediately click the "Investigate" button to take responsibility for the alert, and a pop-up box will appear with more details. The proctor must then approach the student to inquire about the behavior, then add notes in the pop-up box's Comments section regarding the results of the investigation. If the proctor determines that the student has not violated the program's academic integrity policy or student honor code, the proctor may resume the student's exam by selecting "Resume Exam." If a student has violated policy, the proctor may select "End Exam" to stop the student's progress.

After two additional alerts, the student's exam will automatically end. The proctor(s) assigned to the exam event will receive a notification that the system has ended a student's exam (**Auto-End**) within the Alerts area, indicated by a flashing red number. The proctor in the room with the student must immediately click the "Investigate" button to take responsibility for the alert, and a pop-up box will appear with more details. The proctor must then approach the student to investigate the behavior, ask them to pack up their belongings and quietly leave the exam room, then add notes in the pop-up box's Comments section on the results of the investigation. A message will be automatically and immediately generated to the proctor and to PAEA Exam Support, and PAEA will be in contact with follow-up questions and to provide options for next steps. If the proctor determines that the behavior is not a violation, then PAEA will offer to resume the exam or discuss retesting options. If the behavior is a violation, the proctor must initiate an academic integrity investigation and notify PAEA of their next steps. PAEA may then hold or invalidate the score, or release it for an incomplete grade, by program request.

In cases of confirmed inappropriate exam behavior, programs — the proctor, faculty, or program director — are expected to communicate with PAEA Exam Support within 24 hours,

whether for additional guidance on how to investigate and handle the incident or with their plan for addressing the issue. Be prepared to provide the student's name; exam date, time, and type; and any other known details about the incident. PAEA will then request additional information as needed to advise on next steps.

Upon initiating a PAEA Assessment exam session, <u>proctors</u> must acknowledge and enforce the following procedures and responsibilities:

Thank you for serving as a proctor for a PAEA End of Rotation™ and/or PACKRAT® exam. In this role, you are responsible for testing at your location and for each test-taker you authorize to test.

Proctoring Procedures

- Proctors will be physically present, be able to see and be seen by all the students who have been authorized to test, and circulate around the room throughout administration. They will not do other work while proctoring the exam.
- Proctors will launch ExamDriver, read in full, and accept the acknowledgement to proceed to the proctor screen.
- Proctors will verify the identity of each test-taker either from personal knowledge or by photo identification to ensure that only eligible students listed on the student roster are present to take the exam. They may be marked as present individually or at one time if all are present.
- Proctors will authorize students to begin the exam once instructions have been given.
- Proctors will monitor the proctor screen for any notifications or interruptions in student exams and reauthorize students as necessary. These notifications may include the following alerts to irregular behavior (as described in the PAEA Assessment Exam Policies document):
  - **Viewing Other Content** messages alert the proctor about students going to websites, applications, or sources during the test, which is not allowed.
  - **Inappropriate Key Stroke** messages alert the proctor about Mac-using students employing some key stroke combination that includes Command + Shift. This generally indicates actions such as toggling between applications or windows, using the Spelling and Grammar app, or taking screenshots.
  - **Screen Capture Detected** messages alert the proctor about PC-using students using the Print Screen key to take a screenshot or print their screen.
- The system may pause a student's exam after a certain number of alerts. When this happens, the proctor must investigate the trigger for the alert, approach the student about the potentially inappropriate behavior, submit a detailed description of the evidence collected, and either end or continue the student's exam. The system will end the student's exam if the behavior continues, and the student will not be able to finish unless authorized by PAEA.

- Proctors will report any improper behavior or suspected cheating to PAEA at 1-866-749-7601 or exams@PAEAonline.org.
- Proctors will not provide any information about exam items to test-takers or assist them in answering any items.
- Proctors understand and agree that all PAEA Assessment content is proprietary, copyrighted, and considered confidential and will not copy, reproduce, record, or distribute any provided content or create a key for any assessment. Proctors will not allow students to copy, reproduce, record, or distribute any provided content or create a key for any assessment. They are required to enforce all of these rules and cooperate with any investigation that PAEA undertakes.
- Proctors shall not disclose students' personal or educational information to unauthorized individuals, except as required for the administration of exams or investigation of incidents. These protected data include names, email addresses, student exam activity and history, and scores.
- Proctors will not allow test-takers to supervise other test-takers in any aspect of the testing process.
- Proctors will obey the time duration for the test.

Proctors will notify students of the following exam rules at the start of each exam session:

- All papers, preparation materials, and personal effects (including, but not limited to notes, textbooks, electronic devices, phones, calculators, purses, and translation devices) must be powered down and stowed away now. No items other than those provided to you are allowed to be used for any purpose during the exam.
- All other computer programs, applications, and web browsers must be closed before and during the exam. The ExamDriver system will notify me with an alert if you access any other material.
- Photos or screen captures of the exam must not be taken, per your student exam agreement. The ExamDriver system will notify me with an alert if you do so.
- Talking is not permitted during the testing process.
- No assistance may be provided to students regarding any exam content. Please raise your hand if you are experiencing an issue with the exam portal or your computer.

REQUIRED ACKNOWLEDGEMENT: PROCTORING, END OF CURRICULUM
Upon initiating a PAEA Assessment exam session, <u>proctors</u> must acknowledge and enforce the following procedures and responsibilities:

Thank you for serving as a proctor for a PAEA End of Curriculum™ exam. In this role, you are responsible for testing at your location and for each test-taker you authorize to test.

Proctoring Procedures

- Proctors will be physically present, be able to see and be seen by all the students who have been authorized to test, and circulate around the room throughout administration. They will not do other work while proctoring the exam.
- Proctors will launch ExamDriver, read in full, and accept the acknowledgement to proceed to the proctor screen.
- Proctors will verify the identity of each test-taker either from personal knowledge or by photo identification to ensure that only eligible students listed on the student roster are present to take the exam. They may be marked as present individually or at one time if all are present.
- Proctors will ensure that students taking the End of Curriculum exam are in the last four months of the program. Taking this exam outside that window will result in an invalidated score and prohibition from administering further PAEA Assessment exams.
- Proctors will ensure that all students have downloaded the SafeExam Browser lockdown tool before beginning the exam.
- Proctors will authorize students to begin the exam once instructions have been given.
- Proctors will monitor the proctor screen for any notifications or interruptions in student exams and reauthorize students as necessary. These notifications may still appear despite the lockdown browser being used, so investigation is still required. Their exam-specific functionality include the following alerts to irregular behavior (as described in the PAEA Assessment Exam Policies document):
  - **Viewing Other Content** messages alert the proctor about students going to websites, applications, or sources, or attempting to close the lockdown browser during the test.
  - **Inappropriate Key Stroke** messages alert the proctor about Mac-using students employing some key stroke combination that includes Command + Shift. This generally indicates actions such as toggling between applications or windows, using the Spelling and Grammar app, or taking screenshots.

- o **Screen Capture Detected** messages that the proctor about PC-using students using the Print Screen key to take a screenshot or print their screen.
- The system may pause a student's exam after a certain number of alerts. When this happens, the proctor must investigate the trigger for the alert — including closing the SafeExam Browser to verify that nothing else is active, approaching the student about the flagged behavior, submitting a detailed description of the evidence collected, and either ending or continuing the student's exam. The system will end the student's exam if the behavior continues, and the student will not be able to finish unless authorized by PAEA.
- Proctors will report any improper behavior or suspected cheating to PAEA at 1-866-749-7601 or exams@PAEAonline.org.
- Proctors will not provide any information about exam items to test-takers or assist them in answering any items.
- Proctors understand and agree that all PAEA Assessment content is proprietary, copyrighted, and considered confidential and will not copy, reproduce, record, or distribute any provided content or create a key for any assessment. Proctors will not allow students to copy, reproduce, record, or distribute any provided content or create a key for any assessment. They are required to enforce all of these rules and cooperate with any investigation that PAEA undertakes.
- Proctors shall not disclose students' personal or educational information to unauthorized individuals, except as required for the administration of exams or investigation of incidents. These protected data include names, email addresses, student exam activity and history, and scores.
- Proctors will not allow test-takers to supervise other test-takers in any aspect of the testing process.
- Proctors will obey the time duration for the test.

Proctors will notify students of the following exam rules at the start of each exam session:

- All papers, preparation materials, and personal effects (including, but not limited to notes, textbooks, electronic devices, phones, calculators, purses, and translation devices) must be powered down and stowed away now. No items other than those provided to you are allowed to be used for any purpose during the exam.
- All other computer programs, applications, and web browsers must be closed before and during the exam. The ExamDriver system will notify me with an alert if you access any other material.

- Photos or screen captures of the exam must not be taken, per your student exam agreement. The ExamDriver system will notify me with an alert if you do so.
- All End of Curriculum exams must be taken using the SafeExam Browser lockdown tool with the configuration supplied by PAEA.
- Talking is not permitted during the testing process.
- No assistance may be provided to students regarding any exam content. Please raise your hand if you are experiencing an issue with the exam portal or your computer.

VI. Student Responsibilities

PAEA Assessment products are designed to be administered to current PA students by PA programs. During and after their examinations, students are responsible for:

- Adhering to the PAEA Assessment academic integrity instructions and procedures for the exam as outlined in the terms of use below.
- Adhering to the PAEA Assessment content security instructions and procedures as outlined in the terms of use below. For End of Curriculum examinees, this includes downloading, installing, and not tampering with the lockdown browser.
- Abiding by all institutional and program academic integrity policies and procedures as well as proctor instructions.

REQUIRED ACKNOWLEDGEMENT: STUDENT ACCOUNT SETUP
Upon setting up their account, <u>students</u> must acknowledge the following:

PAEA agrees to secure all student exam data, including exam activity, scores, and contact information, that is stored in the ExamDriver system. PAEA will not disclose the information without express permission, except for the educational purposes for which your access was granted, and every effort will be made to prevent its disclosure to unauthorized individuals or entities, in compliance with the US Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99). I acknowledge that I will not give out my password to anyone so that my data, as well as the ExamDriver platform and the data of others, remain protected. PAEA is considered to be an educational agency with legitimate educational interests under FERPA. I understand that my data may be accessed by PAEA in situations related to program inquiries for assistance, investigation of system issues, investigations of inappropriate behavior, aggregated research, and with regard to the use of PAEA assessments by students. I acknowledge that PAEA has the right to take whatever enforcement action it deems appropriate in its discretion in the event of any test-taking violations.

Upon taking a PAEA Assessment exam, <u>students</u> acknowledge the following:

BEFORE BEGINNING THE EXAM

PAEA PACKRAT®, End of Rotation™, and End of Curriculum™ exams, their content, and all of their question items are proprietary and copyrighted by PAEA. They may not be copied, distributed, or otherwise disclosed without permission from PAEA. All exam materials and content remain at all times the property of PAEA. Likewise, all student exam data (including activity, scores, and contact information) that are stored in the ExamDriver system will be secured, and every effort will be made to prevent their disclosure to unauthorized individuals or entities in compliance with the US Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99).

By selecting "I Agree" at the end of this honor code, you acknowledge that you have read, understand, and agree to PAEA's honor code. A breach of the honor code or exam security could result in the invalidation of your exam scores and disciplinary proceedings at your institution.

PAEA Exam Honor Code

I am aware that the content of PAEA PACKRAT, End of Rotation, and End of Curriculum exams is confidential and that this content is being disclosed to me today in a limited context to permit me to test and for no other purpose. I have been informed that the exams and exam questions are copyrighted and protected by US and international copyright and trade secret laws.

I agree that in the interest of honoring the legal rights of PAEA and the integrity of this testing process, I will not discuss or disclose PAEA Assessment exam content orally, in writing, on the internet, or through any other medium. I agree that I will not copy, reproduce, adapt, disclose, or transmit exams or exam questions, in whole or in part, or assist anyone else in doing the same, for any reason. I further agree that I will not reconstruct exam content from memory, by dictation, or by any other means, for the purpose of sharing that information with any other individual or entity.

I understand that prohibited acts include, but are not limited to: describing questions, passages, or graphics from the exam; identifying terms or concepts contained in exam questions; sharing answers to questions; referring others to information I saw on the exam; reconstructing a list of topics on the test; and discussing exam questions,

answers, passages, graphics, or topics on internet chat rooms, message boards, forums, or through other means.

Furthermore, I agree to abide by all rules set forth by the proctors to ensure proper administration of the exam. This includes:

- The End of Curriculum exam may only be taken in the last four months of the program. Taking this exam outside of that window will result in an invalidated score and penalty to your program.
- All papers, preparation materials, and personal effects (including, but not limited to: notes, textbooks, electronic devices, phones, calculators, purses, and translation devices) must be powered down and stowed away now. No items, other than those provided to you, are allowed to be used for any purpose during the exam.
- All other computer programs, applications, and web browsers must be closed before and during the exam. The ExamDriver system will notify proctors with an alert if you access other material.
- Photos or screen captures of the exam must not be taken, per your student exam agreement. The ExamDriver system will notify the proctor with an alert if you do so.
- All End of Curriculum exams must be taken using the SafeExam Browser lockdown tool.
- Talking is not permitted during the testing process.
- No assistance may be provided to you regarding any exam content. Please raise your hand if you are experiencing an issue with the exam portal or your computer.

If a violation of this honor code is suspected or reported, I agree to cooperate with any investigation, and I understand that the violation will be reported to my institution and that my exam score will be withheld until investigation of the violation is completed and PAEA has made a determination, in its discretion, whether a violation was committed. I acknowledge that PAEA is considered to be an educational agency with legitimate educational interests under FERPA. I understand that my data may be accessed by PAEA in situations related to program inquiries for assistance, investigation of system issues, investigation of inappropriate behavior, aggregated research, and with regard to the use of PAEA assessments by students. I acknowledge that PAEA has the right to take whatever enforcement action it deems appropriate in the event of any potential test-taking violations.

AT THE END OF THE EXAM

As part of the student honor code that you assented to before beginning this exam, you agreed that, in the interest of honoring the legal rights of PAEA and the integrity of this testing process, you will not discuss or disclose PAEA exam content orally, in writing, on the internet, or through any other medium. You agreed that you will not copy, reproduce, adapt, disclose, or transmit exams or exam questions, in whole or in part, or assist anyone else in doing the same. You further agreed not to reconstruct exam content from memory, by dictation, or by any other means, for the purpose of sharing that information with any other individual or entity. You agreed to take the exam under the required conditions.

If a violation of this honor code is suspected or reported, you agreed to cooperate with any investigation and understand that the violation will be reported to your institution, and your exam score will be withheld until investigation of the violation is completed and PAEA has made a determination, at its discretion, whether a violation was committed.

VII. PAEA Responsibilities

When delivering exams, a lot of responsibility falls on the user. But as the system owners — and as a membership association — PAEA has a responsibility to support user programs in the appropriate administration of our exams and provide a system that meets their needs. PAEA commits to our users a responsibility for:

- Complying with applicable federal and state laws related to its assessment products and services.
- Ensuring that the ExamDriver system and all required tools operate effectively and with the best available technology to meet user needs.
- Supporting programs in cases of suspected or actual violations or infractions of local policies and procedures through proctor alerts (see Section IV: Test-Taking Rules and Procedures), which indicate that students have engaged in potentially inappropriate behavior. PAEA can provide additional context and statements as necessary.
- Helping the PA program in the case of an Auto-End event. PAEA will work with the program with regard to the disposition of the affected exam score. PAEA can either permanently hold the score (not release it to the student or for exam statistics) or release the score for an incomplete grade.
- Handling and safeguarding student and program exam data securely. The system is hosted on a website that employs SSL, and all data are encrypted on the servers. This includes Personally Identifiable Information (PII), which is protected under the US Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99). PII is defined as individual names, email addresses, test item performance, and examination summary data, which are gathered to ensure effective administration and promote the overall quality of the assessment products. Individual student data reports will be issued only to the student and to program faculty users. PAEA and its contractors will not keep physical copies of the exam data, but it is backed up on multiple secure servers in case of outages. PAEA reserves the right to collect additional data necessary to monitor and enforce the security of the examinations. Currently, PAEA will not release assessment product data (de-identified or otherwise) to external researchers.
- Communicating to users as soon as possible in the event that performance or content data are compromised by a system outage, bug, or violation of system security.
- Processing payment in a secure and timely manner.

Violations

Violations of all of these responsibilities must be reported within 24 hours of discovery. This applies to PAEA as well as user programs, proctors, and students.

In cases of inappropriate exam behavior, programs — the proctor, faculty, or program director — are expected to reach out to PAEA Exam Support within 24 hours, whether for additional guidance on how to investigate and handle the incident or with their plan for addressing the issue. Be prepared to provide the student's name; exam date, time, and type; and any other known details about the incident. PAEA will then request additional information as needed to advise on next steps. PAEA will also be notified every day via a system-generated message of any Auto-End events and will follow up with the proctor to discuss the progress of the investigation.

In case of a major system issue (e.g., outage, exam loading error, or score error), PAEA will notify affected programs (program directors and involved proctors) within 24 hours with a timeline for resolution and recourse for affected examinations. If a program identifies an issue and has not received a notification of the issue, they should assume PAEA does not know, contact PAEA Exam Support immediately, and comply with any requests for additional information so that an investigation can commence.

PAEA expects that programs will administer all examinations following the guidelines identified in these policies. Concerns regarding the inappropriate administration of PAEA exams (e.g. early End of Curriculum exam administration, unproctored administration of End of Curriculum or End of Rotation exams, using exams outside of their intended purposes) should be reported to PAEA Exam Support as soon as possible. Inappropriate use and administration of PAEA exams impacts exam validity and the comparative data reported to students and programs. Inappropriate exam use may result in the invalidation of exam scores, the inability to use PAEA Assessment products, and/or legal action.

Contact Us

If you have questions about anything in this policy statement, please contact PAEA at exams@PAEAonline.org or 866-749-7601.