

CENTRA COLLEGE

CATALOG & STUDENT HANDBOOK

Fall 2019 ADDENDUM: Testing and Evaluation

Primary Location:

Centra College
905 Lakeside Drive, Suite A
Lynchburg, VA 24501
Phone: 434.200.3070
Fax: 434.200.5239
www.centracollege.edu

Branch Location:

Centra College (Nurse Aide Education Program)
Bedford Memorial Hospital
1613 Oakwood Street
Bedford, VA 24523
Phone: 540.425.7526

This handbook is designed to provide students with information about the programs of study at Centra College of Nursing ("College"). It sets forth, in general, how the College operates but the College reserves the right to change policies and procedures without notice. This handbook is not intended to be and should not be regarded as a contract between the College and any student or other person. Students are held responsible for knowing the information contained in the Catalog & Student Handbook. Failure to read or comply with the Handbook will not excuse the student from accountability. Changes are communicated via the website and MOODLE.

TESTING POLICY

In order to ensure fair testing practices for students and to adhere to the NLN Fair Testing Guidelines for Nursing Education (2012), the following testing protocols are applicable across the curriculums. Tests will refer to unit tests given throughout a course. Exam refers to a final comprehensive examination given in a course. Each course in the A.D.N. and P.N. programs should have a *minimum* of 80% of testing (tests and exams) as part of the course grade.

Testing:

- Tests/exams should reflect unit and course student learning outcomes.
- Test questions will increase in difficulty and level of application with each semester.
- Test/exam questions will be designed in a variety of formats, including but not limited to: multiple choice, choose all that apply, medication calculations. “Choose all that apply” questions will be counted as either a full question or a missed question; there will be no partial credit for these questions.
- Upon discretion, instructors will designate rationales for each test question.

Testing Environment:

- According to the guidelines for NCLEX, all tests/exams will be timed. Based on the NCLEX guidelines (RN: 265 maximum questions over a maximum of 6 hours; P.N.: 205 maximum questions over a maximum of 5 hours), students will be given 1.4 minutes per question.
 - If a student is tardy to the test, no additional time will be given to complete the test. All tests will be taken up at the allotted time, regardless of when the student actually began the test.

Absenteeism During Testing:

- If a student misses a test/exam, course faculty must be notified prior to the test/exam unless there is an extreme emergency.
- Any test/exam that is missed, the student will receive a zero.
- There will be no make-up test/exam unless there is an extenuating circumstance.
- All extenuating circumstances must be approved by the Dean.
- The comprehensive final exam must be completed.
- Students who are absent on the scheduled final exam day are responsible for contacting faculty in order to schedule a make-up date within 24 hours of the original scheduled exam date.
- The grade obtained on the comprehensive final exam will be the grade recorded in the grade book for the final exam and only ONE approved missed test.

- Due to the nature of the five-week Nurse Aide Program, the test and exam will be made up by the discretion of the faculty and Program Coordinator with a physician note required for missed testing and examination.

During a Test or Exam:

- Tables/ desks should be clear of ALL items --nothing can be on the table or chair during testing (including drinks and/or food items) with the exception of utensils for writing.
- All APPLE, SMART watches, or Bluetooth devices will be removed prior to the start of a test **unless the device (IPAD) is being used for testing**. A SMART device is anything that can transfer data from one device to another either by WiFi, Bluetooth, 3G/4G, LTE, etc.
- All backpacks, purses, etc. will be placed in the front of the room.
- Only hand-held calculators can be used during paper tests.
- Cell phones should be set on silent and placed in purses or backpacks in the front of the room.
- Only emergent bathroom breaks will be allowed during test or exams.
- Faculty will provide scratch paper/cover sheets. **No credit** will be given for answers on scratch paper.
- When applicable, all students are required to use cover sheets during paper and pencil testing. These scratch paper/cover sheets will be collected by faculty at the completion of the test.

Exam Soft Settings:

- Testing will take place on IPADs purchased by the student utilizing the **Exam Soft** Application testing system. IPADs should be fully charged prior to taking an exam.
- Students must download the exam provided by the faculty instructor prior to the scheduled exam date and time. If the student does not complete this task before the scheduled exam date and time, a "0" will be marked for the test grade.
- The test administered will be Secure.
- Backwards navigation will be applied.
- Time clock will be shown on the test.
- Font size limitations will be set to 14 size font.
- No exam review will occur directly after the test.
- Students will be allowed one download attempt for the examination. Any further download attempts must be approved by the Academic Director of the program and course faculty.
- A preliminary grade **will not** be provided to a student at the completion of the examination.

Honor Code:

- Upon admission to the college, the student is required to read and sign a copy of the Honor Code Pledge. This signed copy is kept in the students file in Centra College file room.
- At the start of each test or exam, the student is required to pledge that he/she has neither given nor received aid on the test or exam.
- Violation of the Honor Code may result in dismissal from Centra College.
- If an episode of honor code violation is observed, the infraction will be reported by the accuser immediately to the proctor.
- The Honor Code also applies to computerized tests and quizzes. The Honor Code is in effect as soon as the student opens the computerized test/quiz.

Student Test Grades/ Test Review/Final Exam:

- Test grades will be posted in the LMS within five (5) business days of the test day.
- Students that receive a grade below an "80" on any test will receive an Academic Warning and will be requested to schedule a test review with the instructor.
- A delayed test review will occur unless extenuating circumstances arise.
- ALL DISCUSSIONS REGARDING TEST QUESTIONS MUST HAVE A **GENERATED ANSWER RATIONALE FORM** SUBMITTED BY THE STUDENT TO THE COURSE FACULTY WITHIN FIVE (5) BUSINESS DAYS OF THE POSTED GRADES.
- Final exams will not be reviewed in any form and students will not be allowed to submit an Answer Rationale Form.

Accommodations for Students with Disabilities:

- Students that have a documented reason for testing accommodations must notify the Dean/Academic Director whenever the documentation becomes available. Documentation must be submitted each semester.
- The Academic Director will notify the course faculty of the need for testing accommodations.
- After the faculty have been notified, testing accommodations such as additional time for testing or testing in a separate area must be arranged with the course faculty.
- Please refer to pg. 87-88 for further information regarding accommodations for students with disabilities.

Grading: R.N.-B.S.N., Associate Degree, Practical Nursing, and Nurse Aide Education Programs

- All Test/exams scores and final course grades will be posted to the hundredths:

ABSOLUTELY NO ROUNDING

- The grading scale is as follows:

1. A = 94.00 – 100
2. B = 87.00 – 93.99
3. C = 80.00 – 86.99
4. D = 73.00 – 79.99
5. F = below 73.00