

Addendum to the School of Nursing Examination Conduct Policy:
Exam Tardy Policy

NOTE: This addendum replaces the current language in #8 under “Additional Rules for Computer administered Exams” noted on page 20 of the 2021-2022 Nursing Student Handbook.

Rules for Computer Administered Exams for Online Accelerated (ABSN) Programs

1. Exam dates and times are announced via the Student communication course: modules: calendar.
2. Students are expected to arrive at the testing location 10-15 minutes prior to the scheduled testing time and sign in before each exam with a photo ID. Students will not be permitted to take any exam without a photo ID.

Additional Rules for Computer Administered Exams for All Students

1. Any student arriving AFTER 5 minutes from the exam start time will NOT be admitted into the testing location. Testing room door will be closed with no admittance.
2. If student arrives after the 5-minute allotment of time they must immediately contact their didactic to reschedule. (Time of contact to didactic will be recorded as evidence). Time of contact to didactic will be the time removed from total testing time. (If proctored exam, this time needs to be communicated to proctor prior to reschedule).

*Exam will be rescheduled as soon as possible, ideally the same day; at the discretion of the didactic faculty.

Ex. Student contacts didactic at 10:10. Exam started at 10:00. Student will have 10 less minutes to complete the exam, upon reschedule.

4. The **first** late occurrence will result in a meeting with didactic and a conference report will be completed. In addition, the time of late arrival will be deducted from total testing time.
5. The **second** late occurrence will result in a meeting with didactic and a conference report will be completed. There will be a 10% deduction from student’s test score. In addition, the time of late arrival will be deducted from total testing time.
6. The **third** late occurrence will result in a meeting with didactic and a conference report will be completed. There will be a 20% deduction from student’s test score. In addition, the time of late arrival will be deducted from total testing time.
7. Student will provide documentation for late arrival. This documentation will be provided on the day of occurrence.