Accelerated BSN Program: Request for Item Clarification

Instructions: This form must be completed and signed by the student for faculty to consider the request. Completion of this form does not guarantee additional points will be awarded to the student. Awarding of additional points is solely at the discretion of course faculty. One form must be completed for each item for which the student is requesting clarification. Any request for clarification must be made individually.

Proctored exam process: If, after being provided the correct answers and rationales during the exam review, the student desires further clarification regarding an item, the student may:
- Obtain this form from the Retention Counselor/proctor while still in the exam review setting.
- Complete the form in the presence of the Retention Counselor/proctor. Rationale provided by the student for consideration must be based on verifiable evidence-based resources and materials as identified by the course faculty.
- The completed form will be returned to the Retention Counselor/proctor by the student prior to leaving the room.
- The Retention Counselor/proctor will forward any request(s) submitted during the exam review to the course faculty. One form must be completed for each item for which the student is requesting clarification.
- Course faculty will make the final determination and notify the student of the decision made.

At-Home exam/quiz process: If after reviewing the exam/quiz as outlined by the course faculty the student desires further clarification regarding an item, the student may:
- Make an appointment with the Retention Counselor/course faculty to review specific items for exams/quizzes not released for home viewing.
- Complete the form in the presence of the Retention Counselor/course faculty. Rationale provided by the student for consideration must be based on verifiable evidence-based resources and materials as identified by the course faculty.
- The Retention Counselor will forward any request(s) to the course faculty completed in their presence. One form must be completed for each item for which the student is requesting clarification.
- For exams/quizzes released for home viewing, complete the form and submit to the course faculty via course inbox. Rationale provided by the student for consideration must be based on verifiable evidence-based resources and materials as identified by the course faculty.
- Course faculty will make the final determination and notify the student of the decision made.

Course: ___________________________ Exam/quiz date: ___________________________

Question #: __________ Topic: ______________________________________________________

Correct answer: _________________________________________________________________

Student’s answer: _______________________________________________________________

Rationale for student answer with reference/page number: _____________________________

____________________________________________________________

____________________________________________________________

Student name (print): ____________________________________________________________

Student signature: ________________________________________________________________

(Required for this response to be considered by course faculty)

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Reviewed:
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