

**Neosho County Community College
Mary Grimes School of Nursing
Student Testing Policy**

EXAM PREPARATION

1. Exam questions are derived from student learning outcomes for each unit, therefore unit outlines may be used as a study guide for the exam.
2. The exam category will be calculated based on points earned divided by total points.
3. Nursing exams progress from non-critical thinking questions to the majority of critical thinking questions. Nursing exams use Bloom's Taxonomy, remembering/understanding and applying or higher. The percentage of remembering/understanding are 40% maximum in level one first semester and gradually are decreased throughout the program. Application style questions are started in level one and are progressively increased throughout the program.
4. Nursing exams are modeled after the NCLEX Exam Plan. All question types may include exhibits of multimedia, tables, graphics, sound and video. Questions types may include but are not limited to:
 - a. Multiple Response
 - b. Multiple Choice
 - c. Fill-in-the-blank
 - d. Calculation
 - e. Hot-spot
 - f. Drag-and-drop/Ordered Response Item

EXAM ADMINISTRATION

1. Exam Administration on scheduled exam day.
 - a. No additional items should be brought to the exam room by the student, unless approved by instructor. Any items brought into the exam area should be placed in the designated area away from the student's computer.
 - i. Cell phones, smart watches, and all other electronic devices, books, or dictionaries may not be used during the exam and must be off, except those provided by MGSON. (i.e. calculators).
 - ii. Students should use scratch paper provided by the faculty. Other documents/items brought to the exam area must be pre-approved by faculty.
 - iii. Head coverings (hats/hoodies/scarves-including fashion scarves) are not allowed in the exam area, with the exception of religious head coverings
 - iv. Water bottles/drinks are not allowed in the exam room. Mints/hard candies/cough drops are allowed with approval of instructor.
 - v. Foam earplugs or college provided headphones are allowed with instructor approval.
 - b. All exams, answer sheets, calculators and scratch paper must be turned in to the instructor at the end of the exam period and accounted for prior to students leaving.
 - c. Scheduled exams and pre-announced quizzes must be taken on the scheduled date, at the scheduled time. If a student is tardy or absent for any reason and unable to exam at the scheduled time, an alternate exam may be given and 5% will be deducted from the score for taking the exam late. An additional 1% will be deducted per day for each of the 5 consecutive days not taken, up to a maximum of 10%. If the exam is not taken before the next exam/quiz is given, the score will be recorded as a zero. Unannounced quizzes must be taken at the designated time and may not be made up. Special circumstances will be subject to review and faculty discretion.
 - d. Students wanting to take the exam on a day prior to the scheduled exam date must be scheduled with the Course Coordinator.

- e. All unit, final and ATI proctored assessments will be monitored by NCCC college personnel. Exceptions would be reviewed by the Director of Nursing.
- f. Public communication about exam questions is strongly discouraged, including discussion in the public venues (bathroom, classroom, hallway, parking lot, clinical, or on social media). Students who discuss exams may be in violation of the MGSON Academic Honesty Policy. In the event that a student, having taken the exam, discusses the exam with a student who has not taken the exam, both parties are at risk of being in violation of the [MGSON Academic Honesty Policy](#).
- g. Grades will be entered into and calculated based upon the formatting of the Learning Management System. The nursing program does NOT round off grades.
- h. Hybrid class exam location will be determined by class population and availability of instructor/exam room.
- i. Group exams may be used. Guidelines for group exams will be provided at the time of exam administration. Group exam scores will be recorded in the Assignment section of gradebook, see Course Syllabus on course Home Page
- j. Exams are formatted to be consistent with NCLEX. There is only one question per page with forward progression. Students may not return to a previous question.
- k. Should the need for an online exam arise due to college closure or declaration of no students on campus, please follow the MGSON Online Exam Expectations. These expectations will be provided at the appropriate time, if needed.

If a MGSON Online Exam is used, all policies related to the exam process will be followed.

Student Test Review

Purpose: The test review is to gain understanding of mistakes made so they will not be repeated in the future and not to argue/negotiate answers.

1. Students will be allowed to review their test as a group with an instructor present. (Students will exit the testing area after completion of the exam. Once all students have completed the exam, students will be allowed to return to the testing area as a group to review their exam.)
 - a. All members of the cohort must remain for test review or no test review will be made available. All students will remain in the testing area until the review is complete.
 - b. Review of tests may be allowed for the purpose of viewing items answered incorrectly and application of test taking skills test-taking skills.
 - c. Notes will not be taken during test review.
 - d. Copying/pasting the question from the review or taking screen shots of the questions during the review is not allowed. This is a violation of the Academic Honesty Policy and will result in dismissal from the nursing program.
2. Final examinations will not be reviewed by students.

Test Concept Analysis

3. Exam scores will be finalized in the online grade book no later than one week after exam administration. Concerns regarding an exam score must be done within 2 business days (48 hours) following posting of the exam score.
 - a. Students questioning an item should submit their concerns in writing within 24 hours of the exam to the instructor responsible for the material or the course. Citations from the current textbook supporting student's viewpoint for alternate correct answer are required.
 - b. A faculty member responsible for the exam content will respond to the student within one week.

ATI Assessment

Refer to the [Grade Determination Policy](#)

SPECIAL ACCOMODATIONS

Accommodations for qualified students with disabilities is requested through the Dean of Student Services (Chanute Campus) or the Dean for the Ottawa and Online Campuses (Ottawa).

The NCLEX exam is not available in paper/pencil format. In an effort to prepare students for the NCLEX exam, the nursing program does not permit paper/pencil exams. Exceptions may include group examinations, math proficiency exams, or in times of technical difficulties.

Adopted: unknown

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