Operating Policy and Procedure

SON OP 30.860 – Testing Policies and Procedures

PURPOSE: The purpose of the School of Nursing Testing Operating Policy and Procedure (SON OP) is to provide direction for test preparation, test administration and proctoring, and test review for the Undergraduate Programs. The Board of Nursing requires the program of study shall be based on sound educational principles.

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

This 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.

Procedure for the Traditional Undergraduate Program

A. Test Preparation
   1. Tests will be given to the class collectively using the learning management system or approved learning resource (i.e. ATI) as designated by course facilitator in the course syllabus. In the event of an outage, exam proctors will instruct students to remain quietly seated until faculty can assess the situation and advise accordingly.
   2. Faculty will schedule testing times through the appropriate TTUHSC department to validate room reservations and through the SON IT staff for computer support prior to the beginning of each semester. Faculty should notify IT staff if an exam has been rescheduled or cancelled.
   3. Testing dates and times will be stated in the course syllabi/schedule. Faculty will communicate the location for each exam.
   4. After uploading, faculty will review the test for accuracy and validate the security protocol. Minimal security measures include a user id and password code (when applicable). Additional security may include the use of an automated proctoring platform (e.g. Proctorio, Respondus, etc.).
   5. For objective tests administered via the TTUHSC online learning platform, 1.5 minutes per question minimum will be allotted with duration of time per question to be determined by the course facilitator (2.5 minutes per question for dosage calculations). For standardized examinations, such as ATI proctored examinations, the time allotted will vary based on the company's stated standard. For example, ATI allows 1 minute per question.
   6. To better prepare the student for the NCLEX testing format, unit and final exams will be administered as follows:
      a. Questions will be given to the student one at a time.
      b. The student must answer each question before going to the next question.
      c. The student will not be allowed to return to previous questions.
      d. Any question not answered by the student will be marked as incorrect.
   7. Faculty should maximize exam security by scrambling test questions and/or answers.
   8. Faculty are encouraged to post exam blueprints one week prior to scheduled exam date if blueprints are available.
B. Test Administration and Proctoring

1. Students will test utilizing personal laptops, TTUHSC laptops or a designated computer lab for testing. Each student testing on a personal laptop is encouraged to bring an Ethernet cable to the testing site.

2. Tests not administered on the computer will be distributed as a packet with a test booklet and a blank scratch sheet.

3. The test proctor will provide colored scratch paper, ear plugs, and markers for use during the exam. These items will be collected by the proctor when the student completes the exam. If markers are not provided, students may use their own pens (blue or black ink only). Students will write their names at the top of the scratch paper, and the scratch paper will be shredded once the instructor has posted official grades for the exam and the time period for challenging a question (72 hours) has passed.

4. Extra computers will be available when possible from the SON IT for student use if problems with personal computers are encountered during administration of the exam. It is the responsibility of the student to notify the course facilitator prior to the exam if a SON IT laptop will be needed.

5. All assigned course faculty must be available for proctoring.

6. The proctor to student ratio will be no more than 1:50 when no automated proctoring platform is being used) and 1:100 (when an automated proctoring platform is used).

7. For all proctored exams and quizzes, the following guidelines must be observed by the proctor. The guidelines below are provided to students:
   a. Students must arrive prior to the scheduled testing time or they will not be allowed admittance.
   b. All student property including keys, backpacks, notes, books, cell phones (must be in the off position), and any other personal items or personal electronic devices should be left at the periphery of the testing room as directed by the proctor and may not be accessed during the exam/quiz.
   c. Students must present a picture ID prior to entering the testing room when no automated proctoring platform is used.
   d. Students must present a picture ID upon starting the exam when automated proctoring platform is used.
   e. Proctors may verify that only identification information is located on the ID.
   f. Students must present a picture ID upon completion of standardized assessments (i.e. ATI).
   g. Facilitators must ensure the student picture ID matches the identification on the completion page of the standardized assessment (i.e. ATI).
   h. Only computer hardware, scratch paper provided by the proctor, marker (if provided by the proctor. No pencils allowed), drinks (if allowed at testing site) and ear plugs (if provided by the proctor) may be on the student desk at any time.
   i. Faculty will check student computers for open windows and applications and instruct student to close out of all browsers, except the testing browser, when automated proctoring is not in use.
   j. Students should not log in to the exam until all are seated, quiet, and instructions are given by the proctor that they may begin. At that time, all students will immediately enter the exam user id and password (when applicable) and begin the exam.
   k. No questions regarding the material will be answered during the exam/quiz.
   l. No talking is allowed in the testing room once the exam/quiz starts.
   m. The exam/quiz screen is the only screen that may be open during the exam/quiz.
   n. No one will be permitted to leave the room and then re-enter during an exam/quiz without specific permission from the proctor. Doing so may void an individual’s exam/quiz, thus resulting in a grade of zero.
   o. When the student finishes, the computer should be turned off and the student should exit the room quietly.
   p. Students should save every answer before proceeding to the next question.
q. Should the computer fail to save an answer, the student must immediately raise hand to notify the proctor and note the number of the question on scratch paper provided. Once the student has finished the exam, the proctor will allow the student to answer the question in writing on the provided scratch paper.

r. Confidentiality of all exams/quizzes must be maintained. Failure to keep exam content confidential and/or any violation of academic integrity as defined in the TTUHSC Student Affairs Handbook and Code of Academic Conduct will be reported to the Course Facilitator and the appropriate programmatic administrator.

s. Students should not congregate outside the classroom after finishing the exam/quiz – this can be very distracting for anyone still taking the exam.

t. Students who encounter computer issues will raise their hands, and the proctor or IT representative will come to them to assess the situation.

u. Students needing additional scratch paper will raise their hands and a new sheet will be provided by the proctor. All scratch paper must be signed and returned to the proctor before leaving the testing room.

v. Cheating on tests and quizzes is considered a violation of academic integrity as outlined in the School of Nursing Student Handbook and will not be tolerated. Examples of cheating on tests and quizzes include but are not limited to:
   - Collaboratively working on at home tests and quizzes without permission from the course facilitator. Collaboration includes working with other students in person, over the phone, via computer or any other collaborative method.
   - Using resources other than those identified by the instructor as appropriate for use on the exam or quiz.
   - Accessing websites containing test banks for textbooks.
   - Sharing information about questions on an exam or quiz.
   - Taking photos, screenshots of or copying/pasting any portion of an exam or quiz.

C. Make Up Exams
1. The student is responsible for contacting the course facilitator as far in advance as possible and arranging a time to make up the exam according to the course syllabus.
2. Alternate student testing times will be scheduled by the course faculty in collaboration with a SON designated proctor.
3. The course facilitator will give an alternative equivalent makeup exam.
4. Quiz make-up is at the discretion of the course facilitator and will be stated in the course syllabus.

D. At Home Testing
1. Students will complete at home exams and quizzes individually. No group work is allowed unless clearly stated by the course facilitator; group work on exams and quizzes is considered cheating and will be handled as outlined in the School of Nursing Student Handbook. Group work includes working with other students in person, over the phone, via computer or any other collaborative method.
2. Students are allowed to use only the resources identified by the instructor as appropriate for use on the at home exam or quiz. Instructors will identify acceptable resources for use on the exam or quiz.
3. Students who access websites that contain test banks for textbooks to obtain exam questions and answers will be considered in violation of academic integrity as outlined in the School of Nursing Student Handbook.
4. Students should not share exam or quiz information with other students upon completion of the test. Students who share this information will be considered in violation of academic integrity as outlined in the School of Nursing Student Handbook.
5. Students should not take screen shots/photographs or print any portion of an exam or quiz. This practice will be considered a violation of academic integrity as outlined in the School of Nursing Student Handbook.
6. Students who encounter computer issues should contact their instructor immediately to notify them of the situation via phone or email. If a voice mail message is left for the instructor, the student should leave specific details concerning the issue encountered.

7. Students may be required to access a web proctoring service for at home exams and quizzes.

8. Students are discouraged from taking exams and quizzes during scheduled IT maintenance windows, generally between midnight Sunday morning to 10:00 AM Sunday morning.

E. Test Review of Missed Concepts

1. Course faculty will review statistical analysis as a group and evaluate test item performance. A decision will be made to leave a poor performing question as is, give partial credit, or nullify the question.

2. Exam statistics (exam mean, high score, etc.) can be shared with students. Missed concepts that students should review will be posted by the course lead faculty after all students have completed the exam and exam makeups.

3. Course facilitators should provide instructions for students who wish to clarify a test item. Sample “Student Response to Test Item” forms can be found in Attachment A.