

Joseph F. McCloskey School of Nursing

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Reviewed: 8/2026	 Tina VanBuren, DNP, MSN, RN, CNS Director, School of Nursing	Student Affairs Committee

PURPOSE

The purpose of this Test Taking Policy is to establish consistent standards and expectations for the administration, completion, and evaluation of examinations, quizzes, and other assessed testing activities. This policy promotes academic integrity, ensures equitable testing conditions, supports student success, and maintains the validity and reliability of assessment outcomes.

SCOPE

This policy applies to all students, faculty, staff, and administrators involved in administering or completing academic assessments conducted by JFMSON. It encompasses all testing formats, including in-person, online, proctored, and non-proctored examinations; quizzes; placement tests; and other graded evaluation activities, whether administered at either school site or through approved remote testing platforms.

POLICY**Exam Day**

- Students are required to be present on exam days. The course instructor will excuse absences for valid reasons, such as illness, family emergencies, religious observances, or an immediate family wedding or funeral (with administrative approval and documentation). Students are responsible for providing written documentation for an anticipated excused absence; in case of illness, a note from the health care provider is required. Students with an accepted excused absence will be given the opportunity to make up exams.
- Any student who will miss an exam due to an emergency or illness must notify the professor at least two hours before the start of the exam. Failure to do so will result in a grade of 0 for the exam. Extenuating circumstances will be evaluated on a case-by-case basis.
- A student who arrives late to an exam without prior communication to the instructor will not be admitted to the testing room; the absence will be treated as unexcused, no makeup exam will be scheduled, and the student will receive a grade of 0% for the exam. A student who has communicated with the instructor prior to the start of the exam may be admitted up to 15 minutes after the exam has begun, with a 10% grade penalty applied to the exam score. Extenuating circumstances will be evaluated on a case-by-case basis.

Prior to Exams

- All personal belongings must be placed outside of the examination area (cell phones turned off).
- No hats, hoods, or sunglasses are permitted.
- No smart watches or smart glasses are to be worn during exams.
- No food or beverages are permitted during the exam.
- Whiteboards will be provided for scratch work.

During Exams

- Calculators are available on the testing platform for student use.
- Quizzes and exams are administered online unless otherwise specified by faculty.
- Students taking quizzes and exams are required to work independently.
- Exams will automatically be submitted at the end of the time limit.
- A student found, after review under the Academic Integrity Policy #200 procedures, to have violated exam integrity will be subject to disciplinary action in accordance with Academic Integrity Policy #200, up to and including a failing score for the exam. The determination may be appealed through the Academic Grievance Policy.

Computer Testing

- Students will see only one question at a time, and each question only once; there is no opportunity to return to a previous question.
- Once a thorough exam analysis is completed by the course faculty, the exam results will be posted to the Populi gradebook.

Examination Integrity

- Students will not disclose or discuss information about exam or quiz items or answers except during a formal test review with the course faculty. This includes posting or discussing questions on the internet and social media.
- Students may not copy or reconstruct exam items during or following the exam for any reason.
- Students may not seek help from any other party in answering items (in person, by phone, text, or email) during the exam or quiz.
- Students may not remove exam or quiz items, responses, or notes about the exam from the testing room.
- Students will comply with any investigation related to exam integrity.
- Students may not take an exam or quiz for someone else, tamper with the computer, or use it for any function other than taking the exam.

Grading

- Grades are not rounded.

- No extra credit is provided.

Note: A student who witnesses any irregular behavior in violation of exam or quiz rules is required to report it to a Joseph F. McCloskey School of Nursing faculty member and comply with any follow-up investigation.

Disability Accommodations (ADA/Section 504)

Students requesting testing accommodations should follow JFMSON Policy #204, Students with Disabilities. To allow time to arrange accommodations, students are strongly encouraged to submit documentation from a qualified professional at the start of each semester and to update it yearly. A student who becomes eligible for accommodations during the semester should notify faculty as soon as possible; at least one week's notice before an exam is normally needed to put accommodations in place. Accommodations are not retroactive: documentation first provided on the day of an exam cannot be implemented for that exam, but will be reviewed for future assessments.

Students receiving approved accommodations for exam administration will receive instructions from the course faculty on the time and location of the exam.

RESPONSIBILITIES

Students are responsible for complying with all testing rules, procedures, and instructions; arriving on time and allowing sufficient time for check-in; bringing only authorized materials into the testing environment; maintaining academic integrity by completing assessments independently; refraining from any form of cheating, plagiarism, unauthorized assistance, or use of prohibited materials or devices; reporting technical issues, testing irregularities, or concerns to the faculty or proctor immediately; and requesting approved disability accommodations in accordance with institutional procedures.

Faculty are responsible for communicating testing expectations, permitted materials, grading criteria, and examination procedures in advance; designing assessments that align with course learning outcomes; providing clear instructions; maintaining the security and confidentiality of examination materials; ensuring fair and consistent application of testing requirements; coordinating approved accommodations for eligible students; reporting suspected academic integrity violations through established JFMSON procedures; and reviewing documented testing irregularities or student concerns in a timely manner.

Proctors are responsible for verifying student identity before testing begins; monitoring examinations for compliance with testing and academic integrity requirements; maintaining a secure, distraction-reduced testing environment; enforcing authorized-materials and prohibited-items rules consistently; documenting and reporting testing incidents, irregularities, suspected misconduct, or technical disruptions; and protecting the confidentiality and security of testing materials and student information.

REVIEW and APPROVAL

This policy is reviewed annually by the Student Affairs Committee.