

COURSEWORK and TESTING POLICY

Late Written Assignments

Faculty will deduct 5 points per calendar day that an assignment is late. No written assignment will be accepted at all after four calendar days past the due date. The consequence will be a zero for that assignment. See HESI Testing and Remediation policy for specific details related to late work for this assignment.

Other Late Assignments (i.e., Evolve/EAQ/HESI Case Studies/HESI RN Practice Tests, Sherpath, ticket to class) and Simulation Paperwork

No assignments will be accepted past the due date. The consequence will be a grade of zero for that assignment. Evolve assignments will not be reopened after the due date has passed.

Learning Concerns

The student is encouraged to discuss any learning concerns with faculty as they arise. As issues are identified, faculty submit a Student Referral found on the Institutional Page under Faculty Resources in Blackboard, which is sent to the appropriate support services. Support services may include meeting with a counselor or Academic Support Services staff. If the student knows or suspects that they have a learning disability, it is the responsibility of the student to identify this at the start of the semester and to schedule a meeting with a campus Accommodations Specialist for assistance as soon as possible, ideally before the semester starts.

Making up a Missed Exam

If a student is not able to take an exam due to an extenuating circumstance at the designated date and time, the student must contact the instructor using Northwood Tech email prior to the start of the exam. The email will notify the instructor of the student's inability to take the exam. All extenuating circumstances must be approved by the course instructor. Students missing an exam due to an extenuating circumstance must make up a missed exam within 48 hours (or at the instructor's discretion). The student may not return to class until the exam is completed unless the instructor allows the student to return and the date and time for the make-up exam has been established. Online students who miss an exam must contact the instructor to decide when to make up the exam. The timeframe for the make-up exam will be at the discretion of the instructor.

If the student does not notify the instructor via email of not taking the exam as described in the preceding paragraph, the student will not be able to make up the exam and will receive a zero (0) for the exam. This may impact meeting the course competencies and could result in withdrawal or failure of the course. Exceptions to this process will only be for emergencies and are at the discretion of the faculty member. See HESI Testing and Remediation policy for specific details related to make-up of HESI exams.

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ASSOCIATE DEGREE NURSING
STUDENT POLICIES

Timed Testing

Written examinations in theory ADN courses are timed in order to prepare students for success on the NCLEX-RN exam. Time limits are gradually decreased over the semesters as follows:

ADN Semester 1 & 2:	2 minutes/question
ADN Semester 3:	1.75 minutes/question
ADN Semester 4:	1.5 minutes/question

HESI Specialty and Exit Exams, include Next Generation NCLEX item types, will be timed based on vendor recommendations:

HESI Exit:	130 items over 214 minutes
HESI Specialty Exams:	60 items over 130 minutes