

Middle Tennessee State University  
School of Nursing  
Exam Policy

**Purpose:** The purpose of the Exam Policy is to establish standards in the MTSU School of Nursing that will result in fairness, integrity and professionalism. It is essential for students to be treated fairly in every course. It is the goal of the MTSU School of Nursing Faculty to provide each student with equal opportunities to achieve success.

While students are expected to take scheduled exams at required times, there may be unforeseen circumstances that may result in a missed exam. The guidelines set forth in this policy will be followed by all Faculty of the MTSU School of Nursing.

### **I. Exam Statement**

Students are expected to take required scheduled exams according to each course outline provided by the assigned professor. Students must follow the guidelines set forth in the Exam Policy regarding missed exams.

### **II. Students**

1. There will be no make-up exams scheduled in any nursing course.
2. Students who take all unit exams, and have an overall course average of at least 80% may choose not to take the final exam.
3. All course exams (excluding the final exam) must average a grade of at least 80% without rounding to determine if the final exam is required.
4. If the final exam is taken, the exam grade will be calculated into the final course grade (even if final grade is lowered as a result).
5. In the event a student misses a unit exam, the student must take the final exam.
6. If a unit exam is missed, the final exam replaces the missed exam grade which means the final exam is no longer optional.
7. Students who miss a second (or more) unit exam(s) will receive a grade of zero (0) for those exams.
8. In the event the student is late for a scheduled course exam, the student will not acquire additional time to sit in the class to finish the exam.
9. The final exam does not count twice.
10. Each nursing course will provide the following Exam Policy Statement in the syllabus:

#### **Course Syllabus statement:**

*Students are expected to take all unit exams as scheduled. There are no make-up exams permitted in any nursing course. In the event the student is late for a scheduled course exam, the student will not acquire additional time to sit in the class to finish the exam.*

*All course exams (excluding the final exam) must average a grade of a least 80% without rounding to determine if the final exam is required. The student must opt in for the final exam **on the last day of class.***

*If the final exam is taken, the exam grade will be calculated into the final course grade.*

*Students who miss a unit exam must take the final exam. The final exam replaces the missed exam grade which means the final exam is no longer optional. The final exam does not count twice.*

*Students who miss a second (or more) exam(s) will receive a grade of zero (0) for the exam(s).*

### **III. Procedures During Exams**

1. All personal belongings, including electronic devices will be placed in the front of the classroom during exams.

2. All smart devices to include but not limited to cell phones, ear buds, or iwatches with computer screens are not to be used during scheduled exams.
3. No hats or hoodies may be worn during scheduled exams.
4. No food or drink are allowed during scheduled exams.
5. Students should take bathroom breaks prior to the exam. Students may not leave the room during exams.
6. The student is not permitted to ask questions about the exam during the exam.
7. The Professor reserves the right to establish a seating chart during scheduled exams.

#### **IV. Additional Procedures if testing in the Computer Lab**

1. There will be colored paper and pencils in the computer lab available to students who need scratch paper during testing.
2. Upon verification and completion of the exam, the instructor will collect the paper from the student.

#### **V. Rounding Policy Statement**

Final course grades will be rounded as follows:

##### Grading Scale and Rounding

93-100	92.5 will round to 93 = A
86-92	85.5 will round to 86 = B
80-85	79.5 will round to 80 = C
73-79	72.5 will round to 73 = D

No other rounding will occur.

#### References

American Association of Colleges of Nursing. (2008). The essentials of Baccalaureate education for professional nursing practice. Washington, DC: U.S. Government Printing Office. Retrieved from American Association of Colleges of Nursing website: <http://www.aacn.nche.edu/education-resources/essential-series>

American Nurses Association (2015) Code of Ethics. [www.nursingworld.org](http://www.nursingworld.org)

National League for Nursing Accrediting Commission (2012). Fair testing guidelines for nursing education. Retrieved from: National League for Nursing website: <http://www.nln.org/fairtestingguidelines>

National Student Nurses' Association, Inc. (2001). Code of Academic and Clinical Conduct. [www.NSNA.org](http://www.NSNA.org)

National Student Nurses' Association, Inc. (n.d.) Code of Professional Conduct. Retrieved from National Student Nurses Association website: <http://www.NSNA.org>

Title IX Education Amendment of 1972, Public Law No. 92-318, 86 Stat. 235 (June 23, 1972), codified at 20 U.S.C. §§ 1681-1688. United States Department of Justice, 950 Pennsylvania Avenue, NW, Washington, D.C. Retrieved from United States Department of Justice: website at <http://www.justice.gov/crt/index.php>. Anurima Bhargava. Chief. ... [www.justice.gov/crt/about/edu/documents/titleix.php](http://www.justice.gov/crt/about/edu/documents/titleix.php)

MTSU School of Nursing  
FINAL EXAM FORM

I have read and understand the MTSU School of Nursing Exam Policy. I will take the final exam. The final exam score will be included in the final grade.

Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Class: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_