

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
EDUCATION AND CONSULTING SERVICE  
POLICY & PROCEDURE MANUAL**

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Subject: <b>EXAMINATION DEVELOPMENT &amp; ADMINISTRATION</b>		Original Issue Date: June, 1991	Policy #: <b>630</b>
		Supersedes: December 8, 2011	Effective Date: April 9, 2015
Committees Consulted: EDCOS Shared Governance	Reviewed & Approved by: EDCOS Administration College Planning	Approved by:  Dean, EDCOS (Signature on File)	

**PURPOSE:**  
To standardize the development and administration of examinations

**POLICY:**  
Exams are maintained in a secure location

- Copy of exam must be filed in the Office of Educational Services (OES) program files and/or posted on the EDCOS server.

Exams shall have a cover page indicating:

- Test instructions
- Passing score
- Use of equipment, such as calculator/calipers.

Multiple choice is the preferred format.

Exams administered in the Educational Resource Center (ERC) must be started before 1430. Exceptions are arranged with the ERC Director.

Students arriving to take tests must have identification available.

Students who arrive after any student has completed the exam and left the room will not be permitted to take the exam.

Tardy students must complete the exam within the prescheduled time frame.

Item analysis is conducted and reviewed for selected exams.

Students are given the opportunity to review their exam results.

**Exam Failures**  
Students who fail an exam may have a second opportunity to successfully complete the exam on their own time

Second failure will require the student to repeat the class/program pending Nurse Manager approval

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**EXCEPTION:** Second failure of any Central Orientation exam by a new hire results in recommendation for termination of employment.

Challenge exams may be taken only once within a six-month time frame

Students who fail a program are not eligible to take the challenge exam for six months.

**PROCEDURE:****Exam Administration**

Instructor/designee:

- Numbers multiple use tests to ensure return of materials
- Administers and reviews exams in monitored areas only
- Refers to College Academic Honesty & Professional Conduct policy if cheating is suspected
- Collects the exam and scantron immediately upon completion of exam. Scantrons are not accepted without attached exam.

**Administration of Exams in ERC**

Examinees provide an approved Class/Program Application and sign roster.

Program Coordinator provides the ERC personnel with exam materials in labeled envelope.

- Label includes:
  - Name of class/program
  - Name of each student expected to take the exam
  - Deadline date for examination completion.
- Envelope contains:
  - One exam for each student
  - Scantrons, if required
  - Exam key, if applicable.

ERC personnel:

- Ensures return of all exam documents prior to examinee leaving the ERC
  - Student may not remove test materials from the ERC
- Corrects exams unless notified otherwise
- Records grades if applicable
- Notifies instructors/appropriate personnel of failures
- Maintains records.

**Item Analysis**

Program Coordinator conducts item analysis on designated specialty program exams each time the exam is administered

- New exams – after six months or after first 50 students have taken the exam.

**Exam Reviews**

EDCOS Instructor/Program Coordinator:

- Conducts exam reviews within time frames designated in program protocols

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- Instructs students that note taking/recording is not permitted during exam review
- Collects all testing materials following exam review.

**Exam Failures**

EDCOS Instructor/Program Coordinator:

- Informs student of exam retake policy and process
- Notifies Nurse Manager and area Clinical Director of exam failures.

**Central Orientation Failures**

Primary Orientation Instructor:

- In the event of a first failure:
  - Informs the orientee of failure
  - Counsels orientee regarding failure policy
  - Signs and completes Central Orientation Report of First Failure and Counseling form
  - Obtains orientee's signature
  - Provides orientee with a copy of the First Failure form
  - Notifies Nurse Manager and Clinical Nursing Director (CND) of the failure via e-mail as soon as possible on the day of the failure
  - Ensures counseling is completed and tutoring offered prior to administering the second exam
  - Sends the original to Nursing Human Resources with the completed Central Orientation paperwork
  - Places a copy in the Central Orientation binder
- In the event of a second failure:
  - Informs the orientee of the failure and instructs orientee to report to the Nurse Manager
  - Completes Central Orientation Report of Second Failure
  - Notifies Nurse Manager regarding orientee's second failure prior to sending orientee to assigned area
  - E-mails Nurse Manager, Assistant Nursing Director, and Clinical Nursing Director regarding specifics of second failure
  - Sends/ scans original to Nursing Human Resources and Nurse Manager/Assistant Nursing Director/Clinical Nursing Director, as requested.
  - Places a copy in the Central Orientation binder.

**PROCEDURE DOCUMENTATION:**

Academic Dishonesty/Professional Misconduct Report  
 Central Orientation Report of First/Second Failure and Counseling

**REFERENCES:**

Network Nursing Policy #516: Employee Orientation  
 Network Nursing Policy #532: Mandatory Training-Continuing Education Programs  
 College Policy #201: Academic Honesty & Professional Conduct  
 EDCOS Policy #300: Grading System

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**EXAMINATION DEVELOPMENT & ADMINISTRATION**

**REVISION DATES:**

June 1991

April 2002

May 4, 2004

January 25, 2008

December 8, 2011

April 9, 2015