**TRINITY VALLEY COMMUNITY COLLEGE**

**ASSOCIATE DEGREE NURSING PROGRAM**

**STUDENT EXAM POLICY**

Students must have access to a laptop or iPad (no more than 3 years old) with sufficient battery life to be able to take a test. Students who do not have access to a laptop or iPad must notify the team leader at the beginning of the semester or as soon as it is discovered one will be needed. The student will be assigned to one of the HSC computers, iPads or laptops for testing during the semester.

***SETTING UP EXAMSOFT ACCOUNT***

1. Go to: [www.examsoft.com/tvcc](http://www.examsoft.com/tvcc). Log in under "Exam Takers" using your ID and password received by e-mail. Students must use either Chrome or Firefox web browsers.
2. Under "Install & Register Examplify," click "Download.""
a. **Windows PC Users:**
	1. Click "Save File" when prompted to do so.
	2. Double-Click on the file similar to the name "Examplify\_1.0.1\_win.exe" in the "Downloads" window once the download is complete.
	3. Click on "Install Examplify" and follow the on-screen instructions.
	4. When the installation is complete, Examplify should automatically load.
	5. When Examplify has loaded, the registration window will appear. Enter the Student ID and Password as prompted.
	6. Download and take the Mock Exam and upload the answer file to ensure that the laptop is working properly. When downloading the mock exam, the download password is not required.

b. **Mac OS X Users:**

1. Click "Save File" when prompted to do so.
2. Double-click on the file similar to the name "Examplify\_1.0.1\_mac.dmg" in the "Downloads" window once the download is complete.
3. Click on "Install Examplify" and follow the on-screen instructions.
4. When the installation is complete, Examplify should automatically load.
5. When Examplify has loaded, the registration window will appear. Enter the Student ID and Password as prompted.
6. Download and take the Mock Exam and upload the answer file to ensure that the laptop is working properly. When downloading the mock exam, the download password is not required.

c. **iPad Users**:

1. On the iPad, download Examplify from the App Store.
2. Register the copy with the ID and Password.
3. Download and take the Mock Exam and upload the answer file to ensure that the device is working properly. When downloading the mock exam, the download password is not required.
4. Activate Guided Access to have access to keyboard. Go to Settings, General, Accessibility, Turn on Guided Access, Make a passcode; Start exam, Enter passcode, and Begin the exam.
5. Setup SMS/Text notifications as desired.
6. Review the Examplify Installation video as needed.
7. After the student has registered Examplify, they will receive a confirmation e-mail. Students must pay for Examplify each year (year begins each May).
8. If the student has any questions or issues with the software, contact the Provost or the technology coordinator, Ms. Ellis. Students may view Exam Taker Resources at support.examsoft.com for more information.

***BLUE PRINT***

1. The faculty will post a general blueprint by concepts at least 72 hours prior to the exam on Blackboard.

***DOWNLOADING AND UPLOADING THE EXAM***

1. Students will receive a message via Examplify e-mail when the exam is ready to download. At least 24 hours prior to the exam, the student should log into the Exam Taker portal using their ID and password and download the assigned exam file.
2. Students who are assigned to one of the HSC computers, iPads or laptops must come 30 minutes prior to the exam start time to download the exam.
3. At the end of the exam, the students must submit, save and close. The student should show the green check to the proctor and then click close. The student is responsible for making sure the exam is uploaded. If the exam is not uploaded, the faculty have no record of the results and will result in a grade of “0” for the exam.
4. Students must be sure to register their lap-tops or iPads each semester while on campus. They should also change their Windows Updates to manual updates.

***TEST-TAKING & TEST REVIEW***

1. The student may not bring any personal belongings except their laptop or tablet and pen or pencil (including books, papers, etc.) in the testing room. The student should always bring their lap-top power cords with them to take the exam. Personal belongings should be kept in cars during test times. Bags must not be stacked in the hallways. Students may not wear Smart Watches such as Apple Watch. Students will be offered scratch paper. **Cell phones may be placed at the front of the room in the designated area.  Cell phones must be fully shut down (not on vibrate or silent) to free bandwidth for students to upload their exams.**

**If a cell phone rings or vibrates or is found by the test proctor on or near a student, the student’s test will be stopped and it will be submitted and graded to the point it was completed at that time.  Cell phones that ring or vibrate while at the front of the room will be taken to the office for the student to collect after the test and the student will have 10 points deducted from their grade on the test (the same for coming late to take an exam).**

1. Once it is time for the exam to begin, the proctor will provide the Exam password. Students must answer each question and move on to the next question. Backwards navigation will not be allowed to help the student prepare for HESI and NCLEX-RN. Backwards navigation will be allowed for math exams.
2. If a student has a question about a term (other than medical term), the student should ask the proctor. The proctor will pull up the term on phone or computer and show to the student.
3. The test review will be scheduled after all students have taken the exam. Students should return with their laptops or iPads. When the review is started, the proctor will give the Exam password and then the Review password. This will be the only time the student can review the questions and rationale on their computer.
4. Seating arrangements, leaving the room, and stopping an examination for violations of the test taking policy are at the option of the proctor. Once a test has begun, students who come in late will automatically receive a counseling record and lose 10 points on that test grade. If the course allows for a test grade to be dropped, the student may elect not to take the test, take a 0, and have that test grade dropped. A student’s letter grade may fall to a “B” or “C” with the 10 point deduction but they will not fail because of the points deducted for arriving late, unless formal disciplinary action has been taken for repeated tardiness. Students coming in late will sit in the designated areas. If the student is late to a 2nd exam, a contract will be written, with another 10 point deduction and specification that the student may fail if they are late again.
5. Evidence of verbal or nonverbal communication between students, and text messaging with anyone during an examination will result in enforcement of the honesty policy. **Information found on or in the vicinity of the student during a period of testing will be grounds for termination of the testing procedure. A grade of zero will be recorded and averaged into the final grade.**
6. All students are to remain seated during a testing situation but should raise his/her hand if there is a need to communicate with the instructor.
7. When the student has completed the exam, they must follow the instructions to upload. If the student has limited internet connection they may need to manually upload or leave the classroom to get a better connection. Students must upload the exam before participating in the review. If an exam is not uploaded, a “0” will be recorded for the exam. If the student is having difficulty they must contact the instructor.
8. All students should have the right to take their test in as quiet an environment as possible. Students testing in the auditorium are asked to prevent their seats from making excessive noise when they get up and to not let the door make a noise when closing upon exiting the room. After taking a test, students are expected to leave the building if possible, until five minutes before the next class starts. If “Testing in Progress” signs are posted, please show respect for the other students and keep quiet on the way to class. Students who are especially sensitive to noise should take responsibility for using earplugs during testing times. If available, campus police will help monitor the noise level. **Violators may receive a counseling record and lose up to 5 points on their test grades.**
9. **Violation of the testing policy may be grounds for dismissal from the program.**
10. Students will be given instructions regarding test review and remediation. Students must bring their laptops or iPads to review the exam. The review proctor will give the password for test review so students can see which questions they missed and the rationale for the correct answers. No cell phones are allowed in the room during test review except at the front in the designated area. All students must complete a test review form before leaving test review.

***GRADE INFORMATION***

1. Complying with the Buckley Amendment, no grades will be posted on-site and no grades will be given over the telephone to a student or any other person. This applies to the clinical grade as well as the theory grade. Grades will be posted on Canvas. Students with concerns about discrepancies regarding their official grades posted on Blackboard or on Progress Report should notify the team leader. At the end of the semester, ADN final grades will be posted on Canvas. Grades will not be posted if the student is delinquent in documentation of clinical requirements, return of library materials or payment of fines.

***TEST REVIEW AND REMEDIATION***

* + - * 1. All students will attend test review following the exam. The students should bring their laptops or tablets. A password will be provided for the students to access their exams. The student will review the items that were incorrect and attempt to determine the reason they were missed to see if there are any patterns. Students will have an opportunity to complete a question review request. At the completion of the review, the student will develop an action plan for remediation and improvement.
				2. During test review, no duplication of test questions (tape recording, writing, cell phones, or camera) is allowed. No writing instruments will be allowed during test review except at the front with the instructor.
				3. If a student has failed more than one exam, they may attend a group test counseling session. The purpose will be to go over the most frequently missed items with the purpose of correcting misconceptions, promoting understanding of the content and developing test-taking skills.

***END OF THE SEMESTER***

1. At the end of the semester, ADN final grades will be posted on Canvas. Grades will not be posted if the student is delinquent in documentation of clinical requirements, return of library materials or payment of fines.
2. A letter from the instructors with information about eligibility/stipulations for re-admission will be sent to any student failing a nursing course on the last day of the semester.
3. There will be no review of the final exam each semester since no new information has been tested.

J:ADN\handbook\ADN Exam Policy.doc Revised 04/17