PharmD Curriculum Operational FAQs
Spring 2022

COVID related guidance for faculty, staff, and students

- What guidance do I use for COVID related or suspected COVID related illness/exposure?
  - *Please refer to this link on FAO for Return to Campus > If You're Sick*
  - *Additional guidance on Community Standards, Testing and Exposure, Violations and Compliance, and Events is available on the FAO site Return to Campus*

Changes/modifications in class schedule:

- What should I do if a class session is outside of the normally scheduled class time as listed on the Course Schedule on FAO here?
  - *Course directors must inform IET of any changes in class times/sessions by logging in at help.unc.edu at this link at least 72hrs prior to the change. After logging in, you can search for class support and choose the service that best matches your need.*
- What do I need to do to ensure the classroom is set up for the location of the presenter?
  - *Course directors should check the classroom control panel to select the appropriate presenter location (ie, if local presenter select "video conference local presenter" if remote select "video conference remote presenter")*

Class Attendance/Participation (included COVID related guidance):

- *General Guidance:*
  - *If a student suspects that they are symptomatic or have had an exposure to COVID, please direct to either the Eshelman Care Line (919-813-0481) or the ECT Referral. Someone in OSA will guide the student regarding next steps.*
  - *All students who have been directed by Campus Health to isolate/quarantine are expected to attend class via Zoom if they are well enough to participate. If a symptomatic student receives a positive test result, the student is expected to attend class via Zoom unless their health precludes this option. OSA will communicate with course directors to ensure students that are not able to attend class or complete assessments via zoom will have appropriate accommodations.*
- How do students get access to Zoom links to attend class if the absence is COVID related/suspected?
  - *Instruct students to use the process at this link on FAO for Return to Campus > If You're Sick.*
- How should CDs handle last minute "not feeling well but not confirmed COVID at this time"?
  - *CDs have the full authority to make the decision of giving students the course Zoom link (same as pre-COVID). At that time if this is COVID related, the student MUST send an ECT referral or call the ECT Care Line at **919-813-0481** and must call Campus Health (specific number for Health Science students: 919-966-6573) . Details are on FAO return to campus at this FAO link for Return to Campus > If You're Sick. OSA will follow up with the student and CD on the duration of time the student can access Zoom and the date for their return to in-person class.*
    - *COVID related illnesses that are not urgent/emergent please ask the student to follow the COVID protocols on the FAO site link here for the Return to Campus > If*

You're Sick. If last minute/urgent please see the response above on "last minute student requests"

- *Non-COVID related illnesses/absences have become more challenging now that we know Zoom/remote learning is available. Please use the guidance as you did pre-COVID and if there is an unexcused absence per your syllabus, the student should not be able to use Zoom.*
  - *However, CDs should use their discretion in deciding what is an exception. Consider that allowing one student an exception for a class absence that is not defined on the syllabus may lead to other student requests that could become unmanageable. That is up to you as a CD. If you would like to chat among all CDs for consistency, that is also acceptable.*

- How do CDs/instructors handle calling on /engaging students approved to join via Zoom? Are CDs/instructors expected to monitor Zoom questions/chat?
  - *As a reminder, not all "Zoom" students are in quarantine or have COVID. You are not expected to call out/on Zoom students specifically and you are not expected to monitor the chat on Zoom unless you so desire. If you prefer students on Zoom email you after class or connect via office time versus using that chat that is OK. Please be clear with students regarding your plan so they are aware.*

Exam/Assessment Guidance:

- Should CDs inform other CDs in same the cohort of ARS accommodation requests from students to try to ensure some consistency? Is this allowed?
  - *Please do not discuss ARS with other CDs. Students are not required to utilize ARS for all situations/courses, and this is a FERPA violation. If, however, the student notifies each CD of an accommodation, and the CDs would like to have a common approach a chat between CDs is fine.*

- How should CDs manage exam proctoring with students in multiple locations during exams? (ie, classroom, Zoom, separate space)?
  - *Currently, there is no identified staff member to proctor exams. Abbey and Amanda have been working to identify a sustainable approach for our hybrid learning environment. We will need to have a long-term plan once OSA is fully staffed. With that said, there are a few immediate options:*
    - *Optimal approach → Utilize course TAs as much as possible to attend exams.*
    - *Work with other CDs to proctor each other's exams.*
    - *Request that all students testing outside the classroom use a second device to be directed at the computer screen/device used for taking the exam. Zoom can be monitored from the CDs laptop. Ask students to periodically monitor the Zoom chat on their second device for exam updates/clarifications from the CD. **IMPORTANT:** In the classroom, choose "Presentation only" on the touch panel. On the CD laptop used to monitor zoom, don't join audio when accessing Zoom AND/OR mute your computer audio before you login to zoom (otherwise there will be feedback).*
    - *PACE administration staff have asked if faculty need classroom/curriculum assistance. Other divisions may also be willing to support in the short term. Please contact your respective division administrative personnel.*

- *You may also engage APPE students if agreed upon by the APPE preceptor. If you choose to do this, please try to make this a learning experience for them, when possible.*
- What guidance is recommended for in-person delivery and monitoring of assessments to preserve exam integrity?
    - *Below is guidance that has been utilized in the past to display at the beginning of all exams/assessments. Please use at your discretion.*
        - *Students should use restrooms before the start of any testing.*
        - *For testing lasting two or fewer hours, students will not be allowed to leave the testing site once testing has begun nor while testing is being administered. Students with a documented medical condition requiring frequent restroom visits may be provided an exception to this standard by requesting a reasonable accommodation through ARS.*
        - *Upon entering the testing room and setting up a preferred computing device, all students should securely store all other bags, materials, and personal items at a designated area of the classroom. These items can be retrieved once testing has concluded.*
        - *Certain items are prohibited during closed-book testing and should not be worn or available to the student, unless approved by the course director. These items include, but are not limited to:*
            - *Any electronic device with one or more memories (except for the computer or tablet being used to take the exam)*
            - *Smart watches*
            - *Hats/headgear (unless worn for religious reasons)*
            - *Food (beverages permitted as long as containers are "quietly" opened and closed)*
            - *Backpacks, purses, notebooks, planners, etc.*
            - *Calculators (unless approved by the faculty member)*
            - *Smart phones or cell phones*
    - *Course directors are encouraged to review exam procedures with students prior to each exam to minimize confusion and optimize success.*
    - *Academic integrity is of great importance within a testing environment, therefore:*
        - *Talking is not permitted during testing (unless otherwise indicated by faculty members).*
        - *Students who arrive late can sit for the exam but will not be will not be given any additional time. However, students arriving late are unable to sit for the exam if any student has completed the exam and left the testing room. If the exam is taken via ExamSoft, the course director should check the student's ExamSoft assessment log to ensure the student arriving late did not start the exam before entering the exam space.*
        - *Students who are observed utilizing unauthorized assistance in any form or fashion will immediately be removed from the testing environment and referred to the UNC Graduate and Professional Honor Court.*
        - *Content related questions cannot be asked during testing*
        - *Upon completing testing, students are to:*
            - *turn in any scrap paper or testing materials to the course director*
            - *show the course director the ExamSoft screen on their laptop/tablet as proof that the exam has successfully uploaded.*

- *collect their personal items and leave the testing room as quietly as possible to ensure an undisturbed, distraction free environment for other test takers, unless otherwise instructed by the course director or proctor.*