

Montcalm Community College (MCC)
Nursing Department

Policy: Student Testing

To successfully pass all nursing courses at Montcalm Community College the student must meet all the following criteria.

1. Students must earn in each course, an average of 78% or above on all tests.
2. Students must pass all clinical/lab/simulation portions of nursing courses.
3. Points for assignments can make up 5% of the final grade in a course but will not be added unless a student earns an average of 78% or higher on all course tests.
4. Each full semester course will include at least three unit tests with a minimum of 40 items on each test and one cumulative final test with a minimum of 60 items.
5. Each half semester course will include at least two unit tests with a minimum of 40 items on each test and one cumulative final test with a minimum of 60 items.
6. Students will have 1.5 minutes per item on each test or quiz.
7. Students are required to bring forward knowledge from previous courses and may be tested on this content.
8. If a student requires testing accommodations, the student will be responsible for making these arrangements with the Student Success Center (SSC) and notifying the instructor. All students will be expected to test at the same time regardless of the location being tested.
9. Tests will be based on the course student learning outcomes.
10. Student testing blueprints will include the following information for each item:
 - a. Topic
 - b. Cognitive level

11. Similar to the NCLEX RN test plan, tests will include alternate item format questions. In order to gradually increase the numbers of alternate item format questions, each semester there will be an increase in the percentage of these items as follows:

| Semesters | 1 | 2 | 3 | 4 |
|---|-----|-----|-----|-----|
| Alternate item format questions will be at least: (by the final exam) | 10% | 20% | 30% | 40% |

- a. Scoring for NextGen style testing questions will apply as follows: Points are earned by identifying and selecting the correct options. By contrast, points are subtracted when incorrect options are selected. This method is applied to multi-point items where students are free to select as many or few options that apply for the item (e.g., multiple response items in various NextGen formats). The total score for the item is the sum of the correct options endorsed minus the sum of the incorrect options endorsed by the student. All negative total scores are rounded up to zero.
 - b. Stand alone select-all-that apply questions will receive partial credit (+/-) scoring.
12. By the end of each course, tests will assess the following cognitive levels:

| Semesters | 1 | 2 | 3 | 4 |
|---------------------------|------|------|------|------|
| Remembering/Understanding | 50% | 30% | 15% | 5% |
| Application or higher | 50% | 70% | 85% | 95% |
| Totals | 100% | 100% | 100% | 100% |

13. There will be at least one math calculation item on each test.
14. No retake of tests is permitted.

Test Procedure

Students found to be in violation of any of the following testing procedures will be subject to the consequences delineated in the Academic Integrity and Unsatisfactory Performance Policies.

1. Students must take tests with the rest of the class at the same date and time with the instructor or a proctor. If students have an accommodation (not including extended time) which allows for a test to be taken in the testing center all students will still take the tests on the same date, at the same time. If a student is receiving extended time accommodation the test will begin at the time designated by the instructor. If a student is absent or tardy the day of the test, they will be permitted to take the test in the testing center, but a 2% reduction in the test grade will be given for each day after the original test date. Students not taking the test on the same date as the original test may be given a different version of the test.
2. Students will only be allowed to take their tests in the testing center for the following reasons:
 - a. The student has met with Accessibility Services (AS) at MCC, and it has been determined that the student should take the test in the testing center apart from the students in the classroom. Written documentation of this requirement must be given to the instructor a minimum of 48 hours before being allowed to take the test in the testing center. After receiving documentation, the student must meet with AS every semester to discuss whether taking tests in the testing center is beneficial and to renew documentation. AS will also determine whether the student needs other special testing accommodations. This new documentation must be provided to all instructors, each semester, a minimum of 48 hours before being allowed to take tests in the testing center. If documentation is not received by the instructor 48 hours prior to the scheduled test time the student will take the test in the classroom. Refer to number one under "Test Procedure" related to late testing if student decides to wait 48 hours to take the test.
 - b. If a test is missed, the student must notify the instructor of the scheduled make-up date/time. The student must notify the instructor 12 hours prior to the scheduled make-up or the test will not be placed in the testing center for make-up.
3. Students are required to enter the code once it is given and start the test when directed. The test will not be reset for students who do not enter the code and start the test when directed.
4. Once a test has started there will be no breaks permitted.
5. Once a test has started the time starts for all students. There are no exceptions for students who are tardy. If the student is tardy, they will not be allowed to start the exam. If a student arrives to class without a testing device, they will not be allowed to start the exam. Please refer to number one for further guidance.

6. Students are required to provide their own device that meets minimum system requirements for the nursing program testing software. Students are required to maintain software updates prior to coming to class on exam day. Students will not be allowed to start the exam if updates are required. Please refer to number one for further guidance.
7. The test administration software will display a timer while the student is testing. When the student has two minutes left, an alert will flash on their screen to notify them that they have two minutes remaining of their total test taking time. If the student wants to adjust their timers this option is available within the test administration software tools.
8. No tests can be taken early and if a test is missed, the instructor will not place the test in the testing center until the next day.
9. Test scores for any tests taken on time or late will be given to the student a maximum of one week following the date the test was taken unless otherwise noted by the instructor. Additionally, a make-up test may contain different questions.
10. Use of cellular phones or electronic devices is prohibited during any type of test. These devices must also be off or silenced during the test.
11. All personal items, including beverages, are also prohibited from being on the table during a test and will be placed in an instructor designated area within the room.
12. Smart devices are not permitted to be worn during the test.
13. Students can use the calculator that is built into the test administration software.
14. Please be aware that backwards navigation is not an option.
15. Students may use a blank sheet of paper and pencil provided by the instructor. The un-erased sheet of paper and pencil needs to be returned to the instructor upon completion of the test.
16. Students may utilize the tools that are enabled within the test administration software.
17. Only MCC issued headphones or earplugs will be allowed during tests.
18. During testing, students will be monitored, which may include video surveillance.
19. During testing students will be prohibited from asking the proctor questions that are unrelated to technical issues.
20. Students need to remain quiet and free from distracting behaviors and/or vocalizations.
21. During testing, devices being utilized to test must be kept on the desk/table with the screen always facing the tester.
22. Once a student has completed their test, they must exit the room and not return until the time specified by the instructor.
23. Students are strictly prohibited from copying, writing down, photographing, sharing, or reposting any test questions in any format. This includes during and after the exam. Doing so is considered a violation of the Academic Integrity policy and may result in disciplinary action, up to and including dismissal from the program.
24. All grades are final ten academic calendar days after the date the grade was posted.
25. After the exam has been completed by all students in the course and grades have been posted, students may utilize instructor office hours for test content review. However, they will not be allowed to review specific exam questions.

Grading System Utilized

The nursing program has adopted the following grading scale for all nursing courses:

| Letter Grade | Honor Pts. | Percent |
|--------------|------------|---------|
| A | 4.0 | 95-100 |
| A- | 3.7 | 90-94 |
| B+ | 3.3 | 86-89 |
| B | 3.0 | 83-85 |

| Letter Grade | Honor Pts. | Percent |
|--------------|------------|---------------|
| B- | 2.7 | 80-82 |
| C+ | 2.3 | 78-79 |
| | | |
| C | 2.0 | 74-77 |
| C- | 1.7 | 70-73 |
| D+ | 1.3 | 66-69 |
| D | 1.0 | 63-65 |
| D- | .7 | 60-62 |
| E | 0 | 0-59 Below |

The final grade in each course will be rounded, for example, a 77.5% would be a 78% and 77.4% would be a 77% (*rounding is done to the tenths place only*).

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