

Middle Tennessee State University  
School of Nursing

**Undergraduate Exam Policy**

**Purpose:** The goal of the MTSU School of Nursing (SON) Faculty is to provide every student with equal opportunities to achieve success throughout the curriculum. The purpose of the Exam Policy is to establish standards related to administering exams in the MTSU School of Nursing that result in consistency, fairness, integrity, and professionalism.

The guidelines set forth in this policy apply to all course exams administered in any format in any location.

All standardized exams will be proctored in the computer lab utilizing standard proctor guidelines by Ascend Technologies Institute, LLC. (ATI). Any standardized exam administered outside the computer lab will be proctored by ATI Proctorio.

**I. Required Exam Average in Selected Nursing Courses**

An average of 80% or greater must be achieved on all Quizzes/Exams combined to pass the following courses:

- NURS 3010 - Pathophysiology
- NURS 3030 - Health Assessment
- NURS 3042 - Basic Dosage Calculations
- NURS 3170 - Clinical Pharmacology in Nursing
- NURS 3350 - Introduction to Nursing Practice
- NURS 3380 - Caring for Clients with Mental Health Alterations
- NURS 3530 - Caring for Adult Clients I
- NURS 3550 - Caring for the Childbearing Family
- NURS 3580 - Health and Gerontology
- NURS 4330 - Caring for Adult Clients II
- NURS 4585 - Caring for Children and Teen Clients

If a student meets the 80% exam average requirement, the remaining course assignments are added in to determine a final course grade.

The rules of math for rounding apply, meaning 79.5% would round to an 80% thus meeting the requirement. If less than an 80% average on ALL quizzes/exams combined is the result, the final course grade will be the COMBINED QUIZ/EXAM GRADE.

**II. Exam Guidelines**

1. Students are expected to take all required course exams as scheduled by the course faculty. Students arriving after the start of the exam will not be granted additional time for completing the exam. Exam dates/times will be noted on your published schedule in D2L. Students who fail to take an exam on the date identified will receive a '0' unless extenuating circumstances exist. Extenuating Circumstances are defined as events or issues that arise that are beyond the control of the student. Examples include illness (personal or family), accident, or weather-related event. In the case of extenuating circumstances, the instructor must be notified by email, before the test date/time, or as soon as reasonably possible. Documentation of extenuating circumstances (doctor's note, death certificate, police report, hospital discharge paperwork, etc.) must be provided to your course faculty immediately upon your return to school. Failure to follow faculty notification requirements will result in an automatic

zero for the exam. The course faculty will schedule a make-up exam in case of extenuating circumstance if you follow the policy/procedure.

2. No more than one incidence of extenuating circumstance is permitted per course per semester. If a second exam is missed, a grade of "0" will be assigned with no opportunity for a make-up exam.
3. All didactic courses will have a comprehensive final exam on the day that is scheduled by the university. In select courses noted below, the final exam may be in the form of a poster, presentation, paper, or other means of assessment/evaluation deemed appropriate by the course faculty.
  - NURS 3000 Professionalism
  - NURS 4370 Caring for the Community as Client
  - NURS 4390 Nursing Research
  - NURS 4570 Leadership and Professional Practice

### **III. Exam Review**

Exam reviews are conducted at the discretion of each faculty. The intent of exam review is to clarify and dialogue about concepts evaluated in each exam. Exam review will be scheduled by course faculty. Students are not allowed to take notes or images during exam reviews. No electronic devices may be used or present in the work area during the review.

Exams may not be reviewed after subsequent exams are given. For example, exam one cannot be reviewed after exam two is administered. There will be no exam review of final exams.

### **IV. Course Syllabus Exam Policy Statements**

Faculty will include the following Exam Policy Statement in the course syllabus:

Students are expected to take all exams as scheduled. Students arriving after the start of the exam will not be granted additional time for completing the exam. Exam dates/times are noted on the published schedule in D2L. Students who fail to take an exam on the date identified will receive a '0' unless extenuating circumstances exist. Extenuating Circumstances are defined as events or issues that arise that are beyond the control of the student. Examples include illness (personal or family), accident, or weather-related event. In the case of extenuating circumstances, the instructor must be notified by email, before the test date/time, or as soon as reasonably possible. Documentation of extenuating circumstances (doctor's note, death certificate, police report, hospital discharge paperwork, etc.) must be provided to your course faculty immediately upon your return to school. Failure to follow faculty notification requirements will result in an automatic zero for the exam. The course faculty will schedule a make-up exam in case of extenuating circumstance if you follow the policy/procedure.

### **Procedures During Exams**

1. All personal belongings, including electronic devices will be placed in the front of the classroom/computer lab during exams.
2. All smart devices to include but not limited to cell phones, ear buds, or smart watches with computer screens are not to be used during scheduled exams.

3. No food or drink are allowed during scheduled exams.
4. Students should take bathroom breaks prior to the exam. Students may not leave the room during exams.
5. The student is not permitted to ask questions about the exam during the exam.
6. Faculty reserve the right to establish a seating chart during scheduled exams.
7. Colored paper will be available to students who need scratch paper during testing and will be collected by the proctor upon completion of the exam.

### **Rounding Policy Statement**

Final course grades will be rounded to the nearest whole number (%) according to the rules of math as follows:

#### Grading Scale and Rounding

90-100	89.5 will round to 90 = A
80-89	79.5 will round to 80 = B
70-79	69.5 will round to 70 = C
60-69	59.5 will round to 60 = D

No other rounding will occur.

Exam reviews are conducted at the discretion of each faculty. The intent of exam review is to clarify and dialogue about concepts evaluated in each exam. Exam review will be scheduled by course faculty. Students are not allowed to take notes or images during exam reviews. No electronic devices may be used or present in the work area during the review.

Exams may not be reviewed after subsequent exams are given. For example, exam one cannot be reviewed after exam two is administered. There will be no exam review of final exams.

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