

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 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 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. Class SLO
 - b. Cognitive level
 - c. Topics
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 not 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

- 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 SSC 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 Computer Information Systems (CIS) lab, 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 SSC/CIS lab 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 SSC 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 SSC. After receiving documentation, the student must meet with AS every semester to discuss whether taking tests in the SSC 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 SSC. 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 CIS lab for make-up.
3. Once a test has started there will be no breaks permitted.
4. 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.
5. 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 and download the exam prior to coming to class on exam day. Students will not be allowed to start the exam if updates are required or if the exam is not downloaded before the download end deadline. Please refer to number one for further guidance.
6. Exam Soft will display a timer while the student is testing. When the student has five minutes left, an alarm will flash on their screen to notify them that they have five minutes remaining of their total test taking time. If the student wants to adjust their timers this option is available within the Exam Soft tools.
7. No tests can be taken early and if a test is missed, the instructor will not place the test in the CIS lab until the next day.
8. 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 and essay components.
9. Use of cellular phones or electronic devices is prohibited during any type of test.
10. All personal items, including beverages, are also prohibited from being on the table during a test.
11. Smart watches are not permitted to be worn during the test.

12. Students can use the calculator that is built into Exam Soft.
13. Students will be allowed to use the backward navigation feature in Exam Soft and will be notified in Exam Soft if they forgot to answer a question prior to uploading their exam.
14. 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.
15. Students may utilize the highlighter, notes section, and spell check in Exam Soft.
16. Only MCC issued headphones or earplugs will be allowed during tests.
17. During testing, students will be monitored, which may include video surveillance.
18. Once a student has completed their test, they must exit the room and not return until the time specified by the instructor.
19. All grades are final ten academic calendar days after the date the grade was posted.
20. After the exam has been completed by all students in the course the instructor will release the students' strengths and opportunities report within 7 days for students to review and complete a student driven remediation. This report will be available in the students Exam Soft portal once it has been released by the instructor. This report will display the exam categories along with identifying areas that the student is doing well and areas that are at-risk.
21. Students will be provided with the strengths and opportunities (S&O) report to review. However, they will not be allowed to review the specific exam questions.
22. Students are encouraged to review their S & O report and follow the NurseThink Clinical Judgement Exams (CJE's) remediation process as listed below.

NurseThink

Clinical Judgement **Benchmark** Exams (CJEs) are a component in various nursing courses. Students are encouraged to complete a remediation process for the CJE Benchmark Assessments that are scheduled in specific courses. Please refer to individual course syllabi. The CJE Benchmark Assessments are worth up to six points (this excludes NADN 290, please see below for further details). Refer to the CJE grading rubric in the Learning Management System. These points are considered a test score. The remediation process points will be added after successfully achieving 78% in the course. See CJE grading rubric. You will take the following steps to complete the remediation process:

1. The strengths and opportunities (S & O) report will be released for review on Friday at 5pm following the completion of the assessment.

2. Students will complete the student remediation contract based on their S & O report. A link to this contract can be found in the Learning Management System.
3. Students will follow the directions on the remediation contract as to what assignments and how much time is required to complete the remediation.
4. Once students have completed the remediation and contract, they will upload the completed contract document into the appropriate folder in the Learning Management System by the required due date.
5. The following week in class (as provided in the course calendar) time will be spent reviewing these contracts/remediation activities. If a student is absent for the contract/remediation review, they will not be eligible to receive any of the remediation points. Refer to the CJE grading rubric.

CJE Benchmark Grading Rubric
Exam Score Points

<i>Exam Score</i>	<i>Points</i>
Does not meet	0
Approaching standard	2
Meets standard	4
Exceeds standard	6

CJE **remediation** points (3 points) will be added after the student successfully achieves a 78% average course test score and after completing the remediation process.

NADN 290 Clinical Judgement **Benchmark** Exams and the remediation process for each are required components for successful completion of the course. No points will be awarded for these exams.

Clinical Judgement **Open Check** Exams (CJEs) are a recommended component in various nursing courses to assist in preparing students for the NCLEX.

NADN 290 Clinical Judgement **Open Check** Exams are required components for successful completion of the course.

Please be aware that backwards navigation is not allowed in a CJE to reflect the NCLEX exam format.

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
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 up, for example, a 77.5% would be a 78% and 77.4% would be a 77% (*rounding is done to the tenths place only*).