



Origination 10/12/2017
Last Approved 4/2/2026
Effective 4/2/2026
Last Revised 3/31/2026
Next Review 4/1/2028

Owner Faculty Organization
Policy Area College of Nursing CNG
Applicability MVHS

English as an Alternative Language (EAL) Testing Policy, CNG-100.8

PURPOSE

Discuss the process for students who declare themselves as English as an alternate or second language (EAL/ESL) individuals. These students will be permitted a translation tool and extra time for testing in decreasing time allotments per semester in order to enable the ability to adjust to the verbiage and format of nursing exams. In order to adequately prepare these students for the National Council for Licensure Exam (NCLEX), which does not allow extended time or translation tools for EAL/ESL students, the extended testing time and use of a translation tool will not occur during the fourth and final semester.

SCOPE

Faculty, Students, Administration

REFERENCES

DEFINITIONS / ABBREVIATIONS

CC: Course Coordinator

DSFD: Dean of Student and Faculty Development

EAL: English as an Alternate Language

ESL: English as a Second Language

EAL/ESL students are students who speak a language other than English in their home and declare that they have the need for extended time for testing. Of note is that there are many students who speak another language in their home but do not declare themselves as EAL/ESL students as they have been in the United States for many years and have no difficulty with the English language.

PROCEDURE / DIRECTIVE

1. Students who declare themselves as EAL/ESL must declare themselves as such to the CC of the course that they are taking at the beginning of each semester.
2. The CC will refer the student to the DSFD for documentation. Documentation of the need for extended time as designated by this policy will be supplied to the CC by the DSFD. (See attached form.)
3. EAL/ESL students take the identical exam as all nursing students within the course and course objectives remain the same for all students.
4. EAL/ESL students may be tested together in a separate area from the rest of the class.
5. EAL/ESL students are allowed to have a word translation tool on their desk during the exam.
 - A. Exam proctors should examine the translation tool to ensure that no additional notes/definitions are evident.
 - B. EAL/ESL students may ask the faculty proctor if they do not understand a word within a question. The proctor may give an alternative word to the student if this information will not affect the validity of the exam.
6. EAL/ESL students will be permitted extra time for exams, excluding dosage calculation and standardized exams given in an on-line format, according to the following guidelines:
 - A. First Semester (N116, N141): 30 extra minutes per hour (110 minutes for a 75 minute/50 question exam)
 - B. Second Semester (N118, N142): 20 extra minutes per hour (100 minutes for a 75 minute/50 question exam)
 - C. Third Semester (N232, N233): 10 extra minutes per hour (90 minutes for a 75 minute/50 question exam)
 - D. Fourth Semester (N240, N244): No extended time (75 minutes for a 50 question exam)
 - E. Faculty will use the above guidelines and calculate extended time according to the allotted time per semester and the number of questions on the exam in relation to the time allowed non-EAL/ESL students for shorter exams or the final exam.

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

This Document Replaces:

NSG-CNG-100.8

Attachments

[📎 EAL International Notification Form \(CNG-100.8\).pdf](#)

Approval Signatures

Step Description	Approver	Date
Approver	Julie Wells-Tsiatsos	4/2/2026
Owner	Faculty Organization	4/2/2026

Applicability

MVHS

COPY