Graduate Program Manual
Operating Policy and Procedure

SON OP 40.665: Test Administration Policy

PURPOSE: This policy provides guidelines for testing.

REVIEW: All policies in the Graduate Program Manual shall be reviewed by the Associate Deans/Department Chairs of the Graduate Program by December 1 of even numbered years in collaboration with the MSN and DNP Councils. Final approval of the Graduate Program Manual is by the Dean.

1.0 Policy

This policy provides guidelines for test administration. Appropriate adjustments are made for students who have required documentation of special testing needs provided by the TTUHSC Student Services Office.

2.0 Procedure

A. Guidelines for Test Administration

1. Tests may be taken on a personal computer that meets School of Nursing Information Technology minimum operating requirements.
2. The course facilitator will determine test parameters including dates, times, weight and length of test. The test will be administered through the School of Nursing’s current learning management system.
3. Faculty may work with support staff to create the web-accessible test and set the appropriate parameters for the test.
4. The School of Nursing’s Information Technology staff are available to assist faculty with testing support.
5. Students may be required to take a proctored exam and follow the same policies and procedures listed in the online testing section.

B. Test Preparation

1. Tests will be given to the class collectively using the learning management system or approved learning resource.
2. Testing dates and times will be stated in course syllabi.
3. After uploading, faculty will review the test for accuracy, maximize exam security and validate the security protocol.
4. For objective tests administered via the TTUHSC SON online learning management system, 1.5 minutes per question minimum will be allotted with duration of time per question to be determined by the course facilitator.
5. Faculty are encouraged to post exam blueprints one week prior to scheduled exam date.
if blueprints are provided.

C. Online Testing

1. Students will complete online exams and quizzes individually. No group work is allowed unless clearly stated by the course facilitator; group work on individual exams and quizzes is considered cheating and will be handled as outlined in the School of Nursing Student Handbook. Group work includes working with any other individual in person, over the phone, via computer, or any other collaborative method.
2. Students are allowed to use only the resources identified by the faculty as appropriate for use on the online exam or quiz.
3. Students who access any unauthorized written or digital resources for unauthorized assistance, including but not limited to 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 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 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 during testing should immediately contact IT and notify their course faculty.
7. Students may be required to have a proctored exam.
8. 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.
9. Quiz or exam make-up is at the discretion of the course facilitator.

D. Test Review

1. While not required, faculty are encouraged to conduct test reviews for all courses.
2. Test reviews will be conducted after all students have completed the exam and the statistical analysis has been completed. Specific guidelines for test review will be available in individual course syllabi.
3. Course facilitators should provide instructions for students who wish to challenge a test item.