

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

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Subject: TESTING PROCEDURE	Original Issue Date: June, 1998	Policy #: 630
	Supersedes: February 28, 2011	Effective Date: May 19, 2014
Committees Consulted: Semester Coordinators Admissions/Promotions Nursing Theory	Reviewed & Approved by: Faculty Organization College Administration	Approved by: Dean, School of Nursing (Signature on File)

PURPOSE:

To ensure the integrity of the testing process

POLICY:

Testing procedures are to be followed to ensure test security and integrity of testing.

PROCEDURE:

A minimum of two proctors is required to be present for each exam in theory courses.

Assigned faculty will use approved exam cover page and number the exams prior to testing.

Proctor gives the students testing instructions and expected behaviors prior to each examination:

- All materials brought into the examination room are to be left at an area designated by the proctors
- Students are allowed only the necessary test taking items.

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

- Tardy students must complete the exam within the prescheduled time frame or elect to schedule a make-up exam (adhere to Make-up Examination policy).

Proctors must be attentive to student behavior during the entire testing period.

- If cheating is suspected, the proctor will adhere to the College Academic Honesty & Professional Conduct policy.

Proctors collect and account for all testing materials.

PROCEDURE DOCUMENTATION:

None

REFERENCES:

College Policy #201: Academic Honesty and Professional Conduct
School of Nursing Policy #810: Make Up Examination

REVISION DATES:

June, 1998
August 8, 2003
September 6, 2007

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