

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

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Subject: TEST REVIEW	Original Issue Date: June, 1998
	Supersedes: May 21, 2012
Committees Consulted: Curriculum Dean, Administrative & Support Services	Reviewed & Approved by: Semester Coordinators Faculty Organization College Administration College Planning
	Approved by: (Signature on File) Dean, School of Nursing
	Policy #: 220
	Effective Date: May 14, 2015

PURPOSE:

To provide students an opportunity for individual learning by reviewing and clarifying tested concepts.

POLICY:

Students are provided the opportunity to review test results individually or in a group of no more than three students.

Test reviews will only be provided for two weeks after test results are given to students.

The date and time of the test review will be subject to course faculty availability.

The security of test materials during a review is maintained at all times.

Student violation of test security is a breach of Policy #201: Academic Honesty and Professional Conduct.

Graded Scantrons are the property of the School and are available within the specified test review period for students' review upon request.

PROCEDURE:

Student(s):

- Request a test review from clinical instructors or faculty designee
- Are allowed to have a test booklet and their grade slip only with them during the test review
- Comply with test security as follows:
 - 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.

The faculty:

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

Subject:

TEST REVIEW

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