

## **COURSEWORK and TESTING POLICY**

### **Late Written Assignments**

Faculty will deduct 5 percentage 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 awarded for that assignment. See HESI Testing and Remediation policy for specific details related to late work for this assignment.

### **Other Late Assignments (i.e., ATI/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 or ATI assignments will not be reopened after the due date has passed.

### **Evolve Graded Assignments Plan Across the Curriculum:**

- Clinical Skills: Video Exam: First attempt will be graded.
- Custom EAQ: First Attempt will be graded.
- Mastery EAQ - Set at either Novice, Intermediate, or Proficient Level (based on semester) and student will answer questions until they meet the level of achievement by the due date.
- HESI RN Case Studies: First attempt will be graded.
- HESI RN Practice Exam: Best attempt will be graded.
- HESI RN Practice Quiz: First attempt will be graded.
- HESI RN Assignment Exam: Best attempt will be graded.
- HESI RN Assignment Quiz: First attempt will be graded.
- Sherpath Lessons: First attempt will be graded.

### **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**

Students are required to arrive and be present in the testing room (including scheduled online and accommodation testing settings) before the scheduled time of an exam. If a student is not able to arrive on time or 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.

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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.

**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

**ATI assessments (i.e., Content Mastery Assessments, etc.): time allotted per item will reflect the ADN time limits per semester indicated above.**

HESI Specialty and Exit Exams, including 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