

**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: February 5,2007 |
| Policy #: 220 | Effective Date: April 28, 2008 |
| Committees Consulted: Admissions/Promotions Dean, Administrative & Support Services | Reviewed & Approved by: Faculty Organization College Administration Semester Coordinators |
| Approved by: (Signature on File) Dean, School of Nursing | |

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 scores 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.

Scantrons are the property of the course faculty and are available for students' review upon request within the allotted time.

PROCEDURE:
The student(s) will:

- Request a test review from clinical instructors or faculty designee
- Only have a test booklet and their grade slip
 - 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 will:

- Schedule a test review with the student(s)
- Conduct review with student(s)
- Ensure test security is maintained at all times
- Refer 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