

**FLORIDA INTERNATIONAL UNIVERSITY
NICOLE WERTHEIM COLLEGE OF NURSING AND HEALTH SCIENCES
ADVANCED PRACTICE NURSING PROGRAMS**

**COURSE EXAMINATIONS and ASSIGNMENTS PROCEDURES
and ACADEMIC INTEGRITY POLICY**

POLICY/PROCEDURE: Course Examinations and Assignments Procedures and Academic Integrity Policy

COURSE EXAMINATIONS AND ASSIGNMENTS PROCEDURES -

Course examinations and assignments exist as a method for student to demonstrate achievement of educational competencies. Demonstrating attainment of course material and learning outcomes is a means to comply with accreditation and professional practice standards and serves as a validation of knowledge and competency to the populations we serve. As such, the process, procedures and policies for course examinations and assignments must maintain the highest of academic integrity and must be without compromise.

The Advanced Practice Nursing Programs (APNP) faculty determines the methodology for administering course examinations and other course assignments in a manner that conforms to Program standards and is defined in the course syllabi for didactic and practicum courses. Advanced practice nursing didactic courses consist of objective exams or other course assignments (i.e. papers, presentations) and are weighted and averaged for the assignment of the course grade as described in the syllabi in accord with Program Policy – Grades and Grading.

Advanced practice nursing courses that include examinations or other course assignments will have the exam dates or assignment due dates posted in the master course schedule. The course faculty may modify the dates for cause, and shall give as much advance notification as possible. Students are expected to be in attendance on the date and time scheduled for all exams or other course assignment due dates. Faculty reserve the right to determine an exam format, methodology, and content.

Course Examinations

For those courses in which in-class examinations are given, the following procedures apply:

a. Students are expected to take all exams on their personal laptop computer using the ExamSoft system. Students who do not have their computer available for an exam, or if their computer is not working properly, should make advance arrangements with FIU UTS for a laptop rental or assistance with repairs. Only students who experience a computer failure during the examination will be provided with a NWCNHS Temporary Computer, or an alternate version of the exam at the discretion of the faculty. Students are expected to have completed the exam file download prior to arrival in class, time required to download in class may be deducted from the exam taker's allotted time for the exam.

b. Students will only be permitted to have their personal laptop computer and power connection immediately accessible to them at the desk. Other electronic devices (calculators, cell phones, PDAs, iPads, etc) must be turned off or silenced and secured out of the immediate use of

the student. Books, notebooks, backpacks etc. should be left in the student's vehicle, student lockers, or if brought into the exam room they will be required to be placed in the front of the classroom during examinations. It is at the discretion of the faculty if "scratch paper" may be used during the exam – if so, it will be provided by the faculty at the start of the exam and collected at the end of the exam.

c. Student seating during the exam will be at the direction of the faculty or exam proctor.

d. Faculty may utilize audio-video monitoring of the exam room during examinations.

e. A student who arrives for a scheduled exam more than 30 minutes after the start of the exam will not be permitted to sit for the exam. The exam time will not be extended for students who arrive after the start of the exam but within the 30 minute window.

f. During the exam there is to be no talking or discussion between exam takers. Faculty will not answer questions about the exam items during the exam.

g. Students are to notify the faculty of any issue regarding the functionality of their computer or the ExamSoft system during the exam.

h. At the start of all exams in the ExamSoft system, students before proceeding to the exam itself must review the notice statement on academic integrity, the FIU Honor code, and the APNP Examination and Assignment Policy. Advancing beyond the Notice Statement shall be deemed acknowledgement and compliance.

i. Students may not leave and then return to the exam room during the administration of an exam. A student who elects to leave the exam room prior to the end of the exam period, must end and close out their exam in the presence of the faculty or exam proctor. The student will not be permitted to resume the exam once they have left the exam room. Course exam periods do not extend beyond 2-hours.

j. Upon completion of the exam, the student must end and close out their exam session in the presence of the faculty or exam proctor and the examination must be uploaded to the ExamSoft server prior to leaving the exam room. An ExamSoft examination file that has not been uploaded to the ExamSoft server during or immediately upon conclusion of the exam period will be counted as a missed exam and will not be scored. If the student experiences a network connection problem preventing upload of the exam they are to advise the faculty or exam proctor for assistance. In the event the connection problem cannot be resolved at the time in the exam room, the student will be advised by the faculty or exam proctor on the steps to be taken to secure the exam computer and subsequent upload procedures.

Examination Review and Scoring

a. Examination reviews are conducted at the discretion of the faculty. The faculty reserves the right to determine the manner and method of an exam review – they may review exam items, exam concepts, or provide general feedback regarding exam content. During an exam review students are not permitted to take notes of any kind, nor make any photographic, audio, video recording of the review session. Violation of this provision will be considered an act of academic misconduct and a violation of examination integrity and security.

b. Students who wish to challenge an exam question, must do so in writing with an appropriate reference citation from the course text(s) that supports accepting one of the alternate answer choices. A written challenge must be submitted by 5pm on the day of the exam, or by 8am the following morning for exams administered after 5pm. The faculty retains the right to accept or reject the question challenge.

c. Faculty at their discretion may have the ExamSoft system display a preliminary exam score upon close out of the exam. Exam scores will not be final until posted by the faculty. At their discretion, faculty may make adjustment to the exam key prior to final scoring to account for an error in the preliminary answer key or to allow for an alternative correct answer(s). A question that is eliminated from the final scoring will result in the total number of exam items being reduced. The final score is the percent of questions answered correctly out of the total number of exam items remaining, in the event an item was eliminated.

d. Exam scores are recorded as the percent of correct answers out of the final total exam items. Once posted, all exam scores are final.

Examination Make-Up Procedure

a. Students are expected to be in attendance on the date and time scheduled for all exams.

b. Make-up exams are ONLY provided at the discretion of the faculty following written request to the faculty indicating extenuating circumstances with validating documentation of the event precluding attendance on the scheduled exam date. The faculty holds the right to accept or deny the student's request.

c. There is no make-up for the Final exam in any of the APNP courses.

The APN Program recognizes three categories of absence from a scheduled exam:

1. Pre-excused absence – Students who know in advance they may have a conflict with a scheduled exam should first make all efforts to resolve/reschedule the conflicting event. Where the conflict cannot be resolved in advance, the student must make a written notification to the faculty as early as possible, but no less than 24-hours in advance of the scheduled exam. Conflicting events in this category are: official religious holidays, urgent/emergency personal or immediate family hospitalization, and government mandated appearance/participation i.e.: jury duty, summons, military duty.

2. Excused absence - Students who are unable to attend a scheduled exam due to: an urgent/emergency personal illness/injury or that of an immediate family member that requires medical intervention or hospitalization; death of an immediate family member, or special circumstance precluding attendance must provide voicemail or email notification to the faculty prior to the scheduled exam. The student must make written notification to the faculty and provide validating documentation of the event precluding attendance at the exam within two-days.

3. Non-excused – Students who fail to attend a scheduled exam for reasons other than those covered in 1 or 2 above, will be considered to have forfeited the opportunity to sit for the exam. A non-excused absence from a scheduled exam will result in the assignment of a score of Zero. This zero will be used when calculating the student's final grade for the course. Given the Evaluation method for APNP courses, it may not be possible to pass the course with a minimum grade of B in the case were a score of zero is received. Progression and continuation in the Program will require repeating the course as provided in the **ADVANCED PRACTICE NURSING PROGRAM – GRADES and GRADING POLICY**. The option to repeat the course is not automatic and is subject to the provisions of APNP policy and availability of course. The student must attain an average score of 85% or higher on the other exams in the course, must not be on academic or clinical probation, and must otherwise be in good standing to be

considered eligible to repeat the course. A student not eligible to repeat the course do to provisions of APNP policy, will be dismissed from the Program.

c. Students will be allowed no more than one missed exam in a course.

d. Make-up exam (if approved by the faculty member) will cover any didactic content covered for the course period. The format of the make-up exam will include multiple choice format questions, in addition to short-answer or essay format questions.

e. Make-up exam must be completed within 4 days of the missed scheduled Exam. The make-up exam may not be scheduled during a schedule clinical or lab day. In the case of circumstances precluding completion of the make-up exam within 4 days, a grade of Incomplete (I) will be issued and the Exam make-up will be completed during the first week of the next semester term.

Course Assignments

For those courses in which assignments (papers, presentations, etc) are given, the following procedures apply:

a. Students are expected to be in attendance (i.e. on campus, when course has on-campus component or online when course is designed to meet online) on the date and time scheduled for all exams or other course assignment due dates.

b. Assignments in the form of papers, presentations, or other deliverables are due in class (i.e. on campus, when course has on-campus component or online when course is designed to meet online) on the due date as specified for the assignment.

c. Where the student is unable to attend class on the date that an assignment is due, the assignment must be submitted to the course faculty via email in electronic format, no later than the day and start time of the class session. The faculty must be notified in advance and the notification must include explanation of the circumstances preventing attendance in class or due delivery of an assignment.

d. Where an assignment involves a group project paper, the policy is the same, the individuals contribution portion of the assignment is due within the parameters above.

e. Where an assignment involves a presentation or group presentation, delivery of the presentation is expected in class on the due date as specified for the assignment.

f. Where the student is unable to attend a class session where a presentation is due, the Program will recognize three categories of absence as stated in the section B.1-3 Exam Make-up Policy as stated above. For a pre-excused and excused absence, the student and faculty will attempt to reschedule the presentation. Where it is not possible to reschedule, the presentation may be scheduled before the faculty(s) and subject to oral or written questions. For a non-excused absence, the student will receive a Zero for the assignment. This zero will be used when calculating the student's final grade for the course. Given the Evaluation method for APNP courses, it may not be possible to pass the course with a minimum grade of B in the case were a score of zero is received. Progression and continuation in the Program will require repeating the course as provided in the ADVANCED PRACTICE NURSING PROGRAM – GRADES and GRADING POLICY. The option to repeat the course is not automatic and is subject to the provisions of APNP policy and availability of course. The student must attain an average score of 85% or higher on the other exams in the course, must not be on academic or clinical probation, and must otherwise be in good standing to be

considered eligible to repeat the course. A student not eligible to repeat the course do to provisions of APNP policy, will be dismissed from the Program.

ACADEMIC MISCONDUCT AND EXAMINATION SECURITY AND INTEGRITY

FIU Code of Academic Integrity

As a student of this university:

- I will be honest in my academic endeavors.
- I will not represent someone else's work as my own.
- I will not cheat, nor will I aid in another's cheating.

Code of Academic Integrity - adopted by the FIU Student Government Association 11/28/2001.

Examination Security and Integrity

The content of APNP exams, and each individual exam item, is the property of the APNP and is strictly confidential information. Students agree to be bound by the following terms and provisions:

a. The APN program and faculty and the ExamSoft system utilize a number of protocols, procedures, and technology features to prevent, discourage, and detect a breach of examination security and integrity.

b. APNP exam protocols and the ExamSoft system have demonstrated a high degree of reliability for exam security and integrity such that a breach of exam security or integrity will constitute an action of academic misconduct and a violation of professional ethics.

c. In initiating any and all examinations, the student thereby acknowledges that they have not been the recipient of any APNP examination, question item, nor have they been involved in any disclosure, distribution or discussion of any APNP exam or question item, and after taking any APNP exam they will not disclose, distribute, or discuss any APNP exam or question item. Further, they will inform the course faculty or APNP Director if they are or become aware of anyone who discloses any APNP exam or question item, or asks them to disclose any APNP exam or question item.

d. Any retention, possession, copying, distribution, disclosure, discussion, or receipt of any examination question item, in whole or in part, by written, electronic, oral or other form of communication, including but not limited to emailing, copying, or printing of electronic files, photos, audio or video, or the reconstruction through memorization and/or dictation, before, during, or after an examination, is expressly prohibited.

e. Any student, or other individual, determined to have compromised or breached the security or integrity of an exam or the administration, taking, scoring or score reporting of an exam shall receive a letter grade of "F" in the course for which the breach occurred, will be dismissed from the APN Program, will be subject to academic misconduct discipline by the University, and will be reported to the Florida Board of Nursing and the Board(s) for Certification and Recertification of Advanced Practice Nursing for professional ethics violations and to law enforcement authorities where a violation of law has occurred.

f. Where it has been determined that there has been an action that has compromised or breached the security or integrity of an exam or the administration, taking, scoring or score reporting of an exam that does not involve a student/exam taker enrolled in the course for which the exam was designated, the individual if a APNP student, will be dismissed from the APN Program, will be subject to academic misconduct discipline by the University, and will be

reported to the Florida Board of Nursing and the Board(s) for Certification and Recertification of Advanced Practice Nursing for professional ethics violations and to law enforcement authorities where a violation of law has occurred.

g. An examination determined to have been compromised prior to the administration of the exam will be cancelled. A new exam will be constructed and administered by the faculty. This action may necessitate an alternative exam date than that originally scheduled.

h. An examination determined to have been compromised after the administration of the exam will result in exam scores for all test takers/students being disqualified. A new exam will be constructed and administered by the faculty. This action may necessitate an alternative exam date than that originally scheduled.

Ethics Statement:

As responsible adults and licensed professionals enrolled in an advanced nursing practice education program, students are held to a high standard of personal and professional ethical behavior in all academic, clinical and research activities. Students are bound by the policies and regulations of the Program, College, and University as well as all prevailing licensing and regulatory standards governing registered nurses, including your dual role as a nurse and student, with respect to academic integrity, ethical conduct, professionalism, and the clinical practice of nursing. Unethical behavior, including academic misconduct is deemed to be a threat to patient safety, a risk to faculty and clinical preceptors and the clinical education site, and a compromise to the reputation, integrity, and public trust in the University, its faculty, staff and students.

Students enrolled in the Program will be held to adhere to the American Nurses Association Code of Ethics and practice recommendation for the Advanced Practice Registered Nurse.

Students should familiarize themselves with the University's policies and procedures relating to ethical and academic integrity:

FIU Code of Academic Integrity

(http://academic.fiu.edu/AcademicBudget/misconductweb/Code_of_Academic_Integrity.pdf)

FIU Student Handbook

(<http://globaldatebooksonline.com/flipbooks/FIU2013/>)

AANA Code of Ethics

(<http://www.aana.com/resources2/professionalpractice/Pages/Code-of-Ethics.aspx>)

Academic Misconduct

Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of Florida International University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined herein. Penalties for academic misconduct can include

academic sanctions up to dismissal from the University. Graduate Academic Misconduct Definitions (http://academic.fiu.edu/AcademicBudget/misconductweb/Graduate_academic_misconduct_final.pdf)

It is the position of the Nicole Wertheim College of Nursing and Health Sciences - Advanced Practice Nursing Programs that any student discovered cheating or committing an act of plagiarism, as defined in the FIU Student Handbook, will receive a score of ZERO for the assignment or exam involved. This zero will be used when calculating the student's final grade for the course. Given the Evaluation method for APNP courses, it may not be possible to pass the course with a minimum grade of B in the case were a score of zero is received. Progression and continuation in the Program will require repeating the course as provided in the ADVANCED PRACTICE NURSING PROGRAM – GRADES and GRADING POLICY. The option to repeat the course is not automatic and is subject to the provisions of APNP policy and availability of course. The student must attain an average score of 85% or higher on the other exams in the course, must not be on academic or clinical probation, and must otherwise be in good standing to be considered eligible to repeat the course. A student not eligible to repeat the course do to provisions of APNP policy, will be dismissed from the Program.

Any student discovered cheating or committing an act of plagiarism a second time would receive a grade of F for the course, and dismissal from the Advanced Practice Nursing Program. In addition, the student will be referred to the Dean of the College of Nursing and Health Sciences and the Vice-President of Student Affairs in accordance with University policy.

Examinations and Assignments Policy Syllabi Statement

The following reference to this policy is included in all course syllabi for the Program: All course examinations and assignments in the Program are administered according to the NICOLE WERTHEIM COLLEGE OF NURSING AND HEALTH SCIENCES – ADVANCED PRACTICE NURSING PROGRAMS - COURSE EXAMINATION and ASSIGNMENT PROCEDURES and ACADEMIC INTEGRITY POLICY - POLICY/PROCEDURE. This policy outlines the Programs policies and procedures for the conduct and administration of examinations and assignments, exam reviews, scoring and exam make-up procedures, and matters of academic integrity. Please refer to this policy for details regarding examinations and assignments.