**BSN Student Testing/Grading Policies**

Grading Scale (based on percent of available POINTS in each class)

A= 91-100%

B= 84-90%

C= 77-83%

D= 69-76%

F= < 69%

Students are evaluated on the number of points obtained within a given course. The points are changed to a letter grade based on the number of points obtained within the class (see class syllabi for details). Didactic and clinical courses for a topic area (e.g. Fundamentals of Nursing) must be taken concurrently. Students must successfully pass the didactic and clinical portions of the course simultaneously or both must be repeated.

Please note: Students must achieve at least a 77% average of all exams within the course before points from other course requirements (e.g. papers and projects) will be included in the final grade. An overall average of 77% must be achieved to pass the course.

No Rounding Policy: Final course average will be recorded as a whole number, and will not be rounded up or down. For example, a student who earns the final course average of 76.99 will be assigned a letter grade of D.

Faculty may require APA format for written assignments. APA resources are available on the SON webpage and on the student organizational sites on Blackboard; however, they are not a substitution for the APA Manual required for some nursing courses.

**Academic Dishonesty Policy**

WKU nursing students are expected to demonstrate a high standard of academic honesty in all

aspects of their work and college life. Without intellectual integrity there cannot be genuine

learning. Academic dishonesty represents a direct attack on this integrity.

In taking tests and examinations, completing homework, laboratory and clinical work, writing papers and using information technology, students are expected to demonstrate honesty. Cheating, plagiarism, or

other forms of academic dishonesty will lead to a failing grade on the assignment/exam and/or a failing

grade in the course. In addition, faculty will notify the Dean of Students of the violation per

WKU’s Academic Misconduct Policy and follow the procedures outlined in the policy:

<https://wku.edu/studentconduct/process-for-academic-dishonesty.php>. Repeat occurrences of

this type of behavior can result in dismissal from the program.

Course content, study notes, study guides and other course-related material may not be

altered, shared and reproduced on social media or in any manner without the written consent of

the faculty.

**BSN Testing Policies**

Violation of the following policies and procedures will be considered academic dishonesty and will lead to consequences outlined in the Academic Dishonesty Policy.

**Exam Policies**

* Students must not communicate before, during, or after an exam with any other person about the content of the exam.
* Exam questions and/or content of any exam questions are not to leave the exam room in any form: orally, electronically or in writing. A violation would result in a penalty at the discretion of the faculty. A meeting may be required with the BSN Program Coordinator and Director of the School of Nursing.
* Students cannot use any electronic device or resource except for required testing software and designated electronic device.
* Students must not attempt to disable or tamper with exam software security features.
* Students must show their nursing student ID badge to enter the testing site.
* The following items are **not** permitted at the student seat during testing:
  + Books, notes in any form, or paper (other than scratch paper that is provided by the proctor)
  + Bags or purses
  + Extraneous clothing (including hats, sunglasses, large coats)
  + Cell phones (should be powered off and placed with belongings)
  + Any other type of technical or electronic device (such as a Fitbit, Apple Watch)
  + Headphones or earbuds (unless required for the exam)
  + Drinks and Food (hard candy and cough drops are permissible as long as the use of these items are not distracting to others)
* Faculty may assign or reassign seating at any time before or during an exam or quiz. If a student attempts to alter or change the assigned seat, this may be considered academic dishonesty.
* Students should go to the restroom before the test begins. To use the restroom during an exam, the student must notify the proctor and use only the specified restroom. The proctor may accompany the student to the restroom. All materials must be left at the student’s seat. Students must follow all instructions and are not permitted to access any resources, enter other areas of the building, or leave the building. The exam time clock will **not** stop during a restroom break.
* During the exam, students may not ask questions about the exam content but should inform the proctor of any error with the exam or exam software.
* If scratch paper is provided, it must be turned in with student first and last name at the end of the exam.
* If exam review is provided immediately following the exam or at a designated time, all secure review sessions must occur in a proctored environment. Students are not permitted to bring personal belongings and should treat review sessions like an exam session. Faculty will determine which exams are available for review. Availability of secure exam review is subject to change.
* Students may not request points be added to their grade.
* Faculty members are the content experts for the exam.
* Individual student appointment requests can be made via email for further test review with faculty within one week of an exam or exam review.
* Faculty recommend that students who score less than 77% on any exam or who at any time in the semester drop below a 77% average make an appointment with faculty for an academic conference. Students should review the gradebook on Blackboard frequently.

**Procedures related to the use of exam devices**

* Students must arrive to the exam room with their nursing student ID, personal Examplify password, designated electronic device, in their assigned seats with the exam downloaded, prior to the scheduled exam time.
* Students who are not in their seats prior to the exam will be considered late and may not be able to sit for the exam. The student may be required to schedule a make-up exam.
* All students should bring their fully charged personal electronic device to all exams and quizzes as designated by the WKU School of Nursing.
* Specialized cases/attachments for personal designated electronic devices are permitted; however, students must ensure their case/attachment contains no notes or materials to aid them during exams. Possession of these materials during the exam may result in a zero for that exam.
* Students should bring a charger for their personal electronic device to use in case of low battery.
* If a student arrives without a personal designated electronic testing device or is unable to complete the exam due to failure of their device, they may need to schedule a make-up exam.
* Students who do not have access to their personal designated electronic device should notify faculty as soon as problems occur during the semester.
* If a screen protector is utilized, students may not remove screen protectors from devices.
* Upon completion of the exam, students must attempt to upload the exam. If no internet connection is available, students must upload the exam at the discretion of the faculty member. Students must show their completion screen to a proctor before exiting the room.
* After a proctor confirms the completion screen, students must shut down their designated electronic device properly, turn in any provided scratch paper with their name on it, and exit the exam room quietly. Students may not congregate in the hallway outside the testing rooms and must be quiet in respect of other students who are testing.

**Student Absence from Examinations/Tests**

* Students are responsible for notifying their instructor prior to the scheduled test time if they are unable to take a scheduled examination.
* Students must provide justification for an exam absence in order to take a make-up test. See specific course syllabi for make-up test criteria.
* Faculty members will decide if the absence was justified. A student who cannot provide satisfactory justification, or the reason for absence was due to a non-extenuating circumstance, may take a make-up test; however, the score may be reduced by 10% of the total possible exam points. Individual courses may have variations of this policy. See course syllabi for details.
* Make-up examinations may consist of different test items or essay questions.

**BSN Program Final Grade Posting**

**Final Grades and Time of Posting**

To avoid possible disruptions of students who have finals scheduled for later during finals week,

no exam grades, clinical skills performance results or other grades will be made available to

students during finals week. All final exam grades and results of skills checkoffs will be held in

confidence by faculty until the Monday following finals week. Letter grades will be posted on TopNet by faculty between 8am-noon on Monday after finals week. Graduating students are exempt from this policy.

**Meeting with the Faculty, Program Coordinator or Director of the School of Nursing**

While any student can make an appointment to meet with the course faculty, the Program

Coordinator or the Director of the School of Nursing about their grades and the grading process,

this does not constitute a grade appeal and will not result in a change of grade after the final grade

has been reviewed by the faculty member and posted on TopNet.

**ADA Accommodation Statement and Accommodations**

In compliance with University policy, students with disabilities who require academic

and/or auxiliary accommodations for this course must contact the Student Accessibility

Resource Center located in Downing Student Union, 1074. SARC can be reached by

phone number at 270-745-5004 [270-745-3030 TTY] or via email at

[sarc.connect@wku.edu](mailto:sarc.connect@wku.edu). Please do not request accommodations directly from the

professor or instructor without a faculty notification letter (FNL) from the Student

Accessibility Resource Center.

Any student who is admitted into the WKU Nursing Program and has a letter of

accommodation form from the Student Accessibility Resource Center (SARC) requesting

testing accommodations will be required to take all exams requiring accommodations at

SARC. This standardized procedure will provide the proper testing environment and

promote student success.

If an instructor believes a requested accommodation will change the fundamental nature

or essential curricular components of the course or program, this will be conveyed to the

student and the Student Accessibility Resource Center (SARC). This is particularly true

where an academic program is designed to prepare students for a profession in which

licensure or accreditation requirements must be met, and the requested accommodation

will require or result in an unacceptable deviation from the established norm.