

## Undergraduate Exam Policy

**Purpose:** The goal of the MTSU School of Nursing Faculty is to provide each student with equal opportunities to achieve success throughout the curriculum. The purpose of the Exam Policy is to establish standards related to administering exams in the MTSU School of Nursing that result in consistency, fairness, integrity, and professionalism.

The guidelines set forth in this policy apply to all course unit exams administered in the computer lab or classroom and all Faculty and students.

All standardized exams will be proctored in the computer lab utilizing standard proctor guidelines by Ascend Technologies Institute, LLC. (ATI). Any standardized exam administered outside the computer lab will be proctored by ATI Proctorio.

### I. Required Exam Average in Selected Nursing Courses

An average of 80% or greater must be achieved on all Quizzes/Exams combined to pass the following courses:

- NURS 3010 - Pathophysiology
- NURS 3030 - Health Assessment
- NURS 3042 - Basic Dosage Calculations
- NURS 3170 - Clinical Pharmacology in Nursing
- NURS 3350 - Introduction to Nursing Practice
- NURS 3380 - Caring for Clients with Mental Health Alterations
- NURS 3530 - Caring for Adult Clients I
- NURS 3550 - Caring for the Childbearing Family
- NURS 3580 - Health and Gerontology
- NURS 4330 - Caring for Adult Clients II
- NURS 4585 - Caring for Children and Teen Clients

No other course assignments will be used in calculating the exam average score. If a student meets the 80% exam average requirement, the remaining course assignments are added in to determine a final course grade.

Points for any ATI practice or proctored assessments will be averaged in for the final grade but will not count toward meeting the minimum cumulative exam average.

The rules of math for rounding apply, so if a student's exam average is 79.5% - that would round to an 80% thus meeting the requirement. If students earn less than an 80% average on ALL quizzes/exams combined, their final course grade will be the COMBINED QUIZ/EXAM GRADE.

### II. Exam Guidelines

1. Students are expected to take all required course exams as scheduled by the course faculty.
2. All didactic courses will have a comprehensive final exam on the day that is scheduled by the university. In selected courses, the final exam may be in the form of a poster, presentation, paper, or other means of assessment/evaluation deemed appropriate by the course faculty. Those courses include:

- NURS 3000 Professionalism
  - NURS 4370 Caring for the Community as Client
  - NURS 4390 Nursing Research
  - NURS 4570 Leadership and Professional Practice
3. If a student fails to take unit exam(s) on the scheduled date, they will be required to take the missed exam(s) on a pre-determined date at the end of each semester.
  4. At the beginning of each semester, a four-hour time period will be determined for all missed exams to be taken. The date and timeframe will be published in each course syllabi.
  5. All missed exams in any nursing course will be taken on this date and time, no exceptions.
  6. Students should communicate with the course faculty to schedule a time to take the missed exam(s).
  7. If a student misses more than one exam, all missed exams will be completed on the predetermined date and time outlined in the course syllabus. The missed exams must be completed in sequential order.
  8. Students who choose not to take a missed exam(s) will be assigned a zero (0) for the exam(s).
  9. In the event a student is late for any exam, the student will not acquire additional time to finish the exam
  10. If a student fails to take the final exam on the scheduled date, a grade of Incomplete (I) will be assigned in the course. Course faculty will work with the student on an individual basis for course completion.
  11. Partial credit for any question will not be given unless specified at the time of exam.

### **III. Exam Review**

The intent of exam review is to clarify and dialogue about concepts evaluated in each exam. Exam review will be scheduled by course faculty. Students are not allowed to take notes or images during exam reviews. No electronic devices may be used or present in the work area during the review.

Exams may not be reviewed after subsequent exams are given. For example, exam one cannot be reviewed after exam two is administered. There will be no exam review of final exams.

### **IV. Course Syllabus Exam Policy Statement**

Faculty will include the following Exam Policy Statement in the course syllabus:

An average of 80% or greater must be achieved on all Quizzes/Exams combined to pass the following courses:

- NURS 3010 - Pathophysiology
- NURS 3030 - Health Assessment
- NURS 3042 - Basic Dosage Calculations
- NURS 3170 - Clinical Pharmacology in Nursing

- NURS 3350 - Introduction to Nursing Practice
- NURS 3380 - Caring for Clients with Mental Health Alterations
- NURS 3530 - Caring for Adult Clients I
- NURS 3550 - Caring for the Childbearing Family
- NURS 3580 - Health and Gerontology
- NURS 4330 - Caring for Adult Clients II
- NURS 4585 - Caring for Children and Teen Clients

If a student meets the 80% exam average requirement, the remaining course assignments are added in to determine a final course grade. Points for ATI practice or proctored exams will be averaged in for the final grade but will not count toward meeting the minimum cumulative exam average.

Partial credit for any question will not be given unless specified at the time of exam

Students are expected to take all required course exams as scheduled. A comprehensive final exam or final exam alternative is mandatory in all didactic courses. Any missed exams will be taken on a predetermined date and time at the end of the semester. This date and time will be published in the course syllabus.

If a student is making up multiple exams, the exams must be completed in order. If a student misses the final exam, a grade of Incomplete (I) will be assigned for the course. Course faculty will work with the student on an individual basis for course completion.

If a student is late for any exam, the student will not acquire additional time to finish the exam.

Students who choose not to take a missed exam(s) will be assigned a grade of zero (0) for the exam(s).

For the fall 2023 semester, students in semesters one, two, three and five, will take any missed exam on Wednesday December 6, 2023, between 12:00pm. and 4:00 p.m. Students in fourth semester will take any missed exam on Wednesday December 6, 2023 between 8:00 am and 12:00 pm.

A student's exact time will be communicated by the course faculty.

### **Exam Review**

The intent of exam review is to clarify and dialogue about concepts evaluated in each exam. Exam review will be scheduled by course faculty. Students are not allowed to take notes or images during exam reviews. No electronic devices may be used or present in the work area during the review.

Exams may not be reviewed after subsequent exams are given. For example, exam one cannot be reviewed after exam two is administered. There will be no exam review of final exams.

### **Procedures During Exams**

1. All personal belongings, including electronic devices will be placed in the front of the classroom during exams.
2. All smart devices to include but not limited to cell phones, ear buds, or smart watches with computer screens are not to be used during scheduled exams.
3. No food or drink are allowed during scheduled exams.
4. Students should take bathroom breaks prior to the exam. Students may not leave the room during exams.
5. The student is not permitted to ask questions about the exam during the exam.
6. Faculty reserve the right to establish a seating chart during scheduled exams.

### **Additional Procedures if testing in the Computer Lab**

1. There will be colored paper in the computer lab available to students who need scratch paper during testing.
2. Upon completion of the exam, the instructor will collect the paper from the student.

### **Rounding Policy Statement**

Final course grades will be rounded to the nearest whole number (%) according to the rules of math as follows:

#### Grading Scale and Rounding

90-100                      89.5 will round to 90 = A

80-89                        79.5 will round to 80 = B

70-79                        69.5 will round to 70 = C

60-69                        59.5 will round to 60 = D

No other rounding will occur.

## References

- American Association of Colleges of Nursing. (2021). The Essentials: Core competencies for professional nursing education. Accessible online at <https://www.aacnnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf>
- Assessment Technologies Institute, LLC. (ATI) Proctor Guide: <http://www.atitesting.com>
- American Nurses Association (2015) Code of Ethics. <https://www.nursingworld.org>
- National League for Nursing Accrediting Commission (2012). Fair testing guidelines for nursing education. Retrieved from: National League for Nursing website: <http://www.nln.org/fairtestingguidelines>
- National Student Nurses' Association, Inc. (2015). Code of Academic and Clinical Conduct. <http://www.NSNA.org>
- National Student Nurses' Association, Inc. (2015) Code of Professional Conduct. Retrieved from National Student Nurses Association website: <http://www.NSNA.org>
- Title IX Education Amendment of 1972, Public Law No. 92-318, 86 Stat. 235 (June 23, 1972), codified at 20 U.S.C. §§ 1681-1688. United States Department of Justice, 950 Pennsylvania Avenue, NW, Washington, D.C. Retrieved from United States Department of Justice: website at <http://www.justice.gov/crt/index.php>. Anurima Bhargava. Chief. ... [www.justice.gov/crt/about/edu/documents/titleix.php](http://www.justice.gov/crt/about/edu/documents/titleix.php)

Updated 5/23/2017  
Updated 5/18/2018  
Updated 8/28/2020  
Updated 1/7/2022  
Updated 7/8/2023