Objective:
To provide guidelines for nursing faculty in the Core to administer exams fairly and consistently for all undergraduate nursing students.

Policy:
1. Seating charts may be used by the faculty administering the exam.
   a. Seating chart varies for each exam

2. Faculty have the right to designate what items students may bring to the desk.

3. At least two versions (or more per the faculty discretion) of the exam may be used.

4. Exam proctors or administering faculty will:
   a. Distribute the exam and answer sheet individually to each student
   b. Give any instructions and/or corrections to the exam prior to start of the exam

5. All students will begin the exam at the same time.

6. Students arriving late for the exam will:
   a. Wait until all initial directions are given and questions answered
   b. Be given no additional verbal directions
   c. Be given no additional time extension to complete the exam

7. Students may leave the exam room only when their exam is completed.

8. No talking is allowed during the exam unless designated by the faculty.

9. In general, faculty will not answer questions about content during the exam.

10. It is the student’s responsibility to protect the integrity of their own exam sheet and protect their answers from other students.

11. Only nursing students enrolled in the course will be allowed in the room during the exam.

12. At the end of the exam, the student must turn in both the examination and the answer sheet, making sure that their name is on both. If a student leaves the classroom with an exam or answer sheet, they will receive a ZERO for that exam.
13. All answers must be correctly transferred from the exam to the computer scored answer sheet. Exam scores will be based on the answer sheet only. **No credit will be given for any answers erroneously transposed or omitted on the answer sheet.**

14. If the student is absent on the day of the exam:
   a. The student shall notify the instructor via phone or email prior to the start of the exam. **Failure to do so will result in the grade of a “0” (zero) for the exam.**
   b. Make-up exams are at the discretion of the faculty.
   c. If a make-up exam is allowed, it is the responsibility of the student to make up the exam within one week from the originally scheduled exam.
   d. An alternate version of the exam may be given as a make-up. This could include an essay exam.
   e. Students’ missing more than one exam may receive “0” for those exams at the discretion of the course faculty. Students who repeatedly miss scheduled exams will be referred to the Associate Dean for Undergraduate Programs or Campus Director for review.

15. Special testing situations:
   a. Students with approved alternate accommodations for testing will need to register with Adaptive Educational Services (AES) and complete the appropriate forms issued by AES before accommodations will be given. This process needs to be completed within the first two weeks of class to assure that services will be provided.

   **Campus specific contact info:**
   - IU Bloomington: Office of Disability Services for Students - 812-855-7578
   - IU Columbus (IUPUC): Student Services at IUPUC - 812-348-7271
   - IUPUI: Adaptive Educational Services (317) 274-3241

   b. ESL students will be provided with an ESL dictionary at the exam. It is the responsibility of the student to notify the faculty if they need an ESL dictionary. For additional support, contact your advisor on the Bloomington and Columbus campus and the Director of Diversity and Enrichment on the IUPUI campus.

   **Campus specific contact info:**
   - IU Bloomington: Advising Office (812)-855-1736 or (812)-855-6875
   - IU Columbus (IUPUC): Advising Office (812)-348-7250
   - IUPUI: Office of Diversity and Enrichment (317) 274-1550