

## **Testing Policy (Students)**

### **I. Purpose of the Policy**

- a. Implementation of uniform, evidence-based standards for testing.

### **II. Definitions**

**Test:** A general assessment designed to measure knowledge, skills, or abilities.

"Test" is often used as an umbrella term that can include quizzes and exams.

**Quiz:** A shorter, less formal assessment, often used to quickly check understanding. Quizzes usually focus on a smaller portion of material and may not have as much weight in grading.

**Exam:** A more formal and comprehensive assessment, usually covering a broad range of material. Exams are often given at the end of a course or term and tend to have higher stakes.

**Testing:** The process of evaluating or measuring a student's skills, behaviors, or attitudes.

NOTE: All tests on Canvas are categorized as quizzes and may not fit the definitions above.

### **III. Procedures**

#### **a) Test Item Criteria and Grading**

- i. Time Allowed per Item: 1-1.5 minutes/multiple choice item; 2-2.5 minutes/alternative item.
- ii. To pass the course in the undergraduate program, test scores must have an average of at least 77%. These scores are calculated before incorporating any additional assignments into the final grade.  
\*The highest final grade students with an average minimum exam score below 77% may earn is a "C" regardless of scores on other assignments.

### **IV. Test Security**

#### **a) In-Class Testing**

- i. Students who arrive late will not receive extra time and will miss the exam start window.
- ii. Students must show ID to test, sign-in upon entering the classroom, and sign-out when leaving the classroom.
- iii. Students who arrive more than 15 minutes late for the start of a test will be asked to leave and reschedule an in-person test within three business days of the original test date.
- iv. All personal items, including water bottles/drinks, are to be placed in front of the room/floor prior to the start of testing. If phones are needed to log-in to the test, they may be put in a personal bag and placed in front of the room or placed screen down in front of the computer (as discretion of the faculty) and be turned off.
- v. Students must show ID to test, sign-in upon entering the classroom, and sign-out when leaving the classroom.
- vi. The use of smart watches/phones/glasses or earbuds/headphones and wearing hats and hoodies by students during testing is prohibited. You will be asked to remove smart watches/phones/glasses or earbuds/headphones and place them in your backpack or a secure location. Questions from students will be answered before the start of the test. No questions will be answered during the test.
- vii. Students are encouraged to use the restroom prior to the start of the exam. If a student must use the restroom during the exam, cell phones must remain in the testing room, and no additional time will be granted for restroom breaks.
- viii. Respondus Lockdown Browser (LDB) and password are required for testing.
- ix. Students should first log into the testing software/LMS after they are all seated. Once the cellphone has been used for logging in, it should be placed in the front of the room/on the floor. Once everyone is seated and logged into the computer, the instructor will write the examination password on the whiteboard in front of the room.
- x. Upon electronic submission of the test, students will receive scores only (not answers).
- xi. Students who are ill and unable to test in class must contact the faculty no later than 30 minutes prior to the exam. The faculty member will work with the student to reschedule an in-person make-up test, preferably within three business days of the original test date. Scheduled in-class exams cannot be scheduled for remote access.

- xii. Accessing an in-class exam remotely without permission from faculty is an academic integrity violation and can result in exam or course failure. Students who are found to remotely access an in-class exam can receive a grade of “0” for the test or course. Additional times will result in a grade of “0” for the test.

b. Off-Campus

- i. Respondus LockDown Browser (LDB) and webcam are required for testing.
- ii. A work area check will be done by the student prior to the start of the test.
- iii. The test area must be well lit.
- iv. Students should not wear hoodies, hats, or face masks during testing.
- iii. For testing in the BSN program, one question will appear on the computer screen at a time, and the student will not be allowed to go back to questions. (NCLEX does not allow backtracking. This may be allowed for graduate program testing (NP certification does allow for backtracking).

**V. Academic Integrity**

If there are any breeches in this policy that lead the faculty to believe that dishonesty occurred in the course, the steps outlined in Regulation 4.001 Code of Academic Integrity will be followed.

(<https://www.fau.edu/regulations/documents/chapter4/reg4-001-august2024.pdf>)

**VI. Student Accessibility Services (SAS)**

- a. If a student has SAS-approved accommodation for testing, it is the students’ responsibility to arrange to take the test in SAS as soon as the testing dates are posted. No appointments are permitted less than one week prior to the test.

**VI. Test Review**

- a. Group Review: For exams with an average score below 74%, faculty will conduct a class-wide review of general content.
- b. Individual Review: Students scoring below 77% on any test must schedule a one-on-one review within a week of receiving their score. Any student may request to meet with faculty to review test scores. Graduate students scoring below 80% on any test must schedule a one-on-one review within a week of receiving their score. Any student may request to meet

with faculty to review test scores. (For students in the BSN program, refer to the Academic Success Initiative)

- c. Students who wish to challenge an exam question must do in writing with an appropriate reference citation from course materials that support an answer of choice. A written challenge must be submitted within 24 hours of taking the exam.

**VII. Location of Policy on Website:** Student Handbook

**VIII. Appendices**

**IX. History and Update:** Approved by Faculty Assembly November 24, 2025

Date Issued: November 24, 2025

Date Last Revised: