

**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 in complexity as the nursing program progresses. Nursing exams use Bloom's Taxonomy, remembering/understanding and applying or higher. The percentage of remembering/understanding are 30% maximum in level one first semester and gradually decreases 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
 - g. NEXT GEN style

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 the instructor. Any items brought into the exam area should be placed in the designated area away from the student's computer.
 - b. Cell phones, smartwatches, 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). The use of additional computer applications and/or web browser tabs (Microsoft, Google, Bing, or Yahoo, etc. not all inclusive) during the exam is prohibited. No printing will be allowed during a test. Students must only be on the myNeosho website during this time.
 - c. Students should use scratch paper provided by the faculty. Other documents/items brought to the exam area must be pre-approved by faculty.
 - d. Head coverings (hats/hoodies/scarves-including fashion scarves) are not allowed in the exam area, except for religious head coverings.
 - e. Water bottles/drinks are not allowed in the exam room. Mints/hard candies/cough drops are allowed with the approval of the instructor.
 - f. Foam earplugs or college-provided headphones are allowed with instructor approval.
 - g. 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.
 - h. Scheduled tests and pre-announced quizzes must be taken on the scheduled date, at the scheduled time. Students are expected to communicate their absence with

the course coordinator before the scheduled exam or pre-announced quiz. Missed exams or pre-announced quizzes must be taken within five (5) business days of the original scheduled date or the score will be recorded as a zero. Special circumstances will be subject to review and at instructor's discretion.

- i. 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.
- j. Students wanting to take the exam on a day prior to the scheduled exam date must be scheduled with the Course Coordinator.
- k. All unit, final and nationally normed proctored assessments will be monitored by NCCC college personnel.
- l. 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](#).
- m. Grades will be entered into and calculated based upon the formatting of the Learning Management System. The nursing program does NOT round off grades.
- n. Hybrid class exam location will be determined by class population and availability of instructor/exam room.
- o. Collaborative exams may be used and guidelines will be provided at the time of the exam administration. See Collaborative testing guidelines for exam scoring.
- p. 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.

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 understand mistakes made so they will not be repeated in the future and not to argue/negotiate answers.

1. Electronic exam review will follow after all students in attendance complete the exam or at the instructor's discretion.
 - a. All class members 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. Students may make an appointment with a faculty member to review test-taking strategies within one week of the testing date. However, the exams will not be reviewed further.
 - c. Notes will not be taken during test review.
 - d. Copying/pasting the question from the review or taking screenshots of the questions during the review is not allowed. This violates the Academic Honesty Policy and will result in dismissal from the nursing program.
 - e. No cell phones, smart watches, any other electronic devices, books, hoodies or jackets will be allowed in the test review area. The use of additional computer applications and/or web browser tabs (Microsoft, Google, Bing, or Yahoo, etc. not all inclusive) during the exam review is prohibited. No printing will be allowed during a test review. Students must only be on the myNeosho website during this

- time.
2. Students will not review final examinations.

Test 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 submitted within 2 business days (48 hours) following the 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 viewpoints for alternate correct answers are required.
 - b. A faculty member responsible for the exam content will respond to the student within one week.

HESI or ATI Assessment

Refer to the Grade Determination policy.

SPECIAL ACCOMMODATIONS

Accommodations for qualified students with disabilities are requested through the Dean of Student Services (Chanute Campus) or the Dean of 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 collaborative examinations, math proficiency exams, or in times of technical difficulties.

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