Bachelor of Pharmacy Exit Test
Standard Operating Procedures for Students

The following document outlines for students the procedures that Module Leaders will use to conduct Exit Tests in the School of Pharmacy BPharm programme.

Purpose of the School of Pharmacy Exit Test Standard Operating Procedures:
• To ensure that there is a consistent approach across the School of Pharmacy for the management and conducting of all Exit Tests and Assessments which function in place of Examinations in the BPharm programme.
• To ensure that all School of Pharmacy Exit Tests are administered effectively, fairly and to reduce the risk of cheating or misconduct by students.

Prior to the Exit Test:
• 1-2 days before any exit test, students should receive an announcement on Canvas reminding them of the exit test procedures including:
  o what to bring
  o what to expect
  o arrival times for the exit test (see example below)
• Students will need to arrive early before the start time of the exit test so they can be scanned into the room and to give time for test set up and reading prior to the start time.

Exit Test Set-up Procedure:
• Normally 4 School of Pharmacy teaching staff will be present for first 30 minutes of the test. After this, 3 staff may be present thereafter for the duration of the exit test.
• Test scripts will be set up to ensure there is at least a one seat gap between test scripts and that there is alignment all the way down the rows (i.e. so students sit directly in front/behind each other) where possible.
• A power-point slide will be displayed reminding students the exit test/assessment is being run under UoA exam conditions.
• Two staff will be stationed at the entrances to the lecture theatre/test room and two at the very front of the room. On entry students will be asked to show their UoA student identification. Ideally, scanners will be used to swipe students on arrival (instead of ticking them off on a class list).
• Students must have a valid University ID card which needs to be shown on entry.
• The student’s UoA ID card must be on each student’s desk throughout the exam.
• If students do not have their ID card they will not be prevented from sitting their examination. They will be asked to supply another form of valid photo identification.
• Next, students will be asked to remove their phone from their bags/person and check that it is turned off. Their calculators can be scanned at this point too along with the presence of watches and Fitbits or similar devices.
After the initial check students then walk to the front (or back if it is indicated by teaching staff) of lecture theatre/test room where two staff are stationed. In front of staff members students are directed to place their phones, watches/fitbits into their bags and to place their bags at the front (or back) of the test room before moving to a suitable seat.

If students don’t have a bag to place their phone in, then they can put their belongings into a friend’s bag or leave the items at the front in a box provided by staff, but they understand that in doing so they bear the risk of any lost items left behind.

Exit Test Procedure:

- Students may not enter the exit test later than halfway through the test time.
- Using the display clock the exit test commences with 10 minutes of reading time. This 10 minutes is on top of the test time (e.g. a one hour test needs 1 hour 10 minutes).
- Before the 10 minute reading time, students can put their names and ID number only on the front of their exit test scripts but they must not commence writing inside any of the booklets of scripts provided once their name/ID number is recorded on their Scantron and script sheets.
- After the 10 minutes of reading time, the test time begins and students may begin writing inside.
- During the exit test, one-two staff member/s will be stationed at the front of the lecture theatre, with two staff members patrolling the aisles. This will be swapped at regular intervals (e.g. invigilators at front move to the back and vice-versa).
- Students are not allowed to leave the exit test before 15 minutes after half of the period specified for writing the exit test has elapsed and then only with the permission of the supervisor and upon handing in the test script.
- No students will be allowed to leave the room during the last 15 minutes of the test time.

Latest Time of Entry/Missed Tests:

- Students may not enter exit tests later than halfway through the test time.
- Latecomers will not be given any extra time.
- If students miss or are too late for an exit test they must contact their Course Director immediately.

Bathroom/Toilet Visit Monitoring Procedure:

- Only one student may be out of the exit test room to visit the toilet at any time.
- If a student wishes to visit the toilet during the exit test the student fills out their name and ID number on the monitoring sheet provided by the staff member.
- The staff member will bring a box/basket for student belongings prior to toilet entry.
- Students are asked to remove any coats and caps and to empty the contents of their pockets into the box/basket that the staff member carries, before entering the cubicle.
- A note of the time out of the exit test/assessment and time back in is kept.

Student Illness/Misfortune Procedure:

- If a student is unable to undertake the exit test due to illness/misfortune they must obtain a medical certificate from a medical doctor (or other acceptable evidence e.g. counsellor’s certificate). This
will need to be submitted with an aegrotat/compassionate consideration application form no later than 7 days after the exit test/assessment to the University of Auckland Health and Counselling Service.

- If there are any students with existing/known health issues, they should have notified the Module Leader before the exit test.
- Students who have been identified as having potential health issues should be seated near the back/an exit area and on an aisle seat.
- If a student is unwell during the exit test then they should be discreetly and carefully assisted out of the room by staff and assessed as to whether they need immediate medical attention or whether they can be permitted to re-enter the exam room.
- Supervising staff should be informed of how to obtain immediate medical assistance and ‘quiet places’ to take students to rest/recover.
- Emergency contact information and immediate management/action decision-aids should be obtained for students who have been identified to have existing/known health issues.
- Students should be advised that illness during an exam is not considered an acceptable reason for the student to leave an exam mid-way and then apply for a deferred exam unless there are exceptional circumstances.
- First aider staff are required to be on call in case of any accidents or incidents happening during exit test/assessment. If there are no SOP staff with first-aid available, Module Leaders and test invigilators should ensure they have the Security and Emergency contact phone numbers handy in case of medical emergency.
- There should be at least 3 staff invigilating the exit test in order to be prepared for any accidents or incidents that might arise. It is recommended that a minimum of 2 staff always be present if another staff member needs to take students out of the exit test room for any reason. An absolute minimum of 1 staff member is required within the exit test room at the barest of minimum in exceptional circumstances.

Related University of Auckland Policies that pertain to School of Pharmacy Exit Test SOPs:

- Student Academic Conduct Statute (In effect from January 2013)
- Examination Instructions and Regulations
  https://cdn.auckland.ac.nz/assets/auckland/students/academic-information/exams-and-final-results/before-your-exams/exam-instructions.pdf
- Aegrotat and Compassionate Consideration for Written Tests/Assignments

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1 For more information about the Aegrotat/Compassionate Consideration process for Written Tests/Assessments refer to:
Example - Canvas Announcement to Students from Module Leader 2 days before Exit Test

Dear Students

I thought it would be helpful to remind you of some of the logistical requirements so that the exit test proceeds in as low stress a way for you (and us) as possible, and that you are given every opportunity to demonstrate what you’ve learned.

The exit test will be held in Room XXX-XXX on DAY of MONTH.

FORMAT

The Module [insert module name] Exit Test is XX hrs long. The test is comprised of MCQs (XX marks) and SAQs (XX marks).

ON ARRIVAL

There is another class in the lecture theatre immediately beforehand. Please arrive by XX.00 but wait outside the lecture theatre until we have set out the room.

A member of staff will meet you at the lecture theatre door and check your ID card before allowing you entry.

- Please bring your Student ID card. If you have lost your Student ID you MUST bring an alternative form of photo. ID (Passport/Driving License) otherwise you will not be allowed to sit the test.
- Bring your writing instruments in an approved clear pencil case. It is your responsibility to come prepared with what you need to write a test. You will need a pencil, eraser and at least 2 pens in case you run out of ink. If you have an URTI or allergic rhinitis, bring tissues.
- You may bring a clear drinking bottle if you wish. We discourage you over-hydrating. Leaving the room during the test unfairly disturbs other candidates and you will be significantly disadvantaged in terms of lost time.
- Calculators are not required and must remain in your bag.
- Phones must be switched off and must remain in your bag.
- Watches are not permitted. Please place them in your bag.
- All bags, coats and other belongings will be placed at the front of the lecture theatre.

If you feel unwell prior to the test starting, or you have a medical condition that requires consideration please let a member of staff know so that we may seat you in an accessible location.

BEFORE THE TEST STARTS

Exit tests are run under University Examination rules.
You must not talk at any time between entering and leaving the examination room. Candidates who attempt to communicate with other students will be excluded from the assessment.

You will be allowed 10 minutes of reading time before the tests start. You must not write during this time. Before the reading time you allowed to record your name and AUID number on the front of your test scripts. You are not allowed to open the scripts during this time.

**DURING THE TEST**

MCQs must be answered on a 'Scantron' sheet. SAQs should be answered on the examination paper. If you do require extra paper this will be provided. Ensure your name and AUID are on all pages to be marked.

If you feel unwell at any time please let a member of staff know.

**AT THE END OF THE TEST**

At the end of the test you will be directed stop writing, to organise your answer scripts for collection.

You will be released from the examination room row-by-row, as your examination scripts are collected.

No examination papers, or answer booklets may be taken from the room

PLEASE NOTE: You must not talk until you have left the room.

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