



**UPMC SCHOOLS OF NURSING  
POLICY AND PROCEDURE**

**SUBJECT: Examination Policy**  
**DATE: August 27, 2018**

**INDEX TITLE: Curriculum**

**I. POLICY:**

The UPMC Schools of Nursing recognize that examinations play an essential role in the evaluative process. Classroom examinations are an important component of measuring student learning and achievement in nursing courses.

**II. PURPOSE:**

The purpose of this policy is to inform students of the expectations related to examinations administered in each course. Students are expected to take examinations as scheduled by faculty. Failure to take examinations on scheduled days will result in lowering of examination grades and may affect the overall grade.

**III. SCOPE:**

This policy applies to all students in the UPMC Schools of Nursing.

**IV. PROCEDURES:**

1. Students will be required to show their school issued UPMC photo ID badge **or a government issued form of ID** before they may sit for an exam. Lack of proper identification will preclude the student from sitting for the examination. The student will need to reschedule the examination at the discretion of the instructor and take a 7% reduction from the total value of the examination.
2. In the event a student misses an examination, the student must notify the course chairperson within 24 hours of the originally scheduled start time of the examination to arrange the make-up examination. If a student fails to notify the course chairperson within that 24 hours, the student forfeits the ability to complete a make-up examination and will receive a grade of "0" for that examination.
3. All students must be prepared to take the examination upon the day of return to the school at a time determined by the course chairperson or the recorded examination grade will be a "0". Students will take the make-up examination no later than 3 business days (full time) or 7 days (part time) from the originally scheduled date of the examination.
4. Faculty reserve the right to administer an alternative examination.

5. There will be a 7% reduction from the total value of the examination for absence of scheduled examinations. Should a student be absent for the scheduled make-up examination, the student will receive a "0" for that examination.
6. Students are not permitted to take examinations prior to the scheduled test date.
7. Should a student begin an examination and not be able to complete the examination, the student will need to arrange for a make-up examination and will also receive a 7% reduction from the total value of the examination. An alternative examination will be given.
8. A student arriving late for a scheduled examination (up to 15 minutes after the scheduled start time of the examination) may:
  - (a) make-up the examination with a 7% reduction from the total value of the examination OR
  - (b) be permitted to take the examination in the remaining allotted time with no penalty.
9. If the student arrives later than 15 minutes after the scheduled start of the examination, the student will be required to take a make-up exam with a 7% reduction from the total value of the examination.
10. In the event a student has received a subpoena to appear in court, has an approved bereavement day, is selected for jury duty, or has required military service, the student will need to meet with the Director to discuss the situation at hand on an individual basis. The student must be able to provide a copy of the subpoena, court documents or military orders. There will be no reduction in the make-up examination grade.
11. Test review will occur after all students have taken the examination. If the student requires further remediation, they should make an appointment to meet with the course chairperson or an academic support team member before the next scheduled course examination.
12. In courses that have a cumulative final, a one-time final test preparation review must be offered. The course chairperson will determine the methodology, date and time of the review.
13. The answer provided by the student on the Scantron form will be considered the selected/final answer.
14. If a student believes that the Scantron score is incorrect, the student must notify the course chairperson within 24 hours of the formal test review.

15. Course faculty reserve the right to ask students to remove any personal items that may compromise the integrity of the examination.

V. **POLICIES REFERENCED/RELATED WITHIN THIS POLICY:**

UPMC Schools of Nursing Bereavement Policy

**Sponsor:** Curriculum

**Reviewed/Approved:** 1/31/18

**Revised/Approved:** UPMC Schools of Nursing Executive Leadership Team: 1/31/18

**Originated:** 1/5/2015

**Effective:** 8/27/18

Signature:  Date: 6-18-2018  
Executive Director  
UPMC Schools of Nursing