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Exam/Course Assignment Policy - Students, CNG-100.10

PURPOSE

St. Elizabeth College of Nursing 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. This policy indicates the process for testing and course assignments within the College of Nursing.

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

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 and approximate number of questions per content area 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 freshmen 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.

C. All examinations shall be proctored.

D. All students will receive an exam in which the content and item answers have been scrambled.

E. All students will have the option to make a countdown clock visible at any time during their exam.

F. Freshmen year 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. Senior year SECON students will be assigned *forward* testing only. They will not have the ability to go back to unanswered questions. *For the fall 2020 senior SECON students only, during time of policy change and process incorporation, there will be accommodation 2F in place. This will allow students to move backward and review unanswered questions for the first semester only in using Online Testing.*

H. 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 or PDA. A college-supplied calculator must be returned at the end of each exam.

I. 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.

J. 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.

K. Students will NOT wear hats or hoods during an exam. They will be asked to remove them and set them aside for the duration of the exam.

L. 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.

M. Food or drink is NOT allowed in the testing environment.

N. International and students whose main language is other than English [English as an alternate language (EAL)] refer to the English as an Alternate Language Policy.

O. Students with documented disabilities refer to the Accommodations for Reasonable Accommodation Policy.

P. Students are strongly encouraged to utilize restroom facilities prior to exam commencing. Restroom breaks during exams are strongly discouraged.

3. Exam/Final Exam Make-up:

A. If a student is absent on a scheduled exam date, it is expected that the student will demonstrate professional accountability by notifying the instructor of absence within 24 hours and scheduling a make-

up exam time.

- B. The time and format of the make-up exam is at the discretion of the facilitator. The learner who does not demonstrate professional accountability as outlined above may receive a grade of “0” for that exam, subject to administrative review.
- C. If a learner is going to be absent for the final exam of a course, the student will contact the course coordinator to schedule a date to take an alternate format final exam.
- D. The alternate format final exam will not be scheduled at a date earlier than originally scheduled on the course calendar.
- E. The alternate format final exam is required to be taken prior to the start of the next nursing course in sequence of the College’s curriculum plan.
- F. The learner will be given a grade of “incomplete” until the exam is taken. Once the learner has taken the exam, the final average for the course will be calculated, and the learner will be an assigned 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. If a student misses an exam review, the student must make an appointment with the course coordinator/ faculty member to review the exam individually.
- F. The third semester midterm/final exam will not be reviewed in the classroom setting, but may be reviewed by the student individually upon request.
- G. 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 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. Assignments submitted beyond the due date, without an approved extension, will be subject to a penalty of 5 points per day.

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.)

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

This Document Replaces:

NSG-CNG-100.10

Attachments

[Request for Test Question Review. Rev. 8.10.2016.docx](#)

Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	8/6/2020

Applicability

MVHS

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