OPERATING POLICY AND PROCEDURE

SON OP 30.705 – ATI Examination Policy (Traditional BSN)

PURPOSE
The purpose of the ATI examination policy is to outline parameters for the use of ATI exams, calculation of grades when using ATI, and standardization of ATI reviews.

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

ATI Map of Activities
The purpose of the Map of Activities is to guide students on managing the ATI products within each course. The map includes resources and exams available in the course. The ATI Map of Activities and any other related ATI information are outlined in the course syllabi.

Practice ATI exams
All courses that administer a proctored ATI exam may recommend or require both versions (A and B) of the Practice Exam prior to the proctored exam. For this section, the word exam refers to practice ATI exams.

1. Exams should be open with rationales throughout the semester unless required for a grade.
2. Homework recommendations are defined on the map of activities.
3. Homework should be handwritten and submitted to an assignment tab on the online learning platform.

Proctored ATI exams
For this section, the word exam refers to proctored ATI exams.

1. Exams should be monitored by a course faculty proctor.
2. Exams should not be administered prior to the scheduled time on the course schedule.
3. Exam times should not be changed once course schedules are released at the beginning of the semester unless extenuating circumstances exist and the change is approved by the leadership team.
4. Prior to administering the exam, the ATI proctor script should be read aloud to all students.
5. If the students receive a grade for the exam, a topic review must be conducted at least 1 week prior to the exam.

Calculation of ATI exam grade scaling
Scores from ATI proctored exams for "all campuses" should be used for calculating grades. Individual campus ATI exam grades, where each campus has taken a different version of the same ATI exam should not be combined to calculate exam grade scaling.

1. Practice exams should not be assigned a course grade.
2. Proctored exams should be calculated using the grade-scaling tool to identify outlier scores as they occur. The identification of outliers is based on a statistical analysis of all scores. Outliers are defined as any score calculated to be greater than two standard deviations above the exam mean score. Scores will be scaled based on the number of outliers identified using the following process:
a. When no outliers are identified, grade scaling is based on the highest exam score alone. 
Scaling formula = Individual student score/highest exam score x 100 (example: highest score = 98, individual student score = 74; 74/98 = .7551 x 100 = 75.51. Gradebook entry = 75.51)

b. When one outlier is identified, grade scaling is based on the average of the highest two scores. (Note: If more than one student makes the same outlier score e.g. two students have a 94 outlier score, the outlier score and the next highest score below the outlier will be averaged). 
Scaling formula = Individual student score/average of the outlier score and the next highest score x 100 (example: top two scores = 94 & 88. Average = 91.00, individual student score = 74; 74/91 = .8131 x 100 = 81.31 Gradebook entry = 81.31)

c. When two outliers are identified, grade scaling is based on the average of the highest three scores. (Note: If more than one student makes the same outlier score e.g. two students have a 94 outlier score, the two individual outlier scores and the next highest score below the two outliers will be averaged). 
Scaling formula = Individual student score/average of the two outlier scores and the next highest score x 100 (example: top three scores = 94, 92 & 83. Average = 89.66, individual student score = 74; 74/89.66 = .8253 x 100 = 82.53 Gradebook entry = 82.53)

d. When three outliers are identified, grade scaling is based on the average of the highest four scores. (Note: If more than one student makes the same outlier score e.g. two students have a 94 outlier score, the three individual outlier scores and the next highest score below the three outliers will be averaged). 
Scaling formula = Individual student score/average of the three outlier scores and the next highest score x 100 (example: top four scores = 94, 92, 91 & 83. Average = 90.00, individual student score = 74; 74/90.00 = .8222 x 100 = 82.22 Gradebook entry = 82.22)

3. Exams with four or more identified outliers will be taken to the program director prior to finalizing exam scores.

4. Student names should be blinded when calculating exam scores.

5. Exam scores should be entered into the course gradebook using two decimal places.

6. Individual exam scores should not be rounded (refer to SON policy)

7. Documentation for each exam calculation should be kept in the course lead files.