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. A test-item analysis will be conducted immediately after each exam by the course lead faculty and facilitators.
2. Based on students’ overall performance on exam items, challenging or difficult concepts will be identified and posted in the course for students to review. These concepts will only be posted after all students have taken the exam.
3. Students who score less than 75% for the first time are required to meet with a course facilitator and/or course faculty for remediation 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 designated course faculty to develop an individualized plan for success and assess student progress.
4. The student is responsible for arranging further remediation meetings if the student scores less than a 75% on another exam or wants to discuss their plan for success further.
5. When a student wishes to seek clarification regarding a test item, he/she must use the following process:
   If clarification is needed during the exam,
   • The student will write the question number and the needed point of clarification on their exam scratch paper and notify the exam proctor.
   • After completion of the exam, the proctor will forward the point of clarification to the course facilitator and/or course lead faculty for review via the course learning management system (LMS).
   • The exam proctor will not discuss the point of clarification during or after the exam other than to state that the point of clarification will be reviewed.
   If clarification is needed after the exam or requested when concepts to review are posted for students after the test-item analysis,
   • The student will contact the course facilitator to arrange a remediation meeting via the course LMS to discuss the specific concept and point to be clarified.
   • The student must arrange a meeting with the course facilitator and/or designated faculty within 24 hours after the exam concepts for review have been posted.
   • To protect exam integrity, students will not be allowed to view individual test items.
6. The course lead faculty is responsible for responding in the course LMS to the student(s), course facilitator, and/or designated faculty regarding the decision on test items via the LMS within 48 hours with clarification and any agreed-upon course of action.

Approved 4/9/2017
Developed: ALV 3/20/2017
Revised: AV 8/30/18; 10/1/2018; 9/9/2020, 9/1/2022

SON OP 30.756
Page 1 of 1