

**MSN GRADUATE PROGRAMS EXAM
POLICY**

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Reviewer(s): Graduate Assessment
Committee

01. POLICY STATEMENTS

01.01 The purpose of the PPS is to establish the policies and procedures related to graduate course content or module type examinations. These exams are administered for the evaluation of learning objectives. Additionally, examinations provide preparatory work towards course learning objectives and/or national certification exam.

02. PROCEDURES

02.01 Exam Timing, Duration and Settings:

- **Timing and Duration:**
 - Exams are scheduled only **Monday through Fridays** during the work week and open **for 15 hours from 7AM to 10PM CST.**
 - Content or module exams are open for a 15-hour period of time only—for more specific details:
 - See policy on CANVAS settings for Graduate Nursing Exams
 - Students can begin the exam anytime within the 15-hour window
- **Settings and Exam Administration:**
 - All exams are given in CANVAS.
 - The standard time per item is **1.2 minutes per question congruent with national certification times**
 - Research based exams may have an extended timeframe due to mathematical/statistical calculations
 - Essay based exams may have extended timeframe, but NP courses rarely should utilize essay style exams due to board exams and expectations are standard MC/SATA type exams
 - Students with approved accommodations may receive time and a half per question typically at **1.8 minutes per question** but all other exam policy requirements are the same
 - Students are given one testing attempt per exam (1 attempt in CANVAS).
 - Students will only be given aggregated feedback (students will not see individual missed items or rationales)
 - All exams must be proctored through either remote proctoring or live proctoring using Proctorio

02.02 Exam Content:

- **Questions:**
 - No course quiz items are to be used on content or module exams

- o Exam questions derived from test banks must be modified and edited from the original test bank question, as test banks are typically accessed easily by students. Faculty may not use test bank questions as written by the publisher for exams.
- **Rationales/Feedback:**
 - o Students may be given feedback in the exam for individual questions via rationales or text page numbers where information can be found.
 - o Faculty will provide suggestions for learning opportunities: review commonly missed items with the entire class
 - o In CANVAS, faculty may post aggregated information about the “weakest” areas of performance and recommend remediation strategies as aggregated data.
 - o Specific questions will not be reviewed or released to students. General topic content will be reviewed per request.

02.03 Missed Exams:

- With the exception of an emergency, students missing an exam may not make up for the exam. Faculty may offer the student a cumulative final exam that will take the place of any missed module exam. The missed exam will receive a zero and the cumulative final exam will replace the missed exam grade of zero in the gradebook.

02.04 Exam Policy:

- **Exam Weights:**
 - o Courses shall have a **minimum of 3 and maximum of 4 module/instructor created exams** and count as **65% of total course grade** if there is also a standardized exam; if the course has no standardized exams, **the module exams count as 75% of total course grade.**
 - o Courses with a Standardized Exam, the standardized exam(s) will count as **10% of the total course grade.** (*See Standardized Exam Policy*)
 - o Quizzes are not included in exam weights.
 - o Courses that do not offer scheduled content examinations are exempt from this exam policy due to course deliverables and assignments that meet course outcomes.

02.05 CANVAS Exam Testing Requirements

All courses using CANVAS Exam Testing must include the following policies in the course syllabus:

- Module Exams in the graduate nursing programs are administered in CANVAS. Exams in this course are weighted **at 75% of total course grade. If the course has standardized exams, then the standardized exam(s) are weighted at 10% of total course grade and module exams are 65% of total course grade.** Exam questions are timed at 1.2 minutes per question. **Students only have a 15-hour window of 7AM to 10PM CST to take the exam.** All exams are proctored using a remote proctoring service which requires a camera and microphone. **Students may not take any unproctored exams.** Students taking an exam without proctoring will receive a zero for that exam.
- If an error occurs or a student is kicked out an exam for any reason, the student **must immediately** contact ITAC and then the faculty via cell **and** email and/or the proctoring service or canvas. Students may not continue to take an exam unproctored.

- Students are expected to use an ethernet (hardwire) for taking exams to ensure the best connection. Students who take exams wirelessly and are kicked out of an exam may not get an opportunity to complete the exam and may result in a lower score or zero.
- The student's computer must allow both audio and video recording.
- The student must have an external webcam (not an integrated webcam). This is to facilitate room scanning.

- **PROCTORED EXAMS USING PROCTORIO:** Exams in the graduate program are proctored using a proctoring service called Proctorio. They will establish your identity as a student and ensure a secure exam. The following are requirements for secure, proctored testing:
 - **Distraction Free Environment:** While you may take your exam anywhere you would like, it **must** be in a distraction-free environment. You must select a place or room where you will not be interrupted by family, children, or pets. There should be no extraneous sounds that the proctor might hear.
 - **Room Lighting:** The room should have good lighting.
 - **Student Identification:** You will need a government-issued photo ID with you (e.g. Driver's License) for **each exam**. Your name on all university, canvas, and proctorio rosters must match your government-issued valid ID.
 - **Room Scan:** You **must** provide a 360-degree view of the room you will be in including all walls, flooring, desk, chair, and under desk area. Slowly pan your webcam or laptop around the entire room (a full 360-degree sweep), including your desk area and the space underneath. The scan should take about 30 seconds and must be thorough. You may be asked to revisit the room inspection by the proctor if any extraneous noises or interruptions are detected.
 - **Student Testing Behaviors:** Students should be dressed appropriately. Student's eyes should remain on the screen; Students are not allowed to read exam questions or answers out loud
 - **Prohibited Items:** No electronic devices are allowed in the testing area or room during the exam. This includes cell phones, computers, tablets, iPads, and electronic watches. Students may not have textbooks, notes, or blank paper, pens, or pencils in the testing area or room during the exam.
 - **Failure to Comply:** Failure to comply with the requirements above will result in a 10-point deduction from the exam score.
 - Students **must** review the following supplemental materials in advance of an exam:
 - **Exam Environment guide from Proctorio:**
<https://cdn.proctorio.com/guides/exam-environment-concise.pdf>
 - **Test Taker Guide from Proctorio:**
<https://cdn.proctorio.com/guides/generic/test-taker/getting-started.pdf>
 - **The Computer requirements:** <https://proctorio.com/support/requirements>.

- **Optional On Campus Testing:** Students who wish to take their exams on campus in the Avery Building Testing Center may do so by calling and setting up the appointment with them. Please note a fee is involved and requires pre-registration at least 2-3 days prior to the exam date. All exams must still be taken within the time-frame window as scheduled in the syllabus.
- **Disconnections During an Exam:** In the event, that you are disconnected during an exam, or you are logged off for any reason—you must first contact ITAC via phone.

Students must get the ticket number from ITAC and then contact faculty immediately after using their email AND their cell phone and provide the ticket number to their faculty. Students may NOT finish an exam unproctored for any reason.

- o In the event of a severe storm, natural disaster, or extreme circumstances, if you are unable to access internet or power outages occur, please attempt to call or text your faculty so they can work with you to reschedule or support you to complete your exam within the guidelines and timeframes as much as possible.
- o If students are unable to test due to natural disaster or emergencies, students may have to come to campus to be proctored by faculty to complete the exam. Any exam that had to be rescheduled due to extreme circumstances must be rescheduled and completed within 72 hours (3 days).