

Page 1 of 4	STUDENT TESTING	Policy Number:	S127
		Approval Date:	1/4/2021
		Effective Date:	1/8/2021
		Review Date:	2024

POLICY TITLE: STUDENT TESTING

Purpose

The student testing policy is for students to understand their responsibilities in relation to testing at UH College of Nursing. The UH College of Nursing exams are faculty directed and administered per Faculty Testing Policy F415.

Definition of Exam

An exam is defined as a proctored summative evaluation of student knowledge, an assessment to measure a final or comprehensive understanding of content. A quiz is defined as a formative evaluation of student knowledge, an assessment to measure intermediate understanding, progress, or reinforcement of knowledge prior to an exam. Quizzes are not subject to this testing policy and may be administered in ExamSoft or an alternate delivery and may or may not be proctored, at the discretion of the faculty.

Downloading of Computerized Exams:

1. Students must download the exam before the published testing session time and before entering the exam room. If the exam is not downloaded before the published testing session time and before entering the exam room, the student may receive a zero for the exam.

Laptops and Technology:

1. Students must bring their own laptops for testing. Laptops must meet or exceed the minimum technology requirements of the College of Nursing. ([Student Policy 113](#))
2. Students must have their laptops fully charged. Faculty and university personnel cannot guarantee a student will be located near a power outlet to charge their laptops during an exam.
3. Students must resolve technological difficulties prior to the testing session.
4. Students must have a privacy screen for their laptops in order to be allowed to take the exam.
5. Students must keep their eyes on their own computer screens at all times during the exam.
6. Any student who demonstrates actions indicative of cheating during the exam will be asked to exit the testing session and may be given a zero for the exam.
7. It is the student's responsibility to notify the faculty or room proctor of any technological or clerical difficulty or concern during the exam. Concerns of technological or clerical nature raised after the exam has ended may not be taken into consideration by faculty for any kind of grade allowance or score adjustment.
8. Students should notify the faculty or room proctor of any technological or clerical difficulty or concern during the exam by raising their hand and waiting to be recognized.

Page 2 of 4	STUDENT TESTING	Policy Number:	S127
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		Effective Date:	1/8/2021
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Exam Start and Administration:

1. Students will be randomly assigned seats by faculty.
2. Students must be in their seats and ready to begin the exam at the published testing session start time.
3. Any student who shows up late for any reason will not be allowed to enter the room once the exam has started.
4. Any student may be relocated by the faculty at any time during the exam for any reason.
5. Faculty may answer questions during the exam that relate to clerical or technological inquiries. Teaching, content clarification and guidance for answer selection are prohibited once the exam begins.
6. Cell phones, smart technology, and all electronic devices must be placed in the front of the room prior to the exam.
7. No recording devices of any kind are allowed in the testing room.
8. Students may bring ear plugs. There is no guarantee of a distraction-free classroom.

Uploading of Exams (when applicable):

1. It is the student's responsibility to upload an exam during published testing session time.
2. Exams not uploaded once the exam has ended may not be scored.
3. It is the student's responsibility to notify the faculty or room proctor of any uploading difficulties and to make sure their exam has uploaded before they exit the testing room.
4. Faculty members and university personnel will not call, text, or email students to ask them to upload their exams after the student has exited the testing site.
5. Uploads must take place before the student exits the testing room.

Exam Review:

1. Reviews will be restricted to content weaknesses rather than specific items.

Scratch Paper:

1. Scratch paper may be provided at faculty discretion.
2. If provided, students must put their names on the scratch paper and submit the scratch paper to the faculty or room proctor prior to exiting the testing room.
3. Scratch paper not returned to the faculty or exam proctor may be considered and treated as breach of exam security, and the student may receive a zero for the exam.

Make-up for Missed Exams:

1. No make-ups for missed exams will be given.

Testing in Online Courses

The University of Houston's Online & Special Programs (OSP) office facilitates all proctoring services for online students at the University. Information about proctoring and how to submit a proctoring request form can be found on the Proctoring Services page: [Online & Special Programs Proctoring Services](#). Prior to submitting a request, students should read and understand the proctoring processes and

Page 3 of 4	STUDENT TESTING	Policy Number:	S127
		Approval Date:	1/4/2021
		Effective Date:	1/8/2021
		Review Date:	2024

requirements. Proctoring services are for RN to BSN and MSN students currently enrolled in an online course at the University of Houston (2DBSN and Traditional Track students will not be permitted to take exams with OSP Proctoring Services). The OSP proctoring service is to help RN to BSN and MSN students who are unable to complete an exam in person at the University of Houston campus. The steps of obtaining a proctor include:

1. [Verify proctoring with CON course lead faculty.](#)

The first and most important step is to verify proctoring with your course lead faculty to ensure that you have permission to use proctoring services for your exams.

2. [Find a proctor.](#)

Students are expected to find and select a proctor on their own. It is recommended that students select a proctor who works at a university, community college, testing center, or a public library. Once you have selected a proctor, contact them to ensure availability during the needed exam period.

3. [Submit a proctor request.](#)

After finding a proctor that meets the guidelines, complete the [online request form](#). A request form should be submitted for each course that requires proctoring. Be sure to submit your request form at least one (1) week prior to your exam for proctoring in domestic locations, otherwise OSP cannot guarantee it will be processed in time for the exam. For proctoring in international locations, submit your request at least two (2) weeks prior to the exam. Additional approvals are required for international locations. Third-party proctors (like Proctor U, ProctorFree) are not permitted.

4. [Schedule exams with the proctor.](#)

After approval, the student will schedule exam times with the proctor. Exams can be downloaded and completed at any time during the exam date and window provided by your instructor for that specific test. The exam window for all OSP-proctored exams is 2:00 pm – 5:00 pm (CST) on the testing date indicated in the syllabus, without exceptions. OSP will provide the password and scratch paper to the approved proctor for the exam. This will be collected at the end of the exam.

Calculations Proficiency Tests

Prior to beginning each clinical course where medications may be administered, each student must pass a medication calculation proficiency test with 90% accuracy with two attempts to obtain the required score. In the student's final clinical semester, the student has two attempts to pass the medication calculation proficiency test with 100% accuracy with two attempts. Students who do not obtain the required score will be administratively withdrawn from the course and co-requisite courses before the last day to drop the course(s) with a grade of "W."

Page 4 of 4	STUDENT TESTING	Policy Number:	S127
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Standardized Exams

When standardized exams (i.e., ATI) are administered within the corresponding course, they are included in the course grade. For example, a sample allocation based upon a didactic course with three exams:

Exam 1 = 20%

Exam 2 = 25%

Exam 3 = 25%

Standardized Exams cannot equal more than 35% of the course grade in integrated courses.

Medical-Surgical standardized subject exam = 15%

Community Health standardized subject exam = 10%

Care of Children standardized subject exam = 10%

Standardized Exams in block courses may not exceed more than 20% of the course grade.

For the purpose of calculating course grades, the grade allocations for standardized exams are as follows:

Subject Grade Allocations for ATI standardized exams:

<u>Grade</u>	<u>Level</u>
96	Level 3
86	Level 2
76	Level 1
66	Below Level 1

These grade allocations are based upon program norms and benchmarks.

Jurisprudence Exam

Each pre-licensure undergraduate student is required to pass the Texas Board of Nursing Jurisprudence Exam with a minimum average score of 75 to successfully complete the last semester requirement.

Effective Date of Policy

This policy goes into effect January 4, 2021 and applies to all UH College of Nursing Students.

Approved by CON Faculty Council: 1/4/2021

Approved by Dean Kathryn Tart: 1/8/2021