

TESTING POLICY

The following rules apply during all academic testing:

1. Each student will be assigned a designated seat for testing; seats will be changed at the discretion of faculty.
2. The faculty has the right to remove student(s) from the testing area
3. Scratch paper, if needed, will be distributed and collected by the faculty.
4. Only school issued calculators are allowed and will be distributed by the faculty.
5. No eating, drinking, or talking is allowed during any test.
6. Students are encouraged to use the restroom before testing.
7. No hoods or hats are allowed during testing.
8. No smartwatches, ear buds, headphones, smart or AI glasses, cell phones or other forms of communication devices are allowed during testing.
9. All cell phones and smart watches must be powered off and placed in the designated holder at the front of the classroom until testing is completed by all students.
10. The presence of unauthorized electronic devices on or near a student during testing will result in a zero (0) grade and the incident will be reviewed for violation of the academic integrity policy.
11. Students cannot enter the classroom once an examination has started.
12. **Day students** arriving late for a nursing test, depending upon the time of arrival, will begin testing upon arrival or will be required to test at the end of the day.
Evening students arriving late for a nursing test will begin testing upon arrival or will be required to test at the end of the night per faculty availability.
13. The faculty has the right to administer an alternate test to any student at any time.
14. Test grades will not be posted until a test analysis has been conducted. Grades will be posted within 3 school/business days of testing.
15. Students flagged by ClassMarker after testing will be notified by the Program Director and the incident will be reviewed for violation of the academic integrity policy.
16. Students are responsible for accessing their own test grades from the Aspen Portal.
17. If an error in grading is discovered, the appropriate correction will be made and if necessary, will result in a change to the previously posted grade.