Middle Tennessee State University  
School of Nursing  
Undergraduate Exam Policy

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

The guidelines set forth in this policy will be followed by all Faculty and students of the MTSU School of Nursing.

I. Exam Guidelines

1. Students are expected to take all required course exams as scheduled by the course faculty.
2. All didactic courses will have a comprehensive final exam. In NURS 4370: Caring for the Community as Client, NURS 4390: Nursing Research, and NURS 4570: Leadership and Professional Practice, the final exam may be in the form of a poster, presentation, paper, or other means of assessment/evaluation deemed appropriate by the course faculty.
3. If a student fails to take an exam on the scheduled date, they will be required to take the missed exam(s) on a pre-determined date at the end of each semester.
4. At the beginning of each semester, a day and four-hour time period will be determined for all missed exams to be taken. This event will occur in the last full month of the semester (April and November) and the date and timeframe published in all course syllabi.
5. All missed exams in any nursing course will be taken on this date and time. No other scheduling will occur.
6. Students should communicate with the course faculty to schedule a time to take the missed exam(s).
7. If a student misses more than one exam, all missed exams will be completed on the predetermined date and time outlined in the course syllabus. The missed exams must be completed in sequential order.
8. Students who choose not to take a missed exam(s) will be assigned a zero (0) for the exam(s).
9. In the event a student is late for any exam, the student will not acquire additional time to finish the exam.
10. If a student fails to take the final exam on the scheduled date, a grade of Incomplete (I) will be assigned in the course. Course faculty will work with the student on an individual basis for course completion.
11. Faculty will include the following Exam Policy Statement in the course syllabus:

**Course Syllabus Exam Policy Statement:**

Students are expected to take all required course exams as scheduled. A comprehensive final exam or final exam alternative is mandatory in all didactic courses. Any missed exams will be taken on a predetermined date and time at the end of the semester. This date and time will be published in the course syllabus. If a student is making up multiple exams, the exams must be completed in order. If a student misses the final exam, a grade of Incomplete (I) will be assigned for the course. Course faculty will work with the student on an individual basis for course completion.

If a student is late for any exam, the student will not acquire additional time to finish the exam.

Students who choose not to take a missed exam(s) will be assigned a grade of zero (0) for the exam(s).

For the spring 2022 semester, the assigned date and timeframe to take missed exams is Thursday April 14, 2022 between 9:00 a.m. and 1:00 p.m. A student’s exact time will be communicated by the course faculty.
II. 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. Faculty reserve the right to establish a seating chart during scheduled exams.

III. 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.

IV. Rounding Policy Statement
Final course grades will be rounded to the nearest whole number (%) according to the rules of math as follows:

<table>
<thead>
<tr>
<th>Grading Scale and Rounding</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
</tr>
<tr>
<td>80-89</td>
</tr>
<tr>
<td>70-79</td>
</tr>
<tr>
<td>60-69</td>
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</tbody>
</table>

No other rounding will occur.
References


