

## Policy and Procedure

### SON OP 30.190 - Testing Policies and Procedures

<b>PURPOSE</b>	The purpose of the School of Nursing Testing Policy and Procedure (SON OP) The Board of Nursing requires the program of study shall be based on sound educational principles.
<b>REVIEW</b>	The policy will be reviewed biennially by September 1 of each even numbered year by the Associate Dean with recommendations for revisions forwarded to the Dean of the School of Nursing.

## POLICY/PROCEDURE

This policy provides guidelines to be utilized for test administration and test review. Appropriate accommodations are made for students who meet criteria for *Americans with Disabilities Act*.

### Procedure for the Undergraduate Programs

#### A. Test Preparation

1. Tests will be given to the class collectively using the learning management system or approved learning resource as designated by course facilitator in the course syllabus. In the event of an outage exam proctors will instruct students to remain quietly seated until faculty can assess the situation and advise accordingly.
2. Faculty will schedule testing times through the appropriate TTUHSC department to validate room reservations and through the SON IT staff for computer support prior to the beginning of each semester. Faculty should notify IT staff if an exam has been rescheduled or cancelled.
3. Testing dates and times will be stated in the course syllabi. Faculty will communicate the location for each exam.
4. Tests are to be submitted to the program support staff for uploading at least three (3) working days prior to the scheduled test date unless they are personally uploaded by the instructor.
5. After uploading, faculty will review the test for accuracy. It is optional to validate the security protocol. Minimal security measures include a user id and password code. Additional security may include specifying the IP range in an effort to limit testing to a specific area of TTUHSC.
6. For objective tests administered via the TTUHSC online learning platform, 1.5 minutes per question minimum will be allotted with duration of time per question to be determined by the course facilitator. For standardized examinations, the time allotted will vary based on the company's stated standard or determined by the course facilitator.
7. To better prepare the student for the NCLEX testing format, unit and final exams will be administered as follows:
  - a. Questions will be given to the student one at a time.
  - b. The student must answer each question before going to the next question.
  - c. The student will not be allowed to return to previous questions.
  - d. Any question not answered by the student will be marked as incorrect.
8. Faculty should maximize exam security by scrambling test questions and/or answers.
9. Faculty are encouraged to post exam blueprints one week prior to scheduled exam date if blueprints are provided.

## B. Test Administration and Proctoring

1. Students will test utilizing TTUHSC laptops or a design computer lab for testing.
2. In extenuating circumstances, tests not administered on the computer will be distributed on paper and a blank scratch sheet.
3. The test proctor will provide scratch paper, ear plugs, and calculators (if needed) for use during the exam. These items will be collected by the proctor when the student completes the exam. The scratch paper will be shredded once the instructor has posted official grades for the exam and the time period for challenging a question has passed
5. All assigned course faculty must be available for proctoring.
6. The proctor to student ratio will be no more than 1:50.
7. For all proctored exams and quizzes, the following guidelines must be observed by the proctor. The guidelines below are provided to students:
  - a. Students must arrive prior to the scheduled testing time or they will not be allowed admittance.
  - b. Students will remain outside the testing room until admitted by the proctor.
  - c. All student property including keys, backpacks, notes, books, cell phones, and any other personal items or personal electronic devices should be left at the periphery of the testing room as directed by the proctor and may not be accessed during the exam/quiz.
  - d. At faculties' discretion, students may be required to present a picture ID prior to entering the testing room. i.e. Cell phones must be in the off position and stored.
  - f. Students will be seated according to a randomized seating method created by the exam proctor.
  - g. Only computer hardware, scratch paper provided by the proctor, a basic calculator, pen or pencil, no drinks (if allowed at testing site) and ear plugs (if provided by the proctor) may be on the student desk at any time.
  - h. Proctors may verify student identification at the time of log in to ensure the name of the student sitting for the exam matches the log in information by checking the picture ID. Proctors will verify that only identification information is located on the ID.
  - i. Students should not log in to the exam until all are seated, quiet, and instructions are given by the proctor that they may begin. At that time, all students will immediately enter the exam user id and password and begin the exam.
  - j. No questions regarding the material will be answered during the exam/quiz.
  - k. No talking is allowed in the testing room once the exam/quiz starts.
  - l. The exam/quiz screen is the only screen that may be open during the exam/quiz.
  - m. No one will be permitted to leave the room and then re-enter during an exam/quiz without specific permission from the proctor. Doing so may void an individual's exam/quiz, thus resulting in a grade of zero. Student is required to surrender their cell phone to the proctor when leaving the room and returning.
  - n. When the student finishes, the computer should be turned off and the student should exit the room quietly.
  - o. Confidentiality of all exams/quizzes must be maintained. Failure to keep exam content confidential and/or any violation of academic integrity as defined in the TTUHSC Student Affairs Handbook and Code of Academic Conduct will be reported to the Course Facilitator and the appropriate programmatic administrator.

- p. Students should save every answer before proceeding to the next question.
- q. Should the computer fail to save an answer, the student must immediately raise hand to notify the proctor and note the number of question on scratch paper provided. Once the student has finished the exam, the proctor will allow the student to answer the question in writing on the provided scratch paper.
- r. Students should not congregate outside the classroom after finishing the exam/quiz – this can be very distracting for anyone still taking the exam.
- s. Students who encounter computer issues will raise their hands, and the proctor or IT representative will come to them to assess the situation.
- t. Students needing additional scratch paper will raise their hands and a new sheet will be provided by the proctor. All scratch paper must be signed and returned to the proctor before leaving the testing room.
- u. Cheating on tests and quizzes is considered a violation of academic integrity as outlined in the School of Nursing Student Handbook and will not be tolerated. Examples of cheating on tests and quizzes include but are not limited to:
  - Collaboratively working on at home tests and quizzes without permission from the course facilitator. Collaboration includes working with other students in person, over the phone, via computer or any other collaborative method.
  - Using resources other than those identified by the instructor as appropriate for use on the exam or quiz.
  - Accessing websites containing test banks for textbooks.
  - Sharing information about questions on an exam or quiz.
  - Taking photos, screenshots of or copying/pasting any portion of an exam or quiz.

#### C. Make Up Exams

1. Students who miss an exam due to participation in a University Sponsored event shall provide documentation to faculty at least 48 hours in advance of the exam and may be eligible to make up the exam. Other absences are at the discretion of the course facilitator. The student is responsible for contacting the course facilitator at least 48 hours in advance and arranging a time to make up the exam.
2. Alternate student testing times will be scheduled by the course faculty in collaboration with a SON designated proctor.
3. The course facilitator has the option to give an alternative equivalent exam.
4. Quiz make-up is at the discretion of the course facilitator and will be stated in the course syllabus.

#### D. At Home Testing

1. Students will complete at home exams and quizzes individually. No group work is allowed unless clearly stated by the course facilitator; group work on exams and quizzes is considered cheating and will be handled as outlined in the School of Nursing Student Handbook. Group work includes working with other students in person, over the phone, via computer or any other collaborative method.
2. Students are allowed to use only the resources identified by the instructor as appropriate for use on the at home exam or quiz. Instructors will identify acceptable resources for use on the exam or quiz.
3. Students who access websites that contain test banks for textbooks to obtain exam questions and answers will be considered in violation of academic integrity as outlined in the School of Nursing Student Handbook.

4. Students should not share exam or quiz information with other students upon completion of the test. Students who share this information will be considered in violation of academic integrity as outlined in the School of Nursing Student Handbook.
5. Students should not take screen shots/photographs or print any portion of an exam or quiz. This practice will be considered a violation of academic integrity as outlined in the School of Nursing Student Handbook.
6. Students who encounter computer issues should contact their instructor immediately to notify via phone or email them of the situation. If a voice mail message is left for the instructor, the student should leave specific details concerning the issue encountered.
7. Students may be required to access a web proctoring service for at home exams and quizzes.
8. Students are discouraged from taking exams and quizzes during scheduled IT maintenance windows, generally between midnight Sunday morning to 10:00 AM Sunday morning.

E. Test Review

1. While not required faculty are encouraged to conduct test reviews for all courses.
2. Test reviews will are encouraged to be conducted after all students have completed the exam and the statistical analysis has been completed. Students may request a one-on-one test review with the course facilitator.