

Unprofessional Behavior During an Examination

Unprofessional behavior includes any action by examinees or others when solicited by an examinee that subverts or attempts to subvert the examination process. If students have information or evidence indicating that any type of unprofessional behavior or any infringement of legal rights has occurred, they should submit a written report to or telephone the applicable course director, department head, and/or the Dean of Students. Failure to adhere to any of the examination administration guidelines listed above constitutes unprofessional behavior.

Specific examples of unprofessional behavior include, but are not limited to, the following:

1. Seeking and/or obtaining unauthorized access to examination.
2. Taking an examination for which one is not eligible or attempting to do so, impersonating an examinee, or engaging someone else to take the examination on one's behalf.
3. Giving, receiving, or obtaining unauthorized assistance during the examination or attempting to do so (for example, copying from another examinee).
4. Communicating with another examinee during the examination.
5. Making notes of any kind during an examination except on the examination booklet or materials provided by the Chief Proctor.
6. Failing to adhere to any SGU policy, procedure, or rule, including instructions from examination proctors prior to, during, and after the examination.
7. Disrupting others at the examination.
8. Possessing unauthorized materials, including photographic equipment, communication, or recording devices, including electronic paging devices and cellular telephones, during an examination.
9. Reproducing unauthorized material, including reconstruction through memorization, and/ or dissemination of copyrighted examination materials.
10. Providing or attempting to provide any information, including that relating to examination content that may give or attempt to give unfair advantage to individuals who may be taking the examination.
11. Failing to sit in the assigned examination seat or moving examination papers from one seat to another, unless authorized by the Chief Proctor.
12. Eating or smoking during an examination.
13. Communicating with anyone other than an assigned proctor.
14. Demonstrating any other behavior, which is deemed as inappropriate by proctors, faculty and/or course directors.