

Nursing Student Handbook Policy

This serves as a notice that policy 2.18 Testing in the Associate Degree in Nursing Student Handbook has been updated. This updated policy supersedes any previous Associate Degree in Nursing Student Handbook policy regarding policy 2.18 Testing. The revised policy 2.18 Testing is effective on January 21st, 2020.

2.18 Testing

Course examinations will be administered online to evaluate student learning, knowledge, and retention. Students are expected to learn content in a cumulative fashion in order to care for patients with progressively more complex problems. Courses are arranged in the nursing curriculum to facilitate this learning process. Prerequisite courses are necessary to achieve the skills and knowledge to practice nursing safely. Therefore, content in prior courses will be considered as testable material in the current course. Each test in this course may incorporate both skills and theory content once that material has been assigned and/or taught. Nursing knowledge cannot always be divided arbitrarily into theory and skills.

Students are expected to pass each course examination with a minimum grade of 75%. Prior to final course grade calculation, the examination average is calculated. Students must have earned at least a **75% exam average to pass** the designated course. Assigned projects and quiz grades will not be counted as part of the “75% average grade” unless specifically designated as part of the 75% weighted grades in a course syllabus. Other assignments which are not part of the 75% weighted average (projects, etc) must be completed to pass the course. The assignment grades will be included in the final course grade only if the student has met the 75% rule above. (See **Behavioral/Conduct policy for failure to follow testing policies**).

Policies which govern testing of Unit include:

1. Exams will be taken as scheduled.
2. Students must arrive to an exam 15 minutes prior to the exam start time.
3. Students must be in their seat and have the exam downloaded at least five minutes prior to the exam start time.
4. Students may not write on the white board provided for the exam prior to beginning the exam.
5. The instructor will announce the exam password at the test start time.
6. Any student arriving after the exam start time will not be allowed into the testing center. The student must communicate with the course facilitator to take a make-up essay exam. The highest score the student may make on the make-up essay exam is a 75%.
7. The course facilitator or administrative assistant must be notified by the student if unable to be present for an exam.
8. Personal items (e.g., **phones, personal calculators, books, notes, watches, etc.**) must be placed in designated areas at the front or the back of the classroom or testing center during each exam. In the event that faculty find prohibited personal items in the testing area, the student will be escorted out of the examination area and will be given a grade of zero on the exam. **If the student is displaying an act(s) of academic**

dishonestly by using a personal item during the exam, the student will be dismissed from the Nursing Program and will not be allowed to apply for readmission.

9. No talking is permitted in the testing area or hallway adjacent to the testing area.
10. Courtesy is expected before, during, and after the exam to avoid disturbing other test takers.
11. If questions arise during a test, **the student will raise a hand and wait for the instructor to approach.** Questions will be written down by the student and answered in writing by the instructor or the student and instructor will exit the testing area to discuss complex questions.
12. Students may only use the calculator provided by the college for exams.
13. Students will use only materials provided by the college for written work during an exam.
14. A review will be provided upon completion of the exam in ExamSoft. The student is permitted to have up to 10 minutes to review missed answers.
15. A student who is disruptive while reviewing the exam will be escorted out of the testing area and will not be allowed to continue to review the exam.
16. Students may not contest test questions until all students have completed the exam.
17. Students must follow the policy regarding Test Item Inquiries to contest a test item.
18. Students who wish to review a unit exam with an instructor may review missed answers from the exam up to the date of the next scheduled exam. For example: A student may review missed answers from exam one prior to taking exam two. The student may not review missed answers from exam one after taking exam two.

Policies which govern testing of Final Exams include:

1. Exams will be taken as scheduled.
2. Students must arrive to an exam 15 minutes prior to the exam start time.
3. Students must be in their seat and have the exam downloaded at least five minutes prior to the exam start time.
4. Students may not write on the white board provided for the exam prior to beginning the exam.
5. The instructor will announce the exam password at the test start time.
6. Any student arriving after the exam start time will not be allowed into the testing center. The student must communicate with the course facilitator to schedule a make-up essay exam if the exam is administered in ExamSoft. The highest score a student may make on a make-up essay exam is 75%. If a student arrives after the start time of a standardized final exam, the student must communicate with the course facilitator to schedule an

alternate version of the standardized exam. The highest score the student may make on the standardized final exam is 75%.

7. The course facilitator or administrative assistant must be notified by the student if unable to be present for an exam.
8. Personal items (e.g., **phones, personal calculators, books, notes, watches, etc.**) must be placed in designated areas at the front or the back of the classroom or testing center during each exam. In the event that faculty find prohibited personal items in the testing area, the student will be escorted out of the examination area and will be given a grade of zero on the exam. **If the student is displaying an act(s) of academic dishonesty by using a personal item during the exam, the student will be dismissed from the Nursing Program and will not be allowed to apply for readmission.**
9. No talking is permitted in the testing area or hallway adjacent to the testing area.
10. Courtesy is expected before, during, and after the exam to avoid disturbing other test takers.
11. If questions arise during a test, **the student will raise a hand and wait for the instructor to approach.** Questions will be written down by the student and answered in writing by the instructor or the student and instructor will exit the testing area to discuss complex questions.
12. Students may only use the calculator provided by the college for exams.
13. Students will use only materials provided by the college for written work during an exam.
14. A review will be provided upon completion of the final exam in ExamSoft if applicable. The student is permitted to have up to 10 minutes to review missed answers.
15. A review will be provided upon completion of the final exam in the standardized testing if applicable. The student is permitted to have up to 10 minutes to review missed answers.
16. A student who is disruptive while reviewing the exam will be escorted out of the testing area and will not be allowed to continue to review the exam.
17. Students may not contest test questions until all students have completed the exam.
18. Students must follow the policy regarding Test Item Inquiries to contest a test item.
19. Students may not review final exams with faculty.
20. Students may not contest test questions on a standardized exam.

Policies which govern testing of Dosage Calculation Examinations include:
Dosage Calculation Examinations

1. During each clinical course, students will be required to successfully pass a 10 item, fill-in-the-blank online Dosage Calculation Examination with 100% accuracy in order to administer medications in the clinical setting.
2. Students must arrive to an exam 15 minutes prior to the exam start time.
3. Students must be in their seat and have the exam downloaded at least five minutes prior to the exam start time.
4. Students may not write on the white board provided for the exam prior to beginning the exam.
5. The instructor will announce the exam password at the test start time. Any student arriving after the exam start time will not be allowed into the testing center. Missing the exam due to being late will result in a forfeiture of the exam attempt.
6. Only computer calculators may be used during the exam.
7. The exam must be completed within thirty minutes
8. Dimensional analysis is required to calculate dosage questions.
9. Rounding should occur at the end of the calculation, in the final answer only, if appropriate.
10. Three (3) attempts will be allowed to successfully pass the exam.
11. If the dosage calculation examination is not passed with 100% after the third attempt, the student will not be able to progress in the course, and the student will receive a “WF”.
12. A review will be provided upon completion of the exam in ExamSoft. The student is permitted to have up to 10 minutes to review missed answers.
13. A student who is disruptive while reviewing the exam will be escorted out of the testing area and will not be allowed to continue to review the exam.
14. Students may not contest test questions until all students have completed the exam.
15. Students must follow the policy regarding Test Item Inquiries to contest a test item.
16. Students who wish to review a math competency exam with an instructor may review the exam up to the date of the next scheduled math competency exam. For example: A student may review math competency exam one prior to taking math competency exam two. The student may not review math competency exam one after taking math competency exam two.

Final Exam Testing

An appropriate standardized competency test will be given at the end of designated theory courses. The standardized exam conversion score will be used as the final exam grade.

Communication of Grade Results

Exam grades will be posted in the course management system within 48 hours. Students will not receive an exam review for a final exam, including standardized comprehensive exams.

Test Item Inquiries

Inquiries must be submitted in writing to the Course Facilitator **within 24 hours** following the exam review. Students must cite authoritative references for the proposed answer to the test question. References need to include at least one of the following:

1. Required text page numbers
2. Required readings page numbers
3. Class documentation i.e. handouts, audio

Make-Up Exams

Students will be allowed to make up a missed scheduled examination, but will not be allowed to make-up missed quizzes. The exam make-up day will be set by the course facilitator. The make-up exam for unit exams will be an essay exam covering unit topics. If math problems are required on tests in the course, five math problems also will be on the make-up exam.

The student in a course with a standardized final exam must take a make-up standardized final exam.

If a student is unable to take the make-up exam on the date set by the course facilitator, a grade of zero will be recorded for the exam.

Remediation

1. Students are responsible for completion of all required remediation components and documents prior to the due date.
2. Remediation will be required for all exams in which a student is unsuccessful.
3. Remediation will be required for readmission into the nursing program.
4. Remediation will be required if the student scores below a composite score of 850 on the standardized final exam.
5. The student must meet with a faculty member (approved by the course facilitator) to review any exam in which the student receives a grade determined to be less than satisfactory. Please print the remediation form (Exhibit A) found at the end of the student handbook.

Remediation Requirements Specific to Type of Remediation:

Unit Exams:

1. The student must print and bring the Remediation Form (Exhibit A) to the scheduled meeting with the course facilitator or faculty approved by the course facilitator for the remediation session.
2. The student must complete 50 correct EAQ NCLEX-style questions created by the course facilitator or faculty approved by the course facilitator.
3. The course facilitator or faculty approved by the course facilitator will verify completion of remediation questions.

4. The student must obtain signatures from the course facilitator or faculty approved by the course facilitator prior to the next exam. If the remediation form is not filled out completely, the student will not be allowed into the exam.

Final Exam:

1. The student must print the Remediation Form (Exhibit A) and meet with the course facilitator or faculty approved by the course facilitator for the remediation session.
2. The student must submit the required remediation assignment(s) according to the remediation letter by the specified due date to nursing@com.edu and to the course facilitator. Failure to submit the completed remediation assignment(s) by the specified due date will result in inability to enroll in the following semester.
3. The course facilitator or faculty approved by the course facilitator will verify completion of remediation questions and assignment(s).
4. The student must obtain the signature needed from the course facilitator or faculty approved by the course facilitator prior to the designated deadline. If the student does not provide proof of the required practice questions, the student will not be allowed to register for the following semester.

Course Failure (for students with **one** course failure):

1. The student must print the Remediation Form (Exhibit A) found at the end of the handbook and meet with the course facilitator or faculty approved by the course facilitator.
2. The student must submit the required remediation assignment(s) according to the readmission letter by the specified due date to nursing@com.edu and to the course facilitator or faculty approved by the course facilitator. Failure to submit the completed remediation assignment(s) by the specified due date will result in inability to gain readmission.
3. The course facilitator or faculty approved by the course facilitator will verify completion of remediation questions.
4. The student must obtain the signature needed from the course facilitator or faculty approved by the course facilitator prior to final approval from the Nursing Admission Committee.
5. If the student does not provide proof of the required practice questions, the student will not be eligible for readmission.

Academic Counseling

Students may be required to meet with the course facilitator or faculty approved by the course facilitator faculty to discuss areas for improvement regarding academic performance. The course, facilitator or faculty approved by the course facilitator and student will discuss the student's

academic performance and create an action plan. A counseling form will be provided by faculty, and the counseling form will be signed by the faculty member and student and filed into the course record. All counseling forms must be returned to faculty within one week unless faculty have specified an earlier date and/or time. The student will not be allowed in class lab, or the clinical setting if the counseling form has not been returned by the specified date.