

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
EDUCATIONAL RESOURCE CENTER  
POLICY & PROCEDURE MANUAL**

Subject: <b>EXAMINATION ADMINISTRATION</b>	Original Issue Date: December 13, 2012	Policy #: <b>630</b>
	Supersedes: December 13, 2012	Effective Date: May 12, 2016
Individuals/Committees Consulted: ERC Staff	Reviewed & Approved by: Administrative Committee College Planning	Approved by:  Educational Resource Center Director (Signature on file)   Provost, College of Nursing & Allied Health (Signature on File)

**PURPOSE:**  
To delineate the process for administering examinations in the Library

**POLICY:**  
Examinations are administered by Educational Resource Center (ERC) staff in a standardized manner.  
  
Examinations and examination keys are maintained in a locked file.  
  
All examinations require a completed class/program application (C/PA) before the examination can be administered.  
**Exception:** Staff attending any nursing orientation program do not submit C/PAs for examinations.  
  
Examination results are confidential.

**PROCEDURE:**  
Prior to administering an examination ERC Staff:

- Ensures the applicant has the proper C/PA and that the application is complete
- Obtains the examination roster from the roster file drawer and instructs applicant to complete the roster
  - ✓ Maintains confidentiality of roster test scores
  - ✓ Checks Class/Program Examination Failure roster to determine whether or not applicant has failed test previously
- Obtains the examination, examination key, and answer sheet (Scantron form) from the testing cabinet
- Informs applicant of minimum passing score and consequences of failure
- Provides applicant with the examination, examination answer sheet, pencil, scratch paper, calculator, caliper as applicable
- Retains examination key for grading
- Directs applicant to a seat where applicant can be easily monitored by ERC Staff.

When applicant returns examination and answer sheet (Scantron form) for grading, ERC Staff:

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## **EXAMINATION ADMINISTRATION**

- Collects all materials provided to the applicant (pencil, scratch paper, calculator, caliper as applicable)
- Grades examination using examination key
- Marks correct answer on examination answer sheet for any questions missed
- Writes number of questions missed and pass or fail on the examination answer sheet
- Informs applicant of examination results and allows applicant to review any questions missed
  - ✓ Informs applicant of consequences of second examination failure, if applicable, and documents on comments section of C/PA
  - ✓ Contacts Exam Coordinator to answer applicant's questions about the exam
- Records examination percentage and pass or fail on examination roster
  - ✓ Records failures on the Class/Program Examination Failure roster next to examination roster
- Informs instructor/program coordinator, as applicable, of examination results
- Completes "OES/Library Staff" portion of the C/PA
- Files examination, examination key, answer sheet (Scantron form), C/PA in testing cabinet
- Files examination roster in roster file drawer.

### **PROCEDURE DOCUMENTATION:**

Class/Program Application for LAC+USC Medical Center Employees

Class/Program Application for Non-LAC+USC Center Employees

Examination Rosters

Class/Program Examination Failure roster

### **REFERENCES:**

Education Resource Center Policy #410: Application Forms, Class/Program Application – Receiving and Filing.

### **REVISION DATES:**

December 13, 2012

May 12, 2016