

# LENAPE TECHNICAL SCHOOL PRACTICAL NURSING PROGRAM **STUDENT HANDBOOK**



**Lenape***Tech*  
*Education at Work*

**If at any time you change your contact information (phone number, address, etc.),  
please notify the Program Secretary as soon as possible.**

***Addendum***  
***FEBRUARY 8, 2024***

This document is an addendum to the last reviewed/ revised: September 2023 Student Handbook. This addendum records changes to policies that have occurred since the publication of the current Student Handbook. Comments are included below in red font.

The following policy was updated after the last reviewed/revised: September 2023 Student Handbook and will replace the sections titled "Test Administration" on page 22 of the current February 2023 Student Handbook.

### Updated Policy:

#### Test Administration

All students at the Lenape Technical School Practical Nursing Program will be expected to take each exam and quiz through our online platform, Schoology, and ATI. If deemed necessary, a paper version test will be administered.

Students will be expected to be logged in, using their username and password and be ready to take the exam or quiz at the time appointed by the faculty.



**NO STUDENT** will be admitted into the classroom once the exam has started, and the door is CLOSED. When testing is in progress, an examination sign will be posted. Please do not enter the testing area at this time. If a student arrives after the door is closed, they will be considered absent and will have to make arrangements to take the exam at another time at the faculty discretion. The student will receive a maximum grade of 80% if arrangements must be made for this reason.

Faculty may seat the students as deemed necessary for examination security.

**All students will be expected to be present for scheduled examinations. Missed tests must be made up the next day attended.** A student is to bring their laptop for testing and class. If any student is unprepared to take their exam or quiz, they will be asked to leave the exam area and will have to make arrangements to take the exam at another time at the faculty discretion. The student will receive a maximum grade of an 80% if arrangements must be made for this reason. Tests and quizzes will be scored and grades will be posted on Schoology gradebook.

Quizzes can only be made up for an excused absence within the student handbook (a call to duty in armed services, bereavement day leave, hospital or psychiatric admission, jury duty and/or subpoenaed court appearance).

Test review will occur at the instructor's discretion during or after school hours.

Students may not review any test until that test has been taken by all students per faculty discretion.

Calculator use is only when faculty permit.

Cell phone calculators are NOT permitted, and all cell phones must be turned off and out of sight. Faculty reserves the right to collect all cell phones prior to testing.

A student will not be eligible to take the Final Exam for a given level if: the financial aid verification process is not completed, if any bills owed to the school are unpaid or if financial aid transcripts are outstanding.

## Please follow these guidelines for testing etiquette:

1. Be prepared to take the scheduled exam as written above.
2. Please take your test quietly and read the questions to yourself.
3. Talking or whispering of any kind during exams will not be tolerated (you will be asked to leave the exam area immediately) and forfeit your exam at that time grade 0.
4. If finished, you may leave the exam area quietly. Please do not slam the classroom door.
5. Please remain quiet while others are completing their exam. This includes outside of the exam room.
7. Do no enter the classroom while testing sign is posted.

### Previous Policy:

#### Test Administration

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Quizzes that are unable to be made up and will be counted against the student in the final calculation of the quiz grades. Make-up quiz will be per faculty discretion.

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