

POLICY NUMBER: III-II

POLICY TITLE: Assignments and Tests in Nursing

LEGAL AUTHORITY: Miami Dade College ASN Student Handbook; Miami Dade College Student Rights & Responsibilities Handbook; MOP 4035 – Academic Dishonesty; MOP 4025 – Student Code of Conduct; MOP 4030 – Student Discipline

DATE OF LAST REVIEW: 08/2025

Students will take all tests and/or exams when they are scheduled.

Faculty should be notified beforehand if there is a problem. If a student has an absent on the day of the exam, the weight of the final exam will be increased by the weight of the missed test. If more than one test is missed, the student may be asked to withdraw.

In the event the student is late or absent on the day of the Final Exam, the student may send supporting documentation to the Course Faculty identifying the extenuating circumstance which prevented them from attending the Final Exam before the class end date. The Course Faculty member will give an incomplete grade only if the student has a passing grade of 77% or higher prior to the Final Exam and has completed 75% of the course assignments.

Missed Exam with Extenuating Circumstances

Makeup exams and quizzes require documentation if circumstances are extenuating. Students must provide documentary evidence to support the absence. The missed exam will cover the same content as the original.

The student must submit written proof to the Instructor and the Chairperson concerning the extenuating circumstance. The student will be allowed to make-up with appropriate documentation the examination at a date and time scheduled at the discretion of the Program. The following are extenuating circumstances

- Student hospitalization
- Immediate family member's hospitalization
- Death of an immediate family member

STANDARDIZED TESTING

Students will take the practice standardized testing at designated times during the semester, which will provide comprehensive remediation, that the student is responsible for completing. The End-of-Course proctored standardized test is mandatory, and it is given towards the end of the course.

CLASSROOM TESTING PROCEDURES

Testing is a means of providing the student with an opportunity to demonstrate his/her knowledge of the course content.

The test taking guidelines below are to be followed by all nursing students for the following testing situation: laboratory (performance) testing, classroom (paper and pencil) testing, or computerized testing are given below: For all testing situations:

Students must report to the testing room 30 minutes prior to exam. For example, if the exam is scheduled for 8 AM, the student must be in front of the room at 7:30 AM.

Place all personal items, including phones, in a locker outside the testing room. If there are no lockers available, all items including phones and water bottles must be placed in front of the room or designated area.

Phones must be turned off (not vibrate).

Students must have MDC ID cards so the student can be scanned into the exam room.

Students are to wait in front of the testing room to be seated by the proctor.

Once seated, students are to log into the computer and wait for further instructions from the proctor.

Tardiness will not be tolerated.

Once all students are scanned into the exam room, the doors to the testing room will be shut.

Students arriving 15 or more minutes late will forfeit their attempt at the exam and the weight of the missed exam will be added to the final exam.

Students must have a physical MDC ID card in order to test. If the student does not have an MDC ID, the student will forfeit their attempt at the exam and the weight of the final will increase by the weight of the exam that was forfeited.

The following items are not allowed during testing: highlighters, ink pens, felt-tip markers, colored pens or pencils, gum, earplugs, earmuffs, headphones of any kind unless provided by the testing center, hats and other nonreligious head coverings (headgear).

Keep personal items to a minimum.

No talking, walking, or wandering in the testing room will be allowed during the test. Do not talk to or look at other students while they are anywhere in the testing area.

Personal needs should be attended to prior to testing. If assistance from the proctor is needed, the student is to remain seated and raise their hand. Do not move or stand up during the testing session unless requested by the proctor.

Leaving and re-entering the testing room during the testing session is not permitted. However, if there are two proctors in the testing area and a student has a bathroom emergency the student may be accompanied by one of the proctors to the restroom.

No cell phones or recording devices of any type are permitted on the student's person or in the testing area. **Non-essential materials will NOT be allowed in the testing area.**

After completing and submitting an exam, the student is to exit the testing room quietly. Students are not permitted to re-enter the testing room while the exam is in progress.

Do not behave in any way commonly associated with academic dishonesty.

If a fire drill or other emergency arises; the test may be rescheduled. If the drill or emergency interrupts a final exam, the final exam will be rescheduled.

For performance testing: If testing is interrupted by the fire alarm in the skills lab, if time permits, testing will commence again after the drill for those who were interrupted or had yet to test. If there is insufficient time, then the faculty will reschedule testing.

All tests are to be administered within a specific time frame. You will be informed of the time allocated by the proctor or on the computerized clock within the testing platform.

Faculty will determine if the students can leave when they finish testing or stay until the end of the scheduled test time.

When you have finished your exam, do not submit, but raise your hand and allow the proctor to verify submission before leaving the room. Students will sign out of the testing area and the time the student left the testing room will be documented by instructor. Your identification will be returned at this time. The student is to leave the room following the above and is not permitted to loiter outside the testing room.

Access Students (exams are longer than usual). If student is an Access student, their time will be adjusted according to the IEP. Student must arrive at specified start time.

Access Students that sit for exams in Testing and Assessment must be scheduled during the hours of operation which are Monday – Thursday: 8 a.m.–7 p.m. (testing stops at 6:30 p.m.) Friday: 8 a.m.–4:30 p.m. (2 p.m. is the deadline to start an exam). Based on the approved accommodation, please schedule accordingly.

If a student is testing using paper and pencil the above rules will be applied along with the following:

Write your name and student number on the test and the answer sheet.

Keep the test and answer sheet flat on the desk.

Follow the instructions of the proctor before leaving your seat.

Do not write on the answer sheet or test booklet after leaving your desk to turn in the tests

Turn in the test and answer sheet and scrap paper before leaving the room.

LABORATORY (PERFORMANCE) TESTING SITUATIONS

Students must be on time for the appointments.

Do not enter the testing area until instructed to do so.

Leave the testing area and the waiting area when the testing session is completed.

Do not discuss any part of the testing procedure with other students until testing has been completed for all students.

The student is responsible for bringing the nurse pack with the necessary supplies to complete the performance testing process during performance testing. See College Guidelines for further information: <https://www.mdc.edu/testing/testingrequirements>

Academic Integrity of Testing

Sharing information related to test items is a violation of the Student Code of Conduct, College Procedure 4035. It is considered Academic Dishonesty as described in Student's Rights and responsibilities in the section Code of Conduct. Please refer to College Procedure 4035 in Student's Rights and Responsibilities, Academic Dishonesty for detailed information about academic dishonesty.

Zero Tolerance for Cheating: Cheating is a serious violation of academic integrity and will not be tolerated under any circumstances. If a student is caught cheating, they will receive a failing grade for the exam and may face additional academic penalties, including suspension or expulsion from the program. The incident will be reported to the Dean of Nursing and the Dean of Students and will be documented on the student's permanent record.

Strict Anti-Cheating Policy

Definition of Cheating: Cheating includes, but is not limited to, the following:

- ✓ Copying from another student during the exam (whether visually or through electronic means).
- ✓ Using unauthorized notes, books, or online materials during the exam.
- ✓ Collaborating with another student when not authorized by the instructor.
- ✓ Using any technology or devices to search for answers during the exam.
- ✓ Allowing an outside vendor or person to sign on to an MDC issued computer or the student's own computer to answer test questions

- ✓ Plagiarizing content or copying someone else's work (in any form) during take-home or written assignments.

Cheating and Plagiarism: Any form of cheating, including copying from other students, using unauthorized materials, or plagiarizing content, will result in disciplinary action. Students caught cheating will be subject to penalties as outlined in Miami Dade College academic integrity policy.

Testing Platforms

Testing Platforms used by the BLSON have integrated new technology capable of detecting the presence and use of unauthorized third-party software during examinations. Third-party software includes any software that aids in completion of assignments, assessments, or exams by leveraging algorithms, artificial intelligence (AI), and data analytics. The use of any third-party software during administered assessments is strictly prohibited.

Implications:

If third-party software is detected on a student's device during an exam, the testing company will impose a **permanent ban** on the student's account.

The **permanent ban** bars students from using the platform at Miami Dade College and other institutions who also use the product. Therefore, students will be dismissed from MDC due to inability to complete assessments utilizing the platform.

This sanction is final and not subject to appeal

Testing Environment and Behavior.

Behavior Expectations: Students must conduct themselves professionally and respectfully during exams. Students should remain quiet and focused during exams. Talking, passing notes, distracting others, or attempting to exchange answers in any way during the exam is strictly prohibited.

Consequences for Disruptions: Disruptive behavior, including talking, looking around, attempting to use unauthorized materials, or attempting to disturb the testing environment in any way, will result in immediate removal from the exam room. The student will receive a failing grade for that exam and be referred to the dean's office.

Technical Issues: In case of technical issues, students should contact the instructor immediately. If the issue is verifiable, the student may be allowed additional time or a make-up exam.

Electronic devices: The use of electronic devices, including but not limited to smartphones, smartwatches, tablets, smartglasses (META glasses), and other testing enhancement paraphenilia, is strictly prohibited during all exams unless specifically authorized by the instructor for the purpose of the exam. Devices must be turned off and stored in the students bookbag, before the exam begins. Any student caught using an electronic device during an exam, whether for communication, accessing unauthorized information, or other purposes, will be immediately removed from the exam. This action will be considered a violation of academic integrity, and the student will receive a zero for the exam and be reported to the dean's office.

Prohibited Items During Exams

Prohibited Items: All personal items, including bags, notebooks, hats, sunglasses, headphones, watches and any electronic devices are prohibited in the exam room unless explicitly authorized by the instructor. These items must be stored outside the exam room.

Unauthorized Materials: If a student is caught bringing unauthorized materials into the exam room (including notes or textbooks unless specified by the instructor), they will immediately be removed from the exam, and the material will be confiscated. The student will receive a zero for the exam.

Technological Enforcement:

Monitoring and Proctoring: Exams will be closely monitored by instructors and/or proctors. This may include the use of proctoring software for online exams or physical surveillance for in-person exams. Any suspicious behavior during exams will be investigated, and consequences will be enforced. For online exams, students will be required to use webcams and screen monitoring tools to ensure exam integrity.

Proctoring Technology: For online exams, instructors may use proctoring software that records the student's screen, webcam, and environment. Any signs of cheating or academic dishonesty detected by the software will be immediately flagged, and the student may be asked to provide further verification.

Browser Lockdown: For online assessments, a secure browser will be implemented to restrict students from accessing external resources, websites, or communication platforms during the exam.

Restroom Breaks: Use the restroom before coming to class if necessary. Restroom breaks will be allowed during the exam only in cases of **extreme necessity**. You may not leave the room during an examination without the instructor's permission. Students who leave the room must be monitored to ensure there is no unauthorized access to materials. Any student found to be leaving the exam room for purposes other than a restroom break (e.g., to consult materials, communicate with others) will face penalties.

TEST REVIEW, RE-TEST, and Incomplete Grade POLICY

Review of a test during a classroom meeting is at the course instructor's discretion. For all test reviews, the students must: Place all books, papers, etc., at the front or back of the room.

Absolutely no recording of test reviews is permitted. Students who attempt to record any test reviews, either on paper or on tape, will be charged with Academic Dishonesty Procedure

Faculty will review exams with students who scored below 77%.

Students will request a test review via email.

The faculty will document the students' progress in Navigate

The faculty will refer the student to the Student Success Coach and tutoring

References:

- Miami Dade College ASN Student Handbook
- Miami Dade College Student Rights & Responsibilities Handbook
- MDC Manual of Procedures (MOP) 4035 – Academic Dishonesty
- MDC Manual of Procedures (MOP) 4025 – Student Code of Conduct
- MDC Manual of Procedures (MOP) 4030 – Student Discipline