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		Effective Date:	9/14/2018
		Reviewed/Amended Date:	2022

Purpose:	<p>To ensure that students within the Undergraduate Pre-Licensure Nursing Programs are being tested in a consistent and understandable manner. Students and faculty members have expressed concern about the change to Computerized Testing. In order to address some of these concerns and alleviate some testing anxiety, the SONUAC committee recommends utilizing a consistent approach to creating exams. All computerized exams should be set up in the same manner so that students are not surprised when they enter the testing environment.</p>
Procedure:	<ol style="list-style-type: none"> 1. All courses in the Undergraduate Pre-Licensure Nursing Programs will utilize ExamSoft for the delivery of course exams. 2. Exams will be set-up in a consistent manner to decrease confusion among students. 3. When creating Select All That Apply (SATA) questions, faculty must edit each SATA question making sure to check the "Select All That Apply" box under the "Options" section. 4. Faculty will design their exams using the following parameters: <ol style="list-style-type: none"> a. Allow 90 seconds per question on exam. b. Students will not be allowed to utilize Backward Navigation. This will allow students at this level to begin to prepare for NCLEX-RN. c. All exams will use the following "Security Options": <ol style="list-style-type: none"> i. Check "Secure" ii. Check "Randomize Sequence" iii. Check "Randomize All Choices" iv. Check "Time Limit" and enter the appropriate amount of time for the exam (See 4a above). v. "Reverse Download" d. All exams will use the following "Options to Enable": <ol style="list-style-type: none"> i. Check "Calculator"

	<ul style="list-style-type: none"> ii. Check “Numbering” iii. Check “Missing Answer Reminder” iv. Check “Text Highlighting” v. UNCHECK “Backward Navigation” and Check “Require Answer” vi. Check “Show 5 Min Alarm” vii. Check “iPad” <p>e. Faculty will create a random password for each exam.</p> <ul style="list-style-type: none"> i. Use a combination of at least eight (8) letters (capital and small) and numbers. ii. Give this password to the students at the beginning of the exam <p>f. Set the Download Time so that students will have plenty of time to download the exam to the device they are using to take the exam prior to beginning the exam.</p> <p>g. All exams will allow a Secure Review</p> <ul style="list-style-type: none"> i. All exams will use the following “Secure Review” settings <ul style="list-style-type: none"> 1. Set the “Review Type” to “Immediately After Assessment” 2. Set the “Review Password” as a combination of letters and numbers 3. Set the “Time Limit” for no more than 20 minutes 4. Check the following “Options to Enable” <ul style="list-style-type: none"> a. Show Incorrect Answers Only b. Show Rationale <p>h. Faculty members proctoring exams will provide one (1) blank piece of paper to each student to use as scratch paper.</p> <ul style="list-style-type: none"> i. Each student must write their name on the paper, regardless of any other marks. ii. Each student may use this paper to write any questions they have during the “Secure Review” part of the exam. iii. Each student must turn in this piece of paper prior to leaving the room.
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	<ul style="list-style-type: none">i. Students must upload their exam prior to leaving the testing environment.i. Faculty must visualize the Green Check Mark confirmation screen for each student before students leave the testing environment. <p>5. If a student withdraws from or leaves a course for any reason, course faculty must notify the ExamSoft system Administrator(s) so the student may be removed from the course in ExamSoft.</p>
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