# Faculty and Staff

## Department of Nursing & Health Sciences

### Associate Degree Nursing Program

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Northern New Mexico College (NNMC)
Associate Degree Nursing Program (ADN)
Addendum to 2019-2020 ADN Student Handbook
Testing Procedures for Integrated Exams

General Rules

- **Official photo identification is required** for admission to any NNMC ADN Program Integrated Exam. Acceptable forms of ID include an NNMC ID card, current driver’s license or ID issued by Department of Motor Vehicles, passport, or military identification. No form of electronic ID is accepted.
- **Bathroom breaks are not allowed** unless the test lasts longer than two hours.
- **No talking** is permitted in the test room, except when directed toward a proctor.
- No food, water, candy, or gum is allowed during testing.
- **No one is allowed to accompany a student** into the testing area, including, but not limited to, a parent, significant other, roommate, or child.
- **Any writing found on a student’s body while testing warrants the immediate termination of their exam. NO EXCEPTIONS.**

Personal Items

- Please store all personal items and valuables in a safe and secure spot before the exam (to include cell/mobile/smart phones, tablets, smart watches, MP3 players, fitness bands, jump drives, cameras or any other electronic devices).
- If the student presents to the testing center with any of the above mentioned items they will be stored by the proctor in a plastic container or bag until the test is completed. The test center is not responsible for lost, stolen or misplaced items.
- If the student refuses to store electronic devices or personal items, they will not be allowed to test.

The following items may not be accessed during your examination (including breaks and until you leave the test center at the conclusion of your exam):

- Any educational, test preparation or study materials
- Cell/mobile/smart phones, tablets, smart watches, MP3 players, fitness bands, jump drives, cameras or any other electronic devices
- Weapons of any kind

The following items are not allowed in the testing room, but may be accessed while on break (unless otherwise instructed):

- Bags/purses/wallets/ non-smart watches
- Coats/hats/scarves/gloves
- Medical aids/devices
- Food or drink, gum/candy
- Lip balm

Confidentiality

- You may not disclose or discuss with anyone, including instructors, information about the items or answers seen in your examination (this includes posting or discussing questions on the internet and social media websites).
- You may not reconstruct exam items using your memory of your exam or the memory of others.
- You may not seek help from any other party in answering items (in person, by phone, text or by email) during your examination (including breaks).
- You may not remove examination items and/or responses (in any format) or notes about the examination from the testing room.
- You may not copy or reconstruct exam items during or following your exam for any reason.
- You will comply with any investigation that needs to be conducted.
- Note: If you witness any of the above behavior, or any irregular behavior that is in violation of the testing rules, you are required to report it to the proctor and comply with any follow up investigation.

Test Administration

- You may not take the exam for somebody else.
- You may not tamper with the computer or use it for any function other than taking the exam.
- You may not engage in disruptive behavior at any time while in the test center.
- The proctor will provide you with paper and a pencil before you enter the testing room.
- If you experience hardware or software problems during the exam, notify the proctor immediately by raising your hand.
- Earplugs are available from the proctor upon request; it is not acceptable to bring your own earplugs.

Break Procedures

- You will be given the opportunity to take a "scheduled" break after approximately two hours, and again after approximately three and a half hours of exam testing time.

Grounds for Dismissal or Cancellation of Results

A candidate who violates the test center regulations or rules, or engages in irregular behavior, misconduct and/or does not follow the proctor’s warning to discontinue
inappropriate behavior may be dismissed from the test center. Additionally, your exam result may be withheld or canceled. Behaviors that constitute irregular behavior or misconduct include but are not limited to:

- Giving or receiving assistance of any kind.
- Using, accessing, or attempting to access any prohibited aids. Prohibited aids are any devices or materials that will be helpful in taking the exam. Examples of aids that are prohibited are electronic devices (e.g. cell/mobile/smart phones, tablets, smart watches, etc.), handheld calculators, conversion tables, dictionaries, etc.
- Attempting to take the examination for someone else.
- Failing to follow testing regulations or the instructions of the test administrator.
- Creating a disturbance of any kind.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the examination.

Adapted from the NCSBN NCLEX Candidate Rules https://www.ncsbn.org/1268.htm

__________________________
Student Signature

__________________________
Date
January 2020

Northern New Mexico College
Associate Degree Nursing Program
Addendum to 2019-2020 ADN Student Handbook

Clinical Assignments
Clinical courses may be scheduled at any time in the 24-hour day, 7 days a week. While the
majority of clinical courses will take place between during the day shift (6:30am-4:00pm),
evening and night clinicals may also be scheduled. Students must be available for assignments.
Northern New Mexico College
Associate Degree in Nursing Program
Addendum to the 2019-2020 ADN Student Handbook

Grade Rounding Policy

Policy:

All grades will be calculated as percentages to the third decimal point, with NO rounding used (for example, if a student has a numeric grade of 76.999% they will receive a ‘C-’ which is a non-passing grade.)
### Focused Review Tests

- Focused review tests are used throughout the nursing courses to supplement study skills and enhance knowledge and understanding of course content.

- Students must complete the assigned Focused Review test(s) and the recommended remediation. This is a course requirement.

- The number of focused review tests assigned depends on the course, with a maximum of five tests/course.

- By using the Basics Book and up to 4 levels of remediation provided in the Focused Review and Integrated Testing programs, nursing students have the resources available to reinforce what they know and learn what they don’t know.

- Most tests have approximately 30 questions except for the Math specific tests which have 10 questions.

- The required time for remediation is 1 minute of remediation per question. All questions should be reviewed whether they are correct or incorrect. For most of the Focused review tests, this will be a minimum of 30 minutes.

- Check your syllabi for a due date for the focused review tests. The test and remediation must be completed by the due date.

### Kaplan Integrated Tests

- Kaplan Integrated tests are used as part of the evaluation of student attainment of course and program objectives.

- The Kaplan Integrated tests are proctored and remain secure. Students will not be able to view the question when remediating but can review the content area.

- Most Integrated Tests have 75 questions except for math specific tests.

- By using the Basics Book and up to 4 levels of remediation provided in the Focused Review and Integrated testing programs, nursing students have the resources available to reinforce what they know and learn what they don’t know. This process will also allow them to meet benchmark for the integrated tests.

- The benchmark score for all Kaplan Integrated tests is 60th percentile ranking.

- The percentile ranking for each student is displayed on each specialty test report next to his or her total percent score.

- Each Integrated test is allotted 10% of the course grade.

- The grade is given both for the students’ percentile ranking score and points for remediation as follows:
  - Student percentile ranking:
    - 60% or greater = 5 points
    - 59-50% = 4 points
    - 49-40% = 3 points
    - Less than 40% = 0 points

- Remediation:
  - Student must remediate at least one minute per question for the number of questions on the test. For most of the Integrated tests this will be a minimum of 75 minutes.
    - Remediates for the full time = 5 points
    - Remediates less than full time = 0 points
    - Students will have one week (7 days, at 5 PM) to complete the remediation from the test date.

- Students who do not achieve the 60th percentile Benchmark on the Integrated exam must complete the Integrated Test Analysis Worksheet, in addition to the remediation, in order to receive the remediation points. The worksheet should be handed in to the instructor one week after the test date. See the instructions on Analyzing and Remediating your Kaplan Integrated Tests.

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Summary for use of Kaplan resources Revised 1/14/20
Policy for successful Completion of ADN Course Work

Policy for successful Completion of NURS 2240

NURS 2240 GRADING POLICY

NURS 2240 is a "Credit", "No Credit" class.

The expanded grading policy is as follows:
1. All NURS 2240 course deliverables must be successfully completed in order to receive credit for the course.
2. The student must achieve a raw score of 65 or above on the first attempt at the secured RN predictor in order to successfully pass NURS 2240.
3. The student will earn a grade of "credit" for NURS 2240 if the raw score of 65 or above is achieved and all required course deliverables are completed.
4. If the student does not meet the raw score benchmark of 65 or above on the first secured RN predictor, the student will be given one additional opportunity to take the secured RN predictor.
5. The second attempt at the secured RN predictor will take place two weeks after the first secured RN predictor.
6. The student must achieve a raw score of 68 or above on the second attempt at the secured RN predictor to successfully pass NURS 2240.
7. The student will earn a grade of "credit" for NURS 2240 if the raw score of 68 or above is achieved and all required course deliverables are completed.
8. If the student does not achieve the raw score of 68 or above on the second attempt the student will earn a grade of "no credit" in NURS 2240 and is encouraged to enroll in the virtual ATI NCLEX-RN program.
   a. The student must complete the virtual ATI course at their own expense and achieve the "green light" from ATI in order to receive "credit" for NURS 2240. This 12-week intensive study course can be started as soon as possible after taking the repeat secured RN Predictor.
   b. Once the virtual ATI is successfully completed ("green light" is achieved) the "no credit" grade for NURS 2240 will be removed and replaced with a grade of "credit".
   c. The student can then petition to graduate from NNMC and begin the Board of Nursing application process for NCLEX-RN exam.
9. If the student achieves a raw score of less than 55 on the first secured RN predictor, the student will not be allowed a second attempt at the secured RN predictor.
10. **With a raw score of less than 55 on the first secured RN predictor**, the student will earn a grade of “no credit” for NURS 2240 and is encouraged to enroll in the virtual ATI NCLEX-RN program.
   a. The student must complete the virtual ATI course at their own expense and achieve the “green light” from ATI in order to receive “credit” for NURS 2240. This 12-week intensive study course can be started as soon as possible after taking the repeat secured RN Predictor.
   b. Once the Virtual ATI is successfully completed (“green light” is achieved) the “no credit” grade for NURS 2240 will be removed and replaced with a grade of “credit”.
   c. The student can then petition to graduate from NNMC and begin the Board of Nursing application process for NCLEX-RN exam.
11. If a student earns the grade of “no credit” in NURS 2240 they will not graduate with their current cohort or be allowed to participate in ADN pinning ceremonies.
12. **NURS 2240 cannot be repeated.**
13. The “no rounding policy” will be applied to all secured RN predictor scores. For example: A raw score of 64.9 on the first secured RN predictor is not a passing score.