OPERATING POLICY AND PROCEDURE

SON OP 30.755 – Exam Benchmarking Usage

PURPOSE
The purpose of the School of Nursing Exam Benchmarking Usage Policy is to hardwire the usage of qualitative data to assist in evaluating curricula. TTUHSC School of Nursing will utilize external benchmarking examinations during the course of students’ progression.

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 “Benchmarking Exam Usage” 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.

A. Administration of Examinations

- Benchmarking exams for pre-licensure student shall be given in a proctored setting in accordance with TTUHSC Testing Policy and Procedure OP 30.285.
- Benchmarking exams shall be given at key times as designated per curricula.
- Specific guidelines on how to use the exams and complementary study material for the benchmarking guidelines are unique to each program and the associated guidelines for each program shall be used accordingly.

B. Percentage of Course Grade

Courses utilizing benchmarking exams shall be no less than 15% of the course grade. Benchmarking exam scores will be used in the exam calculation for passing the course.

C. Make Up Exams

Students may miss up to 2 exams in a course IF the student has provided appropriate notice (greater than 30 minutes of scheduled exam start time) to the course facilitator(s). Final exams including the benchmark exam are included in the total exam count of 2 that can be missed.

D. Standardizing Course Material

In an effort to streamline class material delivery to ensure students know where benchmarking material is placed within courses, the following material will be standardized per program’s specifications:

1. Wording in syllabus
2. Grade book column headings
3. Guideline criteria to include specific activities and grading