Operating Policy and Procedure

SON OP 30.756 – Exam Review Policy

PURPOSE

The purpose of the School of Nursing Exam Review Operating Policy and Procedure (SON OP) is to ensure exam 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 reviews to maintain the integrity of the exams and 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 review procedure pertains to all exams, with the exception of ATI exams. The procedure assures all exam 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. When a student wishes to seek clarification regarding the answer to an exam question, he/she must set up a meeting with the retention faculty.
4. The retention faculty will review the exam question for clarity. If the retention faculty decides the question needs clarification, the retention faculty will complete the Test Item Clarification form during the review and turn it into the course facilitator.
5. The Test Item Clarification form will be given to the course lead or scanned to the course lead by the course facilitator via the learning management system.
6. The course lead faculty member is responsible for responding in the course to the student and retention faculty regarding the decision on the Test Item Clarification form. Responses should occur within 48 business hours of receiving the form.