TTUHSC EL PASO
Texas Tech University Health Sciences Center El Paso
HUNT SCHOOL OF NURSING

Policy and Procedure

SON OP   **30.190 - Testing Policies and Procedures**

PURPOSE   The purpose of the School of Nursing Testing Policy and Procedure is to define testing administration and review guidelines. The Texas Board of Nursing requires the program of study shall be based on sound educational principles.

REVIEW   The policy will be reviewed biennially by September 1 of each even numbered year by the Associate Dean with recommendations for revisions forwarded to the Dean or his/her designee.

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.

A. Exam Development Protocol
1. General unit exams should be between 50 and 85 questions in length.
2. Final exams may be cumulative and contain a maximum of 85 questions.
3. In support of national competencies outlined by the NCLEX-RN, faculty are encouraged to evaluate students according to the Client Needs Categories that are applicable to their respective course.

Client Needs Category	Percentage of Items from each Category/Subcategory
Safe and Effective Care Environment	
• Management of Care	15-21%
• Safety and Infection Control	10-16%
Health Promotion and Maintenance	6-12%
Psychosocial Integrity	6-12%
Physiological Integrity	
• Basic Care and Comfort	6-12%
• Pharmacological and Parenteral	13-19%
• Reduction of Risk Potential	9-15%
• Physiological Adaptation	11-17%

4. Tests are to be submitted to the program support staff for uploading at least three (3) working days prior to the scheduled test date unless they are personally uploaded by the faculty.
5. After uploading, faculty will review the test for accuracy. It is optional to validate the security protocol. Minimal security measures include a user id and password code. Additional security may include specifying the IP range in an effort to limit testing to a specific area of TTUHSC.

B. **Exam Writing Style Protocol**
   1. Exams may be structured using a variety of testing formats to align with NCLEX-RN (e.g. multiple choice, hot spot, drag and drop, video vignettes etc.). Although the majority of items should be in the multiple choice format. 'Alternative' items similar to those that might be seen on the NCLEX and standardized exams should be used.
   2. Use of exam question banks for the assigned textbook are permitted but faculty are required to modify the item(s) selected for an exam.
   3. Prior to posting an exam, faculty are encouraged to have a colleague review their exam.
   4. Item options, the correct answer and distracters should be of similar length and maintain consistency in grammar (e.g. verb tense, etc.).

C. **Exam Administration Protocol**
   1. Tests will be given to the class collectively using the learning management system or approved learning resource as designated by course facilitator in the course syllabus.
   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.
   3. Faculty should notify IT staff if an exam has been rescheduled or cancelled.
   4. Testing dates and times will be stated in the course syllabi. Faculty will communicate the location for each exam.
   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. For standardized examinations, the time allotted will vary based on the company's stated standard or determined by the course facilitator.
   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.
      e. Faculty should maximize exam security by scrambling test questions and/or answers.
   7. All items must be removed from the desktop with the exception of a blank sheet of paper, ear plugs provided by the proctor and a pencil/pen.
   8. The test proctor will provide scratch paper, ear plugs, and calculators (if needed) for use during the exam. These items will be collected by the proctor when the student completes the exam. The scratch paper will be shredded once the faculty has posted official grades for the exam and the time period for challenging a question has passed
   9. Use of smart and/or electronic devices during the exam is prohibited.
   10. All student property including keys, backpacks, notes, books, cell phones, 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.
   11. During the exam students will not be permitted to leave the room and then re-enter without specific permission from the proctor. Doing so may void an individual's exam/quiz, thus resulting in a grade of zero. Student is required to surrender their cell phone to the proctor when leaving the room and returning.
   12. Faculty must secure a proctor to uphold the integrity of the examination.
   13. If an issue arises during the examination, the student must immediately notify the proctor so that it may be addressed.
   14. Following completion of a standardized exam, students will be able to review the rationale for any missed question.
   15. Faculty are not required to utilize class time to review exams. If a class review is not offered, students may make an appointment with the course faculty to review the exam concepts in person.

D. Exam Analysis Protocol
1. Exams will be analyzed after all students have completed the exam.
2. An item analysis must be completed for each question. (i.e.: point biserial, discrimination index and difficulty index, upper and lower percentage of students answering correctly).
3. Questions that perform poorly should be reviewed. Criteria for review includes:
   a. Less than 30% of the class answers the question correctly
   b. Less than 100% of the class answers a safety question correctly
   c. Items that do not discriminate between low- and top-performers
   d. Question had poor statistical analysis using KR coefficient for reliability
   e. Questions that perform poorly will not be deleted, but adjustments made regarding acceptance of answers, at the faculty level.
   f. If adjustments are made, (e.g. accept more than one answer, etc.) the faculty is encouraged to keep an ongoing, written-record of the modified item(s) for use on future examinations and opportunities for didactic improvement.
   g. Each exam must be reviewed for reliability using KR coefficients.