

Testing Guidelines Construction Guidelines for Faculty

- Faculty will use a testing system supported by the College of Nursing to develop, administer, and review exams.
- Faculty will review test questions for adherence to current content and format. Identify the year of development and/or year of review.
- Initiate and complete peer review for all new test questions prior to administration, identifying the cognitive code and select all that apply/alternative format. The faculty reviewing the exam must verify sign that he/she has reviewed the exam.
- Develop test blueprint for test construction with test blue print only identifying the cognitive code and select all that apply/alternative format.
- **Didactic course evaluation points**
  - The courses listed below will have a minimum of 75% of **course** evaluation points from **content/final** exams. A minimum of (4) **content** exams and a final **should** be provided in lecture courses which include, but not limited to, the following:

NRSE 2016
NRSE 2350
NRSE 3010
NRSE 3500
NRSE 3540
NRSE 3090
NRSE 4550
NRSE 4570
NRSE 4580
NRSE 4610
<del>NRSE 3170</del>
<del>NRSE 3020</del>
NRSE 3900
NRSE 4612

Types of Questions

As appropriate to course, all exams should comply with current NCLEX-style format as noted at [www.ncsbn.org](http://www.ncsbn.org) (i.e. multiple-choice, alternative format, multiple-select, chart exhibit, hot spots, etc.). **In order to prepare students for the NCLEX-RN students will see an increase each semester in the level of critical thinking questions on exams as the student progresses through the program. The majority of questions will be written at an application or higher level of cognitive ability which requires more “complex thought processing” . Furthermore, students should expect an increase in the percentage of alternative- format items as the student progresses from semester to semester.**

Suggested Minimum Number of Questions

Credit hours for course	Clock hours required for course	X 4 questions per clock hour	Minimum number of questions, excluding final exam	Minimum number of new questions on final, comprehensive exam
1	15	60	60	75
2	30	120	120	75
3	45	180	180	75
4	60	240	240	75

### Test Guidelines for Students

- Students are to be informed in writing at the beginning of the semester of all testing dates and times and notified in writing and/or D2L of any subsequent changes to testing schedule.
- Students should be given clear criteria in the syllabus for the grading and the weight of each test on the final grade at the beginning of the course.
- Students may not use texts or references during exams unless otherwise specified by the faculty.
- Only one un-proctored exam may be administered per course. The maximum window of time for un-proctored or take-home exams to be completed is 36 hours.
- Only one (1) make-up exam will be allowed per course with extraordinary circumstances. . Examples of extraordinary circumstances may include personal illness, hospitalization of an immediate family member, birth of a child, death in the immediate family, court appearance, military duty, ETSU/CON sponsored activities. (**Definitions** Immediate family - shall be deemed to include 1) spouse; 2) child, step-child; 3) parent, step-parent, foster parent, parent-in-law; 4) sibling(s); 5) grandparents and grandchildren and: 6) other members of the family who reside within the home.)
- Make-up exams must be completed within 48 hours (excluding weekends and holidays) of the original exam date and time. Extensions past 48 hours may be granted at the discretion of the faculty. Exams not made up within the 48 hours or designated time approved by faculty will result in a zero.
- Students must notify the exam/quiz proctor of testing issues prior to completion of the exam/quiz.
- Students will not have the option of backward navigation to return to a question once an answer has been submitted.

### Exam/Test/Quiz Characteristics

- ~~It is recommended that full semester courses (15 week courses) that have exams should have a minimum of four (4) content exams and one (1) final comprehensive exam. Courses formatted differently should consider an equivalent of exam rigor.~~
- ~~Quiz format is at faculty discretion.~~
- ~~No partial credit shall be given for exam answers (such as alternative format questions).~~

### Final Exams

- ~~Final exams questions should be “new” to the student. Using unit exam questions on the final is prohibited.~~
- Final exams should be scheduled during the university final exam week as stated in the academic calendar.
- Each course listed below are required to have a final comprehensive exam. This list in not inclusive. Other course coordinators may elect to have a final or comprehensive, final exam. Please refer to the course syllabus.

NRSE 2016
NRSE 2350
NRSE 3010
NRSE 3350
NRSE 3500
NRSE 3540

NRSE 3090
NRSE 4550
NRSE 4570
NRSE 4580
NRSE 4610*
NRSE 3170
NRSE 3020
NRSE 3900*
NRSE 4612*

\*These exams may be given outside university final exam schedule.

*Revised UP Faculty Meeting 01.13.20, 08.21.20*

### Testing - Test time limits

Testing time limits are pre-established by the team teaching the course. Generally, the student should be able to answer one question in 1.5 minutes.

### Classroom Management During Tests

1. Faculty will direct students to place all personal belongings, notes, and electronic devices away from the testing area. Cell phones must be turned off during the exam. College of Nursing personnel will not be responsible for student belongings. Only calculators provided by the College of Nursing may be used or calculators enabled on testing computers.
2. No hats, hoodies, ear phones, headsets, or ear buds may be worn during the exam. Ear plugs may be allowed at the discretion and inspection of the exam proctor. Other personal belongings may be prohibited at the proctor's discretion.
3. Assure that students are seated as far as possible from one other. If deemed necessary to prevent cheating, faculty may reserve a second classroom, ask for additional proctors, and divide students between two classrooms during tests. If two classrooms are not available during regularly scheduled class times, faculty may reserve two classrooms at an alternate time specifically for testing.
4. Clearly specify a time limit for the exam.
5. Always have at least one proctor in the room, actively engaged in proctoring the exam.
6. Students are not allowed to ask questions during the exam.
7. **Students are not allowed to read questions aloud during remote proctored exams, unless an approved accommodation form is on file with the faculty member. Events of this nature will be reviewed for academic misconduct.**
8. Use discretion in allowing a student to leave the room during a test.
9. Students should show a government issued photo ID for exams. ~~when submitting completed test to exam proctor for examinations.~~
10. Faculty will take appropriate action upon suspicion of academic misconduct.
11. Academic integrity policy remains in effect during emergency interruptions. If an exam interruption occurs, students will power down the device and faculty will provide a code when the exam is to be resumed.
12. To ensure that the correct grade is being given to the correct student, all exam/quiz/assignment grades will be placed in D2L or given in person; no grades will be given to students by email or by telephone.

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### Faculty Review of Exam Results

Test analysis and item discrimination must be performed following each exam and the data used to determine adjustments prior to calculating grades. Use test analysis data in subsequent test development.

### Reviewing the Exam with Students after Exam has been Administered

- Post-Exam Review will be conducted on all content exams authored by CON faculty **prior to the next exam. ~~and quizzes after the exam was administered.~~** Final exams are excluded from this policy due to time constraints related to recording for final grades.
- **The faculty will review the top missed exam topics which will be defined by each individual faculty member.**

- The review may be scheduled outside of class time. Students may also review their individual content exam by scheduling an appointment with the faculty member. If this is the situation, date, time, and location of exam review will be posted to D2L. A sign-in sheet will be maintained in these situations.
- When students are provided a copy of their printed exam, it is the instructor's responsibility to ensure each student returns the printed exam.
- Faculty will provide answers for test items in a secure fashion for students to review.
- Students' personal belongings and electronic devices should be away from the exam review area as designated by instructor.
- Students must use Professional and respectful communication is expected during post-exam reviews, including no duplication of exam reviews.
- To maintain test security, test items will not be discussed during post-test reviews; however, individual students will be encouraged to schedule time with faculty to further discuss and review test information.

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