

**Policy U-10**  
**FLORIDA STATE UNIVERSITY**  
**COLLEGE OF NURSING**

- TITLE:** **ACADEMIC TESTING PROGRAM REQUIREMENTS**
- POLICY:** Students will participate in a national standardized testing program during their undergraduate nursing program. Each student must complete a series of standardized examinations throughout the curriculum.
- RATIONALE:** In preparation for success on NCLEX-RN, the FSU College of Nursing utilizes a national testing program throughout the undergraduate program. Student participation in this academic testing program is a requirement of the College of Nursing. A number of specialty exams related to specific content and courses are administered throughout the program.
- PROCEDURE:** The exams will be administered via computer during designated times. Students, who fail to achieve the benchmark score on any standardized exam, will be required to meet with the Assistant Dean of Undergraduate Programs to discuss strategies to improve their academic performance.
- TESTING RULES:**
1. If student is eligible for support from the Student Disability Resource Center (SDRC) at FSU they should review College of Nursing policy S-3 and <http://dos.fsu.edu/sdrc/services/exam-lab>.
  2. In the event of an unexpected situation that is beyond the student's control (serious illness, accident, death of an immediate family member, etc.), the student must notify the appropriate instructor to request an excused absence prior to the exam.
  3. Student will be required to leave personal belongings in the front of the testing room; however, student is not allowed to access any prohibited personal items at any time during exam, including bathroom breaks.
  4. Request for restroom breaks requires showing a proctor/faculty/teaching assistant content of pockets and documentation of time elapsed. Time taken for restroom breaks will not extend the time allotted to complete an exam.
  5. All cell phones and ALL devices must be turned **OFF**. No watches or other personal electronic devices will be allowed while testing. If a student's cell phone/electronic device is on or makes ANY noise (ring, vibration, beep, etc.) in the testing room, the exam is terminated and the student is dismissed from the facility.

6. Do not bring loose papers into the testing room unless specified by the instructors. If scratch paper is allowed on the test, it will be provided and must be surrendered before leaving.
7. It is the student's responsibility to contact the course instructor to modify any test content issues or problems found in the exam.
8. Make up exams must be coordinated with course lead instructor prior to exam. It is expected that the make-up exam will be taken at the earliest time possible. Make-up exams are scheduled outside of class time. Students are expected to arrange their work and family schedules accordingly.
9. Prohibited items during testing:
  - a. Food and drink **except** clear water bottle with no writing or label
  - b. Headgear (hats, headbands, wraps, sunglasses, etc.) unless required by religious practice
  - c. Skateboards and hover boards
  - d. *Student may be asked to remove any large jewelry or other accessories before testing*
  - e. Watches, trackers, personal electronic devices
10. Prohibited behaviors:
  - a. Leaving test URL and accessing other browsers
  - b. Talking to other testers while in testing room
  - c. Leaving with any test contents (questions, directions, etc.) or with any students responses
  - d. Rude behaviors toward faculty, proctors, teaching assistants or other students
11. Faculty requirements:
  - a. 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.
  - b. Do not allow any prohibited personal items at any time during exam, including bathroom breaks.
  - c. Request for bathroom breaks requires showing a proctor/faculty/teaching assistant content of pockets and documentation of time elapsed. Time taken for restroom breaks will not extend the time allowed to complete an exam.
  - d. All cell phones and ALL devices must be turned **OFF**. No watches or other personal electronic devices will be allowed while testing. If a student's cell phone/electronic device is on or makes ANY noise (ring, vibration, beep, etc.) in the testing room, the exam is terminated and the student is dismissed from the facility.
  - e. If scratch paper is allowed on the test, provide it and collect.
  - f. Coordinate makeup exams, prior to exam.
  - g. Police prohibited items during testing.

CON Honor Code <http://nursing.fsu.edu/sites/g/files/upcbnu411/files/pdf-files/policies/S-10%20Student%20Academic%20Honesty.pdf>

FSU Honor Code <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>

FSU Student Conduct Code  
<https://distance.fsu.edu/student-responsibilities>

CON ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES  
<http://nursing.fsu.edu/sites/g/files/upcbnu411/files/pdf-files/policies/S-3%20Students%20With%20Disabilities.pdf>

Pearson Test Day <https://www.ncsbn.org/exam-day.htm>

Approved:

Faculty: 10/20/17 1/24/2020

Dean: 10/20/17 1/24/2020