

**LOS ANGELES COUNTY  
COLLEGE OF NURSING AND ALLIED HEALTH  
SCHOOL OF NURSING POLICY & PROCEDURE  
MANUAL**

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Subject: <b>TEST REVIEW</b>	Original Issue Date: June, 1998	Policy #: <b>220</b>
	Supersedes: November 29, 2018	Effective Date: March 31, 2022
Individuals / Committees Consulted: Curriculum Director, OES	Reviewed & Approved by: Semester Coordinators Faculty Organization SON Planning College Governance	Approved by:  (Signature on File) Dean, School of Nursing <hr/> Provost, College of Nursing & Allied Health (Signature on File)

<p><b><u>PURPOSE:</u></b></p> <p>To provide students an opportunity for individual learning by reviewing and clarifying tested concepts.</p> <p><b><u>POLICY:</u></b></p> <p>Students are provided the opportunity to review test results individually or in a group of no more than three students.</p> <p>Test reviews will only be provided for two weeks after test results are given to students.</p> <p>The date and time of the test review will be subject to course faculty availability.</p> <p>The security of test materials during a review is maintained at all times. All test reviews will be conducted on campus at the School of Nursing.</p> <p>Student violation of test security is a breach of Policy #201: Academic Honesty and Professional Conduct.</p> <p>Graded Scantrons are the property of the School of Nursing and are available within the specified test review period for students' review upon request.</p> <p><b><u>PROCEDURE:</u></b></p> <p>Student(s):</p> <ul style="list-style-type: none"> <li>▪ Request a test review from clinical instructors or faculty designee</li> <li>▪ Are allowed to have a test booklet and their grade slip only with them during the test review</li> <li>▪ Comply with test security as follows:             <ul style="list-style-type: none"> <li>- Students may not at any time take notes, tape record, videotape, take pictures of or duplicate any tests or quizzes in any manner. Student(s) may not operate cell phone cameras, copying pens, or other equipment for duplication/recording of any material during test/quiz review at any time.</li> </ul> </li> </ul> <p>The faculty:</p>
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Subject:

**TEST REVIEW**

- Schedules a test review with the student(s)
- Conducts review with student(s)
- Ensures test security is always maintained
- Refers any student(s) who violate(s) these instructions to administration with a recommendation for dismissal from the School of Nursing.

**REFERENCE:**

College Policy #201: Academic Honesty and Professional Conduct  
Course Syllabi

**REVISION DATES:**

June 1998  
August 8, 2003  
June 21, 2004  
February 5, 2007  
April 28, 2008  
May 21, 2012  
May 14, 2015  
November 29, 2018  
March 31, 2022