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Owner	Faculty Organization
Policy Area	College of Nursing CNG
Applicability	MVHS

Exam/Course Assignment Policy - Students, CNG-100.10

PURPOSE

Explains the process for testing and course assignments for St. Elizabeth College of Nursing. College of Nursing (SECON). SECON faculty evaluate the ability of learners to understand, apply, and correlate information related to nursing practice. Exams are administered to ensure students are meeting the course objectives. The format of exams mirror the National Counsel Licensure Exam (NCLEX) in order to ensure learners are prepared to take the licensure exam after graduating from the nursing program. Assignments within a course are developed to assist the student and evaluate their ability to meet the course objectives.

SCOPE

Students, Faculty, and Staff

REFERENCES

The Rehabilitation Act Amendments of 1973

Americans with Disabilities Act of 1990, as Amended with ADA Amendments Act

DEFINITIONS / ABBREVIATIONS

Alternate Exam: An exam that is different from the exam administered at the normally scheduled time in the course

Alternate Format Exam: An exam that includes questions in a format other than multiple choice such as short answer, matching, or fill in the blank.

Alternate Format Items: Questions in a format other than multiple choice with a single answer

ATI: Assessment Technologies Institute

MOODLE: Modular Object Oriented Dynamic Learning Environment

SECON: St. Elizabeth College of Nursing

PROCEDURE / DIRECTIVE

1. Exam Preparation:

- A. An exam breakdown will be distributed to the students prior to each exam which will indicate the content areas that will appear on the exam.
- B. Fundamental concepts of nursing as well as previous learned content areas will be integrated throughout the curriculum and exams.
- C. Generic medication names ONLY will be used on exams.
- D. Bolding of key words in test questions is permitted during the freshman year. Key words will not be bolded during the senior year.
- E. Instructions within a question within exams will be bolded.
- F. Scheduled exams will be listed on the course calendar.

2. Exam Taking:

- A. All examinations will be administered electronically.
- B. The time allowed for taking an exam is 75 minutes for a 50 question exam, or approximately 90 seconds per question. For exams with more than 50 questions, the number will be obtained by calculating through ratio and proportion.
- C. All examinations shall be proctored.
- D. All students will receive an exam in which the content and item answers have been scrambled.
- E. The exam proctors are the official time keepers of the exam, and will identify the exam start and stop times on the white boards in the exam location.
- F. SECON students will be given the option of reviewing unanswered questions. This setting will flag students for unanswered questions before submitting their exam. It will also allow students to have backward progression during their exam.
- G. There will be NO sharing of calculators during an exam (theory or dosage calculation exams). The student will be given a college-supplied calculator to use during the exam if the student does not have a personal basic calculator. A basic calculator is defined as instructor-approved and not attached to any electronic device such as a cell phone. A college-supplied calculator must be returned at the end of each exam.
- H. All students will be given a blank sheet of paper for each exam. After the exam, the exam proctor(s) will collect the sheet of paper.
- I. No electronic devices (Cell phones, Smart Watches etc.) may be used during exams, nor should they be on or accessible to the students during exams.
- J. Students will NOT wear hats, hoods, or jackets during an exam. They will be asked to remove them and set them aside for the duration of the exam.

- K. Students will leave ALL notebooks, folders, etc. outside of the classroom while taking exams. Only a writing utensil, blank piece of paper, ear plugs, and approved calculator are to be with the student.
- L. Food or drink is NOT allowed in the testing environment.
- M. Students whose main language is other than English [English as an alternate language (EAL)] refer to the English as an Alternate Language Testing Policy (CNG-100.8).
- N. Students with documented disabilities refer to the Disability Services for Reasonable Accommodation Policy (CNG-100.5).
- O. Students are strongly encouraged to utilize restroom facilities prior to exam commencing. Restroom breaks during exams are strongly discouraged.
- P. Faculty reserve the right to deny student entry into the testing location once the exam has started. In the event a student begins the exam after the start time, no additional exam time will be granted. See section 3 Exam/Final Exam Make-up for further details.

3. Exams/Quizzes/Final Exam Absences

- A. If a student is absent on a scheduled exam/quiz date, it is expected that the student will notify the course coordinator prior to the scheduled time of the exam/quiz. Any exam missed will result in a grade of zero unless there are extenuating circumstances (see 3B). The extenuating circumstance for the absence must be submitted by the student to the Dean within 24 hours for consideration for a make up exam.
- B. Extenuating circumstances may include but are not limited to documentation of: a death or funeral of an immediate family member, hospitalization, illness diagnosed by a healthcare provider, court appearance, or communicable disease requiring quarantine.
- C. If the extenuating circumstance is approved by the Dean, an alternate exam will be given to the student. The day/time and format of any make-up (alternative) exam is at the discretion of the faculty.
- D. If a student will be absent for a unit exam, midterm exam, final exam or quiz and it is determined to be an excused absence, the alternate makeup exam will not be scheduled at a date earlier than originally scheduled on the course calendar unless approved by the Dean.
- E. If taking an alternate final exam it will be taken prior to the start of the next nursing course in sequence with the College's curriculum plan.
- F. The student will be given a grade of "Incomplete" until the alternate final exam is taken. Once the student has taken the exam, the final average for the course will be calculated, and the student will be assigned a letter grade that replaces the "Incomplete" on the transcript.

4. Scoring Exams:

- A. Par Score software will be used to score examinations. In the event that a question is discarded, the "corrected key" method of re-scoring the exam will be used. The exam key will be adjusted to include all possible answers to a question. The number of test items will remain the same.
- B. Answers left blank will be marked as incorrect.

5. Posting of Exam Grades:

- A. Exam grades will be posted on the MOODLE course site within one week following the administration of the exam but no sooner than 48 hours to allow faculty to review exam items and statistical data. This time frame is excluding the final exam in the course.

6. Review of Exams:

- A. Every effort will be made to post grades prior to reviewing the exam with the students.
- B. Students will review ALL exams in the presence of a faculty or staff member.
- C. No electronic devices (Cell phones, Smart Watches etc.) may be used during exam reviews, nor should they be on or accessible to the students during exam reviews.
- D. Students will leave ALL notebooks, folders, etc. outside of the classroom while reviewing exams.
- E. Students will not wear hats, hoods or jackets.
- F. No food or drinks will be allowed during review.
- G. If a student misses an exam review, the student must contact the course coordinator/faculty member to review the exam, individually, within 1 week from the date/time of the scheduled class review. This is the only time frame during the semester the student may review this exam.
- H. If a student wishes to review an exam once exam review occurs, the student must contact the course coordinator/faculty member to review the exam, individually, within 1 week from the date/time of scheduled class review. This is the only time frame during the semester the student may review this exam unless approved by the Dean.
- I. Students are to follow the grievance and appeals policy as listed in the Student Handbook if there are concerns about an exam grade (see Grievance and Appeals Policy, CNG-100-17).

7. Challenged Exam Items:

- A. No review of exam questions (for credit) will take place after five calendar days following exam review.
- B. When items are questioned by student(s), the student(s) will complete a Question Review Request form.
- C. Once the completed form is submitted by the student(s), the faculty member responsible for the content will meet with the Course Coordinator, and Dean to review item statistics and the completed Question Review Request form.
- D. A decision to grant or refuse credit for the item will then be made by recommendation of the review.
- E. Students have the right to appeal the decision. (See Grievance and Appeals Policy, CNG-100-17.)

8. Assignments within a course

- A. Students will be given guidelines indicating the course objectives that the assignment is assisting the student to meet and with specific directions completing the assignment.
- B. A grading rubric, when applicable, will be given to students to indicate the necessary

components of the assignment and grade weight for each component.

- C. Due dates for the assignments are included at the end of each course syllabus and on the course calendar.
- D. Case studies and information literacy assignments submitted beyond the due date, without an approved extension, will be subject to a penalty of 5 points per calendar day. Any late penalties incurred will be subtracted from the grade and that will be the final grade posted on MOODLE.
- E. Online assignments (e.g. Moodle Quizzes, Davis assignments) must be submitted by the due date and time given, meeting the guidelines criteria, in order to be given full credit. Any assignments submitted beyond the due date or not meeting the guidelines criteria will be given a grade of "0".
- F. Standardized Integrated Assessment (ATI) assignment must meet all criteria for full credit to be given (see Standardized Integrated Assessment Policy, CNG-100.23).

9. Challenged assignment grades

- A. Students who are questioning the grade received on an assignment should discuss the assignment and grade with the instructor who graded the assignment.
- B. The instructor will consider the student's rationale for questioning the grade and review the assignment with the student.
- C. If necessary, the instructor and/or student may confer with the course coordinator who will also review the assignment.
- D. If the student is not satisfied with the outcome at any point the student has the right to appeal the grade. (See Grievance and Appeals policy CNG-100.17)

CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):

This Document Replaces:

NSG-CNG-100.10

Attachments

[Request for Test Question Review \(CNG-100.10\).pdf](#)

Approval Signatures

Step Description

Approver

Date

Applicability

MVHS

COPY