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Methodist College UnityPoint Health	**Approval:** Dr. K.A. Joh		**Date: 7/2016** **Review by: 7/2019**
	Date Revised: NEW		
	Policy/Revision Submitted by: **Dr. Deborah Garrison, VPAA**		

SUBJECT: Bring Your Own Device (BYOD) Requirements for Examsoft® and ATI® Testing

I. POLICY:

Methodist College is a *Bring Your Own Device* (BYOD) campus. Students are responsible for owning a laptop or notebook device that meets minimum requirements. They are responsible for bringing this device fully charged with a minimum battery life of three hours to classes on announced days for Examsoft® and ATI® examinations.

II. PROCEDURES:

1. Students will procure a license (annual licensing fee is $45) for Examsoft® during the first week of the term beginning in August, 2016.
2. Students have access to ATI® testing as part of their fees at Methodist College.
3. Students will procure a laptop computer meeting specific specifications.
   - CPU: Minimum processor: Intel Core i3, AMD Phenom II Dual-Core, AMD Turion II Dual-Core
   - RAM: 4 Gigabytes (GB)
   - Hard Drive Space: 120 Gigabytes (GB)
   - Minimum Display: 13 inches
   - Wireless: 802.11 b/g
   - Operating System: Windows 7 (minimum version supported) or S X 10.6 for Macintosh computers
   - Microsoft Office is required; MS Office 365 can be attained free of charge through the college. Please submit a student IT support ticket for directions on how to acquire your free copy.
4. Students are responsible to bring the laptop to class in an operational status with a fully charged battery that will last a minimum of three hours (or a charged back-up battery if not).
5. Examinations must be completed in class as scheduled using the designated testing platform (e.g. Examsoft®, ATI®, etc.).
6. Students must download an assigned Examsoft® examination prior to the beginning of the exam start time. It is recommended that students download the exam at least 24 hours prior to the examination start time. The Examsoft® system will notify students when an examination is available for download in a course in which they are enrolled. Both students and faculty can monitor examination downloading status from Examsoft®.
7. Students who fail to bring a functional computer to class will be unable to complete a scheduled examination and will earn an automatic zero on the examination. Students will enter the password when it is released by the faculty member in class which launches the examination on the students' laptops. When the students complete the examination, they must upload to the Examsoft® portal via the wireless internet connection.
8. Students who have extended time as an Americans with Disabilities accommodation will test in the Center for Student Success (CSS) and will receive the password by the staff in the CSS.
9. Students' scores on exams will be released by faculty through an interface between Examsoft® and D2L/Brightspace®.