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		Approval Date:	11/20/2024
		Effective Date:	8/31/2023
		Review Date:	2027

## POLICY TITLE: STUDENT TESTING

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### Purpose

The student testing policy is for students to understand their responsibilities in relation to testing at the University of Houston Andy and Barbara Gessner College of Nursing. College exams are administered, directed and evaluated by faculty.

### 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.

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## Exam Start and Administration Guidelines:

1. Students may 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 unexcused reason will not be allowed to enter the room once the exam has started.
4. Students who have an emergency which may cause them to be late or miss an exam must communicate this to their course lead and track manager in writing via email prior to the start of the exam.
5. Any student may be relocated by the faculty at any time during the exam for any reason.
6. 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.
7. Cell phones, smart technology, and all electronic devices must be placed in the front of the room with student belongings prior to the exam. Absolutely no phones or smart devices can remain on the student's person during the exam.
8. No recording devices of any kind are allowed in the testing room.
9. Students may bring disposable ear plugs. There is no guarantee of a distraction-free classroom.
10. Students must log in immediately upon receipt of the exam password to facilitate completion of the exam within the allotted timeframe.

Failure to comply with Exam Start and Administration Guidelines may result in an exam failure and will be reported to the Track Manager and the University of Houston.

## 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:

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

## White Board:

1. White boards may be provided at faculty discretion.
2. If provided, students must submit the white board and marker to the faculty or room proctor prior to exiting the testing room.
3. White boards and markers 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.

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## Make-up for Missed Exams:

No make-ups for missed exams will be given.

## 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. If a student misses an attempt to take the dosage calculation exam due to an unexcused absence, the attempt will be forfeited. Students who do not obtain the required score must withdraw immediately from the course and co-requisite courses with a grade of "W."

## Standardized Exams

When standardized exams (i.e., ATI) are administered within the corresponding course, they are included in the exam average.

Standardized Exams cannot equal more than 10% of the course grade in integrated courses.

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.

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Approved by Gessner College of Nursing Faculty Council: 11/20/2024

Approved by Dean Kathryn Tart: 11/20/2024