PurPOSE

The purpose of the School of Nursing Missed Exam/Makeup Review Operating Policy and Procedure (SON OP) is to ensure missed exams/makeups 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 makeup policies 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 missed exam/makeup procedure pertains to all exams, with the exception of quizzes. The procedure ensures all exam makeups are conducted in the same manner. Changes in components require approval through the process developed and monitored by the Program Council.

Students are expected to be logged into their computers and prepared to start the exam five (5) minutes prior to the scheduled exam time. To allow time for issues with computers, Wi-Fi, or entry, it is highly recommended that students begin logging in to the exam 15 minutes prior to the scheduled exam time. Students must show appropriate ID or they will not be allowed to take the exam. All forms of identification must be valid and meet the following requirements:

- Government-issued, non-expired, printed name, recent photograph, and signature
- Examples of acceptable forms of identification are:
  - Student ID badge (preferred), driver’s license, passport books and cards, military identification card, permanent residence card, or provincial/territorial or state identification card.

A. Makeup Exam Decision Tree (Missed Exams with Notification)

The Traditional Undergraduate Program faculty understand that difficult circumstances may arise and impact an already existing exam schedule. Exam schedules are posted at the beginning of the semester. Any concerns about an exam date should be communicated as soon as possible.

- All makeup exams will be an alternative equivalent exam and must include five to ten nontraditional test items (e.g. fill-in-the-blank, true/false, short answer).
- Students may make up 2 exams in a course if the student has provided appropriate notice (greater than 30 minutes prior to the scheduled exam start time) to the course facilitator(s).
- Final exams are included in the total exam count of 2 that can be missed.
  a. If a student foresees the need for a makeup exam within 24 hours of the scheduled exam time, it is recommended that the student call the course facilitator.
  b. If a student foresees the need for a makeup exam greater than 24 hours of the scheduled exam time, emailing the course facilitator and/or scheduling a meeting to discuss is recommended.
- The first missed exam, with appropriate notice, will result in the administration of a makeup exam that must be scheduled and completed within 5 business days (8:00 a.m.-5:00 p.m. CST) of the scheduled exam time with the next business day counting as Day 1. It is up to the student to contact the faculty member to request the rescheduling of an exam. If the makeup exam is missed, or more than five (5) business days pass, the value of the missed exam will be added to the final exam.
A student with symptoms, or who tests positive for, or is exposed to COVID-19 that is required to self-isolate off campus for a number of days may not be able to schedule the makeup exam within the required five-day time frame. In this case, the student must notify the course facilitator and request a revised makeup exam schedule.

Pending leadership approval of the revised makeup schedule request, the value of the missed exam may be added to the final exam.

- The second absence (including missed makeup exams) will result in the student not being allowed to take the exam and the value of the missed exam being added to the final exam percentage. For example, if the missed exam is worth 10% and the final exam is worth 10%, the student's final exam will be worth 20%.
- In the event of a third missed exam, the leadership team will be contacted by the course faculty for guidance on a case-by-case basis. Missing more than two exams in a course, which can include the final exam(s), may result in professional standard point deductions.
- For further information on Final Exams, see below under the Final Exams heading.

B. No Call-No Show Events (Missed Exams without Notification)

- Students who have not notified faculty of an absence 30 minutes prior to the exam start time or if missing required testing components (picture ID) will not be allowed to test unless documentation from Educational Technology of computer issues occurs.
- This is treated as a no-call-no-show event for an exam and will result in the value of the missed exam percentage being added to the final exam percentage. For example, if the missed exam is worth 10% and the final exam is worth 10%, the student's final exam will be worth 20%.
- If students have two or more no-call-no-show events in a single course, both missed exams will be awarded a grade of 0.

C. Final Exam Makeup

- A final exam will be allowed to be made up with no penalty if it is the first or second missed, scheduled exam with proper notification, as identified in Part A. The student may receive an alternate form of the final exam.
- In the event that a course has two final exams (e.g. a course with two ATI finals, or a faculty-generated course final exam and an ATI final exam)
  - The student is required to take both final exams
  - The percentage of one final exam does not roll to the second final exam in any circumstances.
- If a student experiences a no-call-no-show event for the final exam and it is their first missed exam, the student will take the exam as soon as possible. The final exam will be scheduled at faculty discretion, with a preferred timeframe within 24 hours.
  - The student may receive an alternate form of the final exam.
  - The student will be penalized a total of 15 points off the final exam grade for the NC/NS (If the final exam is an ATI final, the deduction will be from the adjusted final exam grade).
- If students experience a no-call-no-show event for the final exam and it is their second exam missed due to a no-call-no-show, the student will receive a 0 on the final exam.