

GGSON Undergraduate Program Handbook

SON OP 30.285 - Testing Policies and Procedures

PURPOSE The Texas Board of Nursing requires the program of study shall be based on sound educational principles.

REVIEW This handbook shall be reviewed by the Associate Dean by September 1st of even numbered years in collaboration with the Curriculum Committee. Final approval of the GGSON Undergraduate Program Handbook is granted by the Dean.

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 Track

Test Administration

1. Tests will be given to the class collectively.
2. Faculty will schedule testing times through the appropriate TTUHSC department to validate room reservations and through the GGSON IT staff for computer support prior to the beginning of each semester.
3. Testing dates and times will be stated in the course syllabi.
4. Tests are to be submitted to the secretary for uploading at least ten (10) working days prior to the scheduled test date unless they are personally uploaded by the instructor.
5. After uploading, faculty will review the test for accuracy and validate the security protocol. Minimal security measures include a password code that will consist of at least 7 random letters (at least two capitalized) and numbers. Additional security may include specifying the IP address in an effort to limit testing to a specific area of TTUHSC.
6. Students will test utilizing personal laptops. The "PC Health Check" tool (accessed on the TTUHSC SON website) should be run by students at least one week prior to an exam to ensure compatibility with the testing website. Respondus Lockdown must also be loaded on to each student's personal computer as it serves to secure the testing website.
7. Tests not administered on the computer will be distributed as a packet with a test booklet and a blank cover sheet in the event of a power outage or computer difficulties.
8. For objective tests, 1.5 minutes per question will be allotted.
9. For all tests the specific instructions on the Exam Instruction Sheet will be followed.
10. The test proctor will provide a colored Exam Instruction Sheet, which serves as the 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.
11. Faculty should maximize exam security by scrambling test questions and/or answers and providing randomized seating.
12. Extra computer will be available from the GGSON IT for student use if problems with personal computers are encountered during administration of the exam.
13. All assigned course faculty must be available for proctoring.

Make Up Exams

1. Students who miss an exam due to participation in a University Sponsored event shall provide documentation to faculty at least 48 hours in advance of the exam and are eligible to make up the exam. Other absences are at the discretion of the course facilitator. The student is responsible for contacting the course facilitator as far in advance as possible and arranging a time to make up the exam.
2. Faculty will verify test parameters prior to examination.
3. Alternate student testing times will be scheduled by the course faculty in collaboration with a GGHSON designated proctor.
4. The course facilitator has the option to give an alternative equivalent exam.
5. Quiz make-up is at the discretion of the course facilitator and will be stated in the course syllabus.

Test Review

1. Faculty are encouraged to conduct test reviews for all courses.
2. Test reviews will be conducted after all students have completed the exam. Attendance by students for the group review is voluntary. Individual test review is at the discretion of the course facilitator.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
GAYLE GREVE HUNT SCHOOL OF NURSING
Exam Instruction Sheet

GNUR XXXX – (Course Title)
Exam 01 – Instruction Sheet

Date, xx/xx201xx 11:15 AM – 12:45 PM (90 minute exam)

Please log in to the exam via Respondus Lockdown to Blackboard using the password provided by the proctor. Let your proctor know immediately if you should have problems accessing the exam. You MUST use Respondus Lockdown to take this exam.

Specific Instructions Students Must:

- Arrive at the testing room 15 minutes prior to the scheduled exam time.
- May be asked to show their picture ID before being admitted to the testing room. The proctor will verify the student is on the class roster.
- Books, notes, backpacks, and other personal items must be left at the front or the back of the classroom, not stored under student chairs.
- No questions regarding the material will be answered during the exam.
- No talking is allowed in the testing room once the exam starts.
- Information needed by the students for the exams will be written on the white boards or projection screen in the testing room. New information will be written as it becomes necessary. For timed exams, the time left will be written in the top left corner of the white boards and changed periodically. The white boards should be checked often for information needed to take the exam.
- The back of this sheet is also your scratch paper. Additional scratch paper may be requested, but must be turned in with this page at the end of the test.
- No one will be permitted to leave the room and then re-enter during an examination without specific permission from the proctor. Doing so may void an individual's exam, thus resulting in a grade of zero for that exam.
- Be certain to take sufficient time (10 seconds) between submitting the answer to a question and selecting the next question. If this happens too quickly, the student's answer to the first question will not be saved or submitted.
- When you finish, turn off your computer and exit the room quietly.
- Do not congregate outside the classroom after finishing the exam – this can be very distracting for anyone still taking the exam.
- Only your computer hardware, this paper, a calculator (provided by the proctor), a writing utensil, and ear plugs (provided by the proctor) may be on your desk at any time. The instruction sheet and calculator will be collected by the proctor when the student completes the exam. No cell phones, PDA's, personal calculators, or other electronic media will be allowed in the testing room.
- You do not need to maximize your exam screen during the exam; however, it is the only screen that may be open during the exam block.
- Be sure you save every answer before proceeding; only saved answers will be preserved during the event of a computer or electronic failure or random fire drill.
- Confidentiality of all tests 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.

You must turn in this piece of paper with your name on it at the end of the exam to the proctor. Failure to return this sheet may forfeit your exam score.

Student Name (Print): _____
Student Signature: _____
Time of Exam Completion (To be filled in by the proctor): _____

Attachment B

STUDENT RESPONSE TO A TEST ITEM

Question # _____
Correct Response _____
Response selected by student _____
Rationale for Student Response

Student Signature (required for this form to be considered) _____

Developed: DST:sh 8/6/01
approved by GFM 9-10-0
Reviewed by GGHSON: 04-26-2012

Procedure for the Second Degree BSN Track

Test Administration

1. Testing dates and times will be stated in the course syllabi.
2. Tests not administered on the computer will be distributed as a packet with a test booklet and a blank cover sheet in the event of a power outage or computer difficulties.
3. For objective tests, 1.5 minutes per question minimum will be allotted with duration of time per question to be determined by the course facilitator.
4. Unit and final exams will be administered via learning management system at designated proctored testing sites or as designated by the course facilitator in the course syllabus. Upon receiving the testing schedule, the student is responsible for reserving a time to take the exam if the exam is to be given at a designated site.
5. To better prepare the student in the Second Degree Studies for the NCLEX-RN 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 and save this answer before going to the next question.
 - c. The student will not be allowed to return to previous questions.
 - d. Any question not saved by the student will be marked incorrect.

Make Up Exams

1. Students who miss an exam due to participation in a University Sponsored event shall provide documentation to faculty at least 48 hours in advance of the exam and are eligible to make up the exam. Other absences are at the discretion of the course facilitator. The student is responsible for contacting the course facilitator as far in advance as possible, but no less than 12 hours before the exam and arrange a time to make up the exam.
2. The course facilitator has the option to give an alternative equivalent exam.
3. Quiz make-up is at the discretion of the course facilitator and will be stated in the course syllabus.

Test Review

1. While not required faculty are encouraged to conduct test reviews for all courses.
2. Test reviews will be conducted after all students have taken the exam and the statistical analysis has been completed. A test review may be conducted at the student request one on one with the course facilitator or the Retention Counselor (Second Degree). The exam may also be open for a minimum of 24 hours for students to complete an individual test review.
3. The Retention Counselor should be contacted for additional test review.

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