SON OP   30.300 - Web-Based Test Administration

PURPOSE   The Texas Board of Nursing requires schools of nursing to have guidelines/policies for performing evaluation of clinical performance of students enrolled in clinical courses.

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 GGHSON Undergraduate Program Handbook is granted by the Dean.

POLICY/PROCEDURE

This policy provides guidelines to be utilized for web-based test administration. Appropriate adjustments are made for students who meet the criteria of the *Americans with Disabilities Act* or for students who provide written documentation of special testing needs prior to exam administration.

BLACKBOARD/WEBCT EXAMS

1. Exams may be taken on Blackboard/WebCT.
2. Meet with the Information Technology (IT) staff responsible for managing Blackboard/WebCT exams.
3. Provide the dates, times, weight and length of test. The program needs to be set so only the exam is revealed. All other information will be closed.
4. Schedule the dates for the exam.
5. The test items are converted to Blackboard/WebCT by the assigned Sr. Admin Assistant.
7. Provide them with the following information: Dates and times in which the test can be administered, and the length of time that the exam can be taken (e.g., 90 minutes)
8. The exam can only be opened at the time indicated.
9. Set up the exam to be given by a proctor with a specific proctor code. (A separate code can be developed for each testing period.)
10. Once the exam is opened the timing begins.
11. Students can change their answers and move back and forth in the exam.
12. Once the student selects the "send" message, the exam cannot be accessed again.
13. Appropriate adjustments are made for students who meet the criteria of the *Americans with Disabilities Act* or for students who provide written documentation of special testing needs prior to exam administration.

The instructor has access to four major files: Submissions, Detail, Reports, and Summary.

The Submissions file documents the student's taking the exam. The information in this folder includes the student's name, raw score and the length of time the student used completing the exam. Under the column "attempts No." a number (1) will appear. When the number is clicked, the students test form is revealed with the student's response to each question along with the key. This is a helpful aide in guiding students.

In the Time Column, click on the underlined time: The entire process of the student testing will be revealed. The amount of time for each item as well as the total time required for the test is provided. It is possible to identify discrepancies in the time sequencing that should be evaluated by the faculty member. When the final column reads "Ungraded," the faculty can use the menu at the bottom of the page and "mark" one or all and then click on "re-grade" and the student's raw score will appear.

Opening the file Summary provides a list of all questions, the N of students and Percentages for analysis with discrimination values, as well as mean and SD. Scanning this file will allow the faculty member to identify items for review.

The Detail file provides a list of all students and their responses to each question. The number of each item is listed at the top of the columns. Clicking on Q1 reveals the test item, correct answer and a bar graph that reveals what percentage of students got the question correctly. That visual graph can provide the faculty with additional information for analysis.

The Reports file provides individual test results in numerical form.

After the analysis of test items is completed, notify the IT staff member and provide the items to be re-keyed. The staff person will re-key the items and re-grade all the exams. Once the faculty member is satisfied that the final grades can be made available to the students, she/he will notify the IT staff member to release the grades. The grades will automatically move into the grade book on the Blackboard/WebCT where students can access only their own grade. This provides timely information with reduced time and workload for the faculty.

Distance Students

The process is the same with the students taking their exam at their primary site with a proctor code. Another option is to provide the exam for only a specific period of time (1:00-2:30 P.M.) online.

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Reviewed by GGHSON: 04-26-2012