Operating Policy and Procedure

SON OP 30.290 – Post Exam/Quiz Review Policy

The purpose of the ABSN School of Nursing Post Exam/Quiz Review Operating Policy and Procedure (SON OP) is to ensure exam/quiz reviews are consistent irrespective of who teaches the course or when the course is taught. The Program Council has the responsibility to review and recommend to the General Faculty changes in exam/quiz reviews to maintain the integrity of the exams and quizzes in the curriculum.

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

The exam/quiz review procedure pertains to all exams and quizzes, with the exception of ATI exams. The procedure assures all exam/quiz reviews are conducted in the same manner. Changes in components require approval through the process developed and monitored by the Program Council.

1. Exam discussion will be conducted after all students have taken the exam.
2. Students who score less than 75% are also required to meet with a course facilitator and/or retention faculty as designated by the instructions of the course facilitator. The purpose of the meeting is to review concepts missed. In addition, students scoring less than 75% may be required to meet weekly with the retention faculty to develop an individualized plan for success.
3. Students are expected to adhere to School of Nursing Operating Policy 30.183 Testing Policies and Procedures.
4. The ABSN Program defines a “Quiz” as a formative test. An “Exam” is defined as a summative test.
5. Exam items may only be clarified by submission of the completed Request for Item Clarification Form (Attachment 30.183.01). The form must be completed and submitted to the course facilitator within 4 business days of the exam grades being released or by midnight on the date of the site specific exam review.
6. Faculty need to select one of the following statements to include in syllabus if quizzes are used:
   - Quiz items may only be clarified within 2 business days of release of quiz grades by submission of Item Clarification Form.
   - Quiz items may only be clarified within 2 business days of release of quiz grades by formal written communication within the course between the student and the course facilitator.
7. Post-Exam/Quiz Review Process is further defined in Attachment 30.290