Doctor of Pharmacy Program Testing Policy

Unless otherwise announced within CANVAS, major examinations in selected courses in the Doctor of Pharmacy program will be conducted using the EXAMPLIFY technology platform. Students will be responsible for:

- Confirming their personal computer/iPad is compatible with EXAMPLIFY technology
- Registering an account with EXAMPLIFY
- Downloading testing software for Mac/Microsoft (or iPad application app)
- Downloading exams when made available well in advance of test dates/time
- Arriving for exams with fully charged devices
- Uploading completed examinations as instructed prior to leaving exam rooms
- Complying with academic integrity standards described in the Doctor of Pharmacy Code of Conduct Policy

Accommodations for Testing for Students with Excused Absences
- In situations including serious personal or family illness, death in the family or other extenuating issues**,** students should contact the PharmD Program Director or Associate Dean of Student Success to discuss and obtain approval for excused absences. Faculty will be notified of excused absences, keeping reasons for absence confidential.

- In situations of acute illness within 24 hours of testing, students also must contact course coordinators **prior to the exam** and also provide medical excuses upon return to classes. Students notifying coordinators after the test may not be provided re-testing options.

Accommodations for Testing for Students with Unexcused Absences
- Students who fail to complete testing due to unexcused absences may not be provided with re-testing options.

Accommodations for Testing As Recommended by the Office of Disability Resources and Services
The School of Pharmacy collaborates with and implements student-specific guidance as provided by the University of Pittsburgh Office of Disability Resources and Services (DRS) (https://www.diversity.pitt.edu/disability-access/disability-resources-and-services), the unit charged by the University to determine reasonable accommodations and services for support of students. The PharmD Program Director is available to work with students and coordinators for efficient support of testing processes.

- **Each academic term and prior to testing**, students are responsible for meeting with DRS personnel, providing information to maintain eligibility for services, and identifying to DRS personnel the names of faculty who may receive DRS-provided confidential information, including names of Program Director and the Associate Dean for Student Success, and relevant academic term course coordinators. It is the student's responsibility to work with course coordinators well-in-advance of any scheduled assessments for planning.

- **Pitt Pharmacy processes for students with DRS accommodations for testing**
  The preferred process for DRS accommodation testing is the use of Examplify-based testing at time of scheduled examination during class sessions, provided DRS accommodation guidance can be accommodated (eg, available proctors and rooms, extended testing time that does not interfere with other classes). Such arrangements are compliant with DRS Office advising.

When the above test process cannot be assured, student may:

- **Elect to take in-person exams <u>on paper</u> in the University Testing Center** Students must work with coordinators and comply with DRS procedures to make testing center reservations **<u>well in advance of exam dates</u>**. Coordinators, once notified by students, may authorize alternative days/times for test-taking via email to the Testing Center. Otherwise, students must complete tests on day/time of scheduled course tests.
- **Elect to take in-person exams (whether on paper or using Examplify) at Salk Hall during a make-up testing scheduled time period.** Note that students with significantly extended testing times (per DRS) (i.e., > 3 hours) will not be eligible for Salk Hall testing.

<u>Salk-Hall based Testing Outside Scheduled Class Days/Times</u>

Students with excused absences or who elect DRS accommodation in Salk Hall will be scheduled by course coordinators to complete testing during the designated "Make-Up" sessions conducted during semester time appointments.

- Students are responsible for adjusting personal schedules for the scheduled time period.
- Use of this test time may require students to complete two tests during a given week to stay current with semester courses.
- Pre-arrangement and reservation by course coordinators are required with needed test materials and instructions provided one day prior to test dates.
- Students must report for scheduled make-up exams at the agreed-upon date/time. Failure to report without communication reason may forfeit the ability to complete a makeup exam.

July 2024