Operating Policy and Procedure

SON OP 30.183 – Testing Policies and Procedures

PURPOSE: The purpose of the School of Nursing Testing Operating Policy and Procedure (SON OP) is to provide direction for test preparation, test administration and proctoring, and test review for the Undergraduate Programs. The Board of Nursing requires the program of study shall be based on sound educational principles.

REVIEW: The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, 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 (i.e. ATI) 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. Students enrolled in the Accelerated BSN Program will take exams at TTUHSC or at arranged testing locations. 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/schedule. Faculty will communicate the location for each exam.
4. Tests are to be submitted to the program support staff for uploading at least ten (10) 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 and 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, such as ATI proctored examinations, the time allotted will vary based on the company’s stated standard. For example, ATI allows 1 minute per question.
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 personal laptops, TTUHSC laptops or a designated computer lab for testing. Each student testing on a personal laptop will bring an Ethernet cable to the testing site.

2. Tests not administered on the computer will be distributed as a packet with a test booklet and a blank scratch sheet.

3. The test proctor will provide colored scratch paper, ear plugs, markers, and calculators (if needed) for use during the exam. These items will be collected by the proctor when the student completes the exam. Students will write their names at the top of the scratch paper, and 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.

4. Extra computers will be available when possible from the SON IT for student use if problems with personal computers are encountered during administration of the exam. It is the responsibility of the student to notify the course facilitator prior to the exam if a SON IT laptop will be needed.

5. All assigned course faculty must be available for proctoring. For the Accelerated BSN Program, Retention Counselors will proctor all exams and quizzes.

6. The proctor to student ratio will be no more than 1:25 (Accelerated BSN Program) and 1:50 (Traditional BSN Program).

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. If students are using personal laptops, students will be admitted by the proctor early to set up laptops.
   c. All student property including keys, backpacks, notes, books, cell phones (must be in the off position), 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. Students must present a picture ID prior to entering the testing room.
   e. Students will be seated according to a randomized seating method created by the exam proctor.
   f. Only computer hardware, scratch paper provided by the proctor, a basic calculator, marker (no pens/pencils allowed), drinks (if allowed at testing site) and ear plugs (if provided by the proctor) may be on the student desk at any time.
   g. Proctors may verify that only identification information is located on the ID.
   h. 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.
   i. No questions regarding the material will be answered during the exam/quiz.
   j. No talking is allowed in the testing room once the exam/quiz starts.
   k. The exam/quiz screen is the only screen that may be open during the exam/quiz.
   l. 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.
   m. When the student finishes, the computer should be turned off and the student should exit the room quietly.
   n. Students should save every answer before proceeding to the next question.
   o. 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.
Testing Policies and Procedures

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.

Students should not congregate outside the classroom after finishing the exam/quiz – this can be very distracting for anyone still taking the exam.

Students who encounter computer issues will raise their hands, and the proctor or IT representative will come to them to assess the situation.

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.

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 are 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 as far in advance as possible 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 them of the situation via phone or email. 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 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 or Retention Counselor/Academic Advisor.

3. Course facilitators should provide instructions for students who wish to clarify a test item. Sample “Student Response to Test Item” forms can be found in Attachments A (Accelerated BSN Program) and B (Traditional BSN Program).