**THE UNIVERSITY OF ALABAMA**

**CAPSTONE COLLEGE OF NURSING**

**Learning Resources Center**

**Administration of Exit Exams: Policies and Procedures**

1. Purpose

To ensure test security, prevent academic misconduct, prevent technical problems, and ensure accurate documentation of students’ scores.

1. Policy
2. The CCN classrooms and computer lab are used for administration of the Exit Exams. After the Exit Exams, students can view their score and review questions missed.
3. The College also maintains a copy of each student’s score that is housed in the Assistant Dean, Undergraduate Programs (ADUP) office.
4. Efforts to ensure test security are the responsibility of the LRC staff composed of the Manager of Area Computing Services, the Coordinator of Multimedia Production and Web Supported Applications and the Director of Technology and Distance Education; the proctors monitoring the Exit Exam; and the course leader or designee.
5. Students will bring a laptop to class the day of a scheduled exit exam. If the students do not own a personal laptop or their personal laptop is not functioning, they will be required to notify the LRC 48 hours prior to the exam for checkout of a CCN laptop.
6. At time of testing, students must abide by specific directions given by course faculty/proctor regarding each test. Violation of this policy will be viewed as a violation of the University Honor Code and will be dealt with accordingly.
7. The students will be required to bring laptop, laptop privacy screen, power adapter, Ethernet adapter, and network cable. The student may carry these items in a bag.
8. Assumptions
9. Exit Exams include specialty standardized exams each semester and a comprehensive standardized test at the end of the CCN undergraduate program.
10. All procedures associated with the Exit Exams as provided by the vendor will be followed.
11. Although students are aware of the University Honor Code and the CCN Computer Use Policies, students may be tempted not to adhere to these policies.
12. Appropriate monitoring of computerized tests will decrease the likelihood of academic misconduct.
13. Technology problems out of CCN control are always a remote possibility during computerized testing.
14. Procedures to maintain test security, prevent academic misconduct and prevent the occurrence of technological problems are essential.
15. The LRC maintains laptops for student checkout, but there are not enough laptops for every student.
16. Procedure

## Prior to the Exit Exam

* 1. Students have attended an orientation session to ensure their laptop has the proper software to take the Exit Exam on their laptop.
  2. Proctors for the Exit Exam are arranged with UA Testing Services by the ADUP’s office.
  3. The Exit Exam Policy and Procedure for Proctors will be followed by proctors during the Exit Exam testing period.
  4. The Manager of Area Computing Services will ensure that procedures associated with setting up the Exit Exam as provided by the vendor are followed.
  5. The course leader/designee or the ADUP will determine if student photo IDs are needed for identification purposes.
  6. The course leader/designee will request random seating chart from LRC staff 48 hours in advance of test, if needed.
  7. Students’ personal belongings will be placed at the front or rear of the room during the exam.
  8. Students will report to the assigned classroom at least 15 minutes prior to the beginning of the Exit Exam.
  9. The course leader/ designee will meet with the students to provide instructions, answer questions, try to reduce student anxiety, and review the scoring criteria.

1. Students will receive their score when the Exit Exam is complete.
2. The Manager of Area Computing Services will give the *Exit Exam Verification Form* to the course leader or designee.