

Montcalm Community College (MCC)
Nursing Department

Policy: Student Testing

To successfully pass all nursing courses at Montcalm Community College the student must meet all of 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 candidates 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 candidate. All negative total scores are rounded up to zero.

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 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 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 of 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.

- b. If a test is missed, the student must contact the instructor about a 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 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 whiteboard and dry erase marker, or a blank sheet of paper provided by the instructor. The un-erased whiteboard and marker need to be returned to the instructor upon completion of 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. Refer to the CJE grading rubric in the course canvas site. 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 on the course Canvas site.
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 Canvas 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.

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

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

Grading System Utilized

Due to the nature of the responsibility that nurses have to their clients, the faculty of the nursing program believes that students must comprehend 78% of the knowledge in the materials presented to them in order to deliver safe care. Therefore, the grading scale for **all courses** in the nursing program is as follows:

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

A student may have an extenuating circumstance which becomes an exception that may justify altered terms of the nursing program testing policy. If a student feels that they qualify for an exception, this circumstance will be evaluated by an MCC faculty panel.

The process that will be followed will include:

1. The student will notify the course instructor of the circumstances in which they feel an exception is warranted. The student must submit supportive documentation related to the circumstance.
2. The instructor will notify the Dean of Health and Human Services. The Dean will initiate communication to the faculty panel which will consist of five faculty members (this includes two nursing faculty and three non-nursing faculty)
3. The panel will review the student information and documentation related to the exception request and communicate the decision to the Dean.
4. The Dean will communicate the decision to the student in writing via email.
5. The faculty panel's decision is final.
6. Students can follow the MCC grievance procedure with the Dean of Student and Enrollment Services if they feel it is necessary.

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