Traditional BSN Undergraduate Program Request for Test Item Clarification

**Instructions:** If a student needs to clarify a test item, he/she must first complete the scheduled exam review to view the item, along with the rationales for each answer. If the student feels that he/she needs further clarification on the test item, the following procedure will be followed for the course facilitator(s) to consider the request. Submitting this form ensures students due process, but does not guarantee answers will be changed.

**Proctored exam process:** As faculty provides an exam review with correct responses and rationales, a student may request further clarification of a test item with the following procedure:

- Test Item Clarification forms will be provided by the faculty proctoring the exam review.
- Individual students will complete one form for each test item to be clarified.
- The student will provide rationale for consideration based on verifiable evidence in course materials (podcasts, faculty presentations, required or suggested texts, etc.).
- Proctoring faculty will provide the appropriate texts during the exam review, in order for students to complete the Test Item Clarification form.
- The student will submit the completed Test Item Clarification form to the faculty proctoring the exam review, before leaving the exam review room. The proctoring faculty will submit the form to the course facilitator(s).
- Course facilitators will make the final determination and notify the student of the decision made.

**At Home exam process:** Exams taken at home will follow the same procedure as in-class proctored exams, following the scheduled exam review for the exam taken at home.

**If a student is unable to participate in a scheduled exam review:** After proper notification to faculty, the student will contact the appropriate retention counselor or course facilitator to complete the exam review. If the student wishes to complete a Test Item Clarification form, he/she will follow the same procedure as above.

**Course:** NURS  
**Exam number and date of review:** ________________________________

**Question#_________ Topic______________________**

**Correct response:**____________________________________________________

**Student response with rationale and reference:**______________________________

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**Student name (print):** ____________________________________________  **Signature:** __________________________

(Student name is required for course facilitator consideration of request for clarification but will remain confidential.)

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