NFC
Allied Health
Testing Policy

North Florida College Allied Health
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Test Development and Blueprint

Guidelines for development – when developing test items the goal is to assess the student for clinical decision making skills. Remove bias and unneeded distractions when possible. Try to replicate reality whenever possible. These guidelines promote consistency across the curriculum again to remove distractions in the testing process.

Recommended Rules for development:

1. Do not use a disease process as an adjective for a client. For example "diabetic patient" would be "patient suffering from diabetes."
2. All tests items need to replicate real clinical situations as much as possible. If the option is correct, the nurse has an order for the option. The stem does not need to state "the nurse has an order."
3. Do not discuss nursing diagnoses in tests items. Ask the student to identify the priority action or concern. Ask the student to prioritize steps.
4. Utilize correct grammar, punctuation, and spelling. Avoid slang and clichés.
5. In final semester no more than 10% of questions should be at the knowledge/comprehension level.
6. Exams will account for a minimum 60% of the total course points.

The Nursing Department faculty may utilize a variety of exam formats for assessing the student's knowledge. The format may not always be identified ahead of time. There will be 7-9 questions per hour of lecture on each exam.

Blueprint/Cognitive Test Plan

When writing tests, the percentages of items must meet or may exceed the following Cognitive Plan.

Cognitive Level of Items	Program Progression Continuum			
Knowledge	10%	5%	0%	0%
Comprehension	20%	15%	10%	0%
Application or higher	70%	80%	90%	100%
Pharmacology Items*	0%	20%	20%	20%
Alternate Format*	5%	10%	15%	20%

*Vary by program.

The grading policy for missed exams within a course will be written in the course syllabus. All exams are to be completed at the regularly scheduled time. A student may take any exam or test one time only. It is the responsibility of the student to be prepared for all testing.

In the event of an unexpected situation that is beyond the student's control (serious illness, accident, death of an immediate family member, etc.), the student must notify faculty **by email or voicemail prior** to the beginning of the scheduled examination, to request an excused absence prior to the exam. A healthcare provider's documentation of the student's inability to complete an exam will be required for an excused absence based on student health. Such documentation may be obtained from the student's provider. Failure to obtain an excused absence, to submit the appropriate documentation, or to complete the make-up exam at the scheduled time will result in a grade of "0" for that exam. Students will not be admitted to examinations once testing has begun. Students will report to the Nursing and Allied Health Administration Office and wait there until further directed by the faculty member. The determination for whether the student will be allowed to complete the examination will be at the sole discretion of the faculty. If the student is not allowed to complete the examination, a score of "0" will be assigned for the examination. In addition, the student will be charged with an unexcused absence for the day.

If a test is missed and the absence is excused, students must be prepared to take the examination that was missed on their *first* day back in class. Make-up exams are scheduled outside of class time. Students are expected to arrange their work and family schedules accordingly.

Academic Honesty

All students are held to the College academic honesty policy located in the College Catalog Student Handbook section. Cheating on any exam will result in a grade of "0" for the exam and may include failure of the course and inability of the student to continue in the nursing program.

Cheating includes but is not limited to copying, distributing, or sharing in any way secure materials such as exams, and/or case studies that have been made available for your use either in paper or online (e.g. Quizlet, publisher test-banks, discussion of exam items with students who have not completed the exam).

Exam Security

To ensure the security and integrity of the exam process, a proctored experience will be required for successful completion of a Nursing and Allied Health department course at NFC. A proctored exam is one in which the student is monitored while taking the exam.

- All exams will be proctored. Proctoring options include:
    - Proctor present
    - Respondus Lockdown Browser
    - Respondus Monitor
    - Approved Online Testing Company (ProctorFree, ProctorU)
    - Approved Testing Center
- There is no clicking outside the testing window during the exam.
- There are no cell phones, note pages, books, or educational testing materials allowed at the exam station.
- Paper will be distributed if calculations are included in the exam and must be returned to proctor at completion of exam.
- Students must have their own basic calculator if not provided by exam software.

The student may be required to come to campus for proctored midterm and/or final exams. In the event that a student is unable to come to campus for a proctored exam, the student will be required to pay a fee for a proctored examination at an **approved** testing center. This process will require the student to plan in advance and get approval of the testing center from the course instructor.

All quizzes and exams will require use of Respondus Lockdown Browser. Respondus Lockdown Browser is a custom web browser that locks down the testing environment within a learning management system. While using Respondus Lockdown Browser, students are unable to print, copy, go to another URL, or access other applications. Once an exam has been started in

Respondus, it must be finished in the same session. Respondus Lockdown Browser will be available for download through the course Quizzes tab at the top of the page on D2L. Quizzes and exams may include the use of Respondus Monitor. Respondus Monitor is a companion application of Lockdown Browser that uses webcam and video technology to prevent cheating during online exams.

In the event an instructor requires the use of a proctoring service or testing center, the student will be responsible for all charges incurred as a result of using that proctoring service. The student will also be required to ensure a quiet, private location for testing. The student may be required to scan the area and room around the computer using a web cam prior to the start of the exam. The student will be required to show picture identification to the proctor (online or face-to-face) at the start of the exam. Proctor must approve breaks during the exam. The student will follow the environment requirements listed in this policy. Any unauthorized notes or attempts to cheat will be reported to the instructor.

Quizzes and exams will have set time frames for access availability. They will also have a set time for completion once the quiz or exam is accessed. These time frames will be set by the individual instructor of the course.

Students are expected to adhere to the academic standards and policies set forth in the NFC Student Handbook, Nursing and Allied Health handbook, and program specific handbook. Students may be required to sign an oath affirming that they are aware of all required security practices, and have followed them during the administration of an exam. Academic dishonesty for nursing students can mean the expected learning outcome was not met and the learning deficit could become life or death for their patients.

Technical requirements:
- Students will need a computer with a webcam and microphone.
- Respondus Lockdown Browser is available for Windows, Mac, iOS and other systems.
  - Windows: 10, 8, 7; memory 2GB RAM
  - Mac: OS X 10.10 or higher; 512 MB RAM
  - iOS: 7.0+ (iPad only) & must have a compatible LMS integration
- A web cam with 640x480 video pixel resolution or higher.
- A reliable, high-speed internet connection.

Computers that meet the technical requirements for testing are available for student use on campus during regular hours. Computers are available in the Allied Health building and in the library, with varying hours of availability. See course syllabus for a listing of hours.

Environment expectations:

- A quiet, secure, fully lighted room. Overhead lighting is preferred.
- Sit at a clean desk or clean table (not on a bed or sofa).
- No other people are allowed in the room during testing.
- No talking out loud or communicating with others by any means during testing, with the exception of a proctor or instructor if necessary.
- No leaving the room for any reason.
- Do not have anything except computer and external cameras on the desktop or tabletop. Remove all books, papers, notebooks, or other materials, unless specifically permitted in written guidelines for a particular exam.
- Students are not allowed to use the following unless noted by the instructor: Excel, Word, PowerPoint, calculator, textbooks, notes, pen and paper, other websites
- There should be no writing visible on the walls, desk, or table.
- Do not play music.
- Do not have any other computers or digital devices running in the room where test taking will take place.
- No headphones or earbuds are allowed.
- External cameras, when possible, should be placed on the lid of the laptop or where it will have a constant, uninterrupted view of the test taker.
- Webcam must be focused on the individual test taker.

Theory Grading

The specific objective to be attained by the student and the method of calculating the final course grade is written in each course syllabus. Students are responsible for reading each course syllabus to apprise themselves of the particular objectives and grading system for each course. While the overall course grade may consist of exam points combined with other course assignment points and/or extra credit points, the average of the designated course exam scores

must be at least 77% before other scores are added to determine the final grade for the course. This 77% average will be calculated by averaging the scores for all course exams including standardized tests identified as exams. Failure to obtain a 77% average for course exams will result in course failure regardless of the number of points earned for other course activities. NOTE: Grades will not "round." – e.g. 74.91 will be recorded as a 74.91.

Clinical Grading

Clinical components of courses are graded as Satisfactory (S) or Unsatisfactory (U). Students are required to accomplish satisfactory completion of clinical component regardless of exam average for successful completion of the course.

Challenging Grades or an Exam Item

Challenging grades or exam items can only be done through the grade challenge form (Appendix B).

Reviewing Exams with Students

At faculty discretion, completed tests may be reviewed in class. It is at the faculty's discretion if a group review is conducted. If so, the students will not be allowed to take any notes; they can only read the exam booklet and discuss questions with other students or the faculty. Concepts identified as weaknesses by the majority of the class will be reviewed with the group. The student may also review completed test in the instructor's office during scheduled office hours within the following one-week time frame. No test will be reviewed after that one-week time frame, without faculty approval.

Individual review:

- All students earning less than 77% on two consecutive exams or an exam average of less than 77% must make an appointment with the faculty for an individual review of the tests.
- The student will use the Study Habit Counseling Form tool (see appendix C) to determine what may have influenced the grade earned.
- The faculty will then discuss with the student the results of the Study Habit Counseling Form tool to assist the student with strategies for improvement on the next exam.

- The student will be required to make and attend an appointment with the Academic Success Center.

- For each item missed, the student will use the textbook and class notes to write the rationale for each of the options.

- Students who do not follow this policy will be contacted by the faculty for a discussion of the importance of remediation for success in the nursing program.

Exam Remediation

Remediation (for the intent of retaking an exam) is not allowed for the faculty developed course exams or finals. Standardized HESI/ATI exams have specific remediation requirements listed in the program specific handbook, see Appendix A for individual program exam remediation requirements.

Analyzing Exam Results

After each exam, an item analysis will be performed on all question items. The following will be considered during the test analysis:

Mean

Average score: Total sum of scores divided by the number taking the test.

Median

The middle score: 50% of test takers above and 50% below this number.

Item Analysis

Level of achievement on mastery items: attempt to have 100%

Difficulty level: attempt to have 50% on non-mastery items.

Mastery Item

Mastery Items are pre-identified and anticipated to perform at 90-100%. Content of a mastery item should be based on safe practice concepts. No more than 10% of an exam should be mastery test items.

Standard Deviation

The standard deviation indicates how much scores vary from the average, ranging from 0% to 100%. A high standard deviation indicates that scores are spread out from the average, whereas a low standard deviation indicates that scores are close to the average.

Discrimination Index

The discrimination index indicates how well a question differentiates between high and low performers. It can range from -100% to 100%, with high values indicating a "good" question, and low values indicating a "bad" question.

Point Biserial Correlation Coefficient

The point biserial correlation coefficient is an analysis only applied to multiple choice and true/false question types that have only one answer with weight 100%, and all others with weight 0%.

Similarly to the discrimination index, the point biserial correlation coefficient relates individuals' exam scores to whether or not they got a question correct. It ranges from -1.00 to 1.00, with high values indicating a "good" question, and low values indicating a "bad" question. If an item is less than 0.25 the item should not be used again in its current form.

Distractors

If a distractor is not chosen by any students. That test item should not be used again in its current form.

Determine what action will be taken if the stats are unacceptable.

- Give credit for more than one choice.
- Nullify the test item by giving credit for all choices. (This is the preferred action)
- Delete the test item from the exam and recalculate with one less total items.

These statistics will be used to determine the validity and reliability of the exam. Items and exams without acceptable statistics should be reviewed and revised before using them in subsequent classes.

*Note that only first attempts with scores between 0% and 100% on a question are included in that question's statistics.

Appendix A – Standardized Testing Package

Mandatory participation in the respective program's "Testing Package" is required for all nursing students. The package may include multiple specialty exams, an exit exam, and/or a NCLEX review. A student who fails to meet the benchmark score on each exam will set up a contract for review of the content and utilization of an individual remediation plan. The student may be expected to retake the exam (at their own expense) in order to demonstrate academic and/or clinical competency in the specialty area.

Practical Nursing Students

    Assessment Technologies Institute (ATI) Nursing Education is the comprehensive formative and summative learning and assessment method for the PN program. The ATI Comprehensive Predictor will be taken at the completion of PRN 0121C. Only those students with passing grades in PRN 0121C will be eligible to take the exam. If the student does not reach the benchmark score on the first attempt, they will be required to complete a prescribed remediation program designed by the student and agreed upon by the faculty. The student is responsible for the cost of the exams. If the student does not reach the benchmark score on the second attempt, they will be required to participate in a formal remediation program recommended by the faculty and strongly encouraged to retake the exit exam for the third time (at their additional expense).

Associate in Science Registered Nurse Students

    Health Education Systems, Inc. (HESI) - Elsevier's HESI provides a comprehensive formative and summative learning and assessment method. The HESI Exit exam will be taken at the completion of NUR 2440C or NUR 2036C. Only those students with passing grades in NUR 2440C or NUR 2036C will be eligible to take the exit exam. The student's initial and second attempt at this exam is covered under the program cost. If the student does not reach the benchmark score on the first attempt, they will be required to complete a prescribed remediation program designed by the student and agreed upon by the faculty. If the student does not reach the benchmark score on the second attempt, they will be required to participate in a formal remediation program recommended by the faculty and strongly encouraged to retake the exit exam for the third time (at their additional expense). All HESI exam results throughout the ADN Program are averaged and considered a percentage of the final course grade for NUR 2440C or NUR 2036C.

Associate in Science Registered Nurse to Bachelor of Science in Nursing Students

    Health Education Systems, Inc. (HESI) - Elsevier's HESI provides a comprehensive formative and summative learning and assessment method. The HESI RN Mobility exam will be taken at the completion of NUR 4169. Only those students with passing grades in NUR 4169 will be eligible to take the exit exam. If the student does not reach the benchmark score on the first attempt, they will be required to complete a prescribed remediation program designed by the student and agreed upon by the faculty and repeat the exam at their own expense. If the student does not reach the benchmark score on the second attempt, they will be required to participate in a formal remediation program recommended by the faculty and strongly encouraged to retake the exam for the third time (at their additional expense). The HESI RN Mobility exam results will be included in the final course grade for NUR 4169.

Appendix B – Test Item Challenge

Students may only challenge test items during instructor office hours and using this form. Incivility (as defined by the instructor) will not be tolerated and will cause the student to forfeit their right to challenge a test item. All students have full access to the Nursing Department and College-wide Appeals process as stated in the student handbook and college catalog.

For security purposes, this form may only be completed in the presence of the instructor. This form may not leave with the student. All students are held to the College Academic Integrity Policy which states that no test item may ever be discussed with other students in any way.

Test Item Challenge Form

Student name: Class: Exam Title:

Exam date: Question #:

Student's answer on the exam:

2 sentences to justify the student's chosen answer:

Page number(s) in text to support the student's chosen answer:

Correct answer on the exam:

Statistics for this test item:

Appendix C: Study Habit Counseling Form

Descriptive details about _____ student habits.

Date:_____   Semester:_____

When do you study? (Day of the week and time of day)

For how long?

How do you study?

What methods do you use?

How do you decide that you've studied something enough?

What do you do when you're studying and discover that you don't understand something?

What study strategies work best with the content in this course?

What instructional methods encourage you to study?

What study strategies do you feel you need to develop?