

POLICY NUMBER: III-II

POLICY TITLE: Student Testing Policy (Nursing)

LEGAL AUTHORITY: Miami Dade College ASN Student Handbook; Miami Dade College Student Rights & Responsibilities Handbook; MOP 4035 – Academic Dishonesty; MOP 4025 – Student Code of Conduct; MOP 4030 – Student Discipline

DATE OF LAST REVIEW: 09/2026

TESTING AND EXAMINATIONS

Students are expected to complete all examinations, quizzes, and assignments as scheduled and must notify faculty in advance of any anticipated absence.

Missed Examinations

Students who miss an examination without an approved extenuating circumstance will not be eligible for a makeup examination. The weight of the missed examination will be added to the final examination. Students who miss more than one examination may be required to withdraw from the course.

Extenuating Circumstances

Students who are unable to complete an examination due to an extenuating circumstance must submit supporting documentation to the course faculty member. Acceptable extenuating circumstances may include, but are not limited to:

- Student hospitalization that prevents the student from participating in the scheduled examination.
- Hospitalization of an immediate family member when the circumstances reasonably require the student's presence.
- Death of an immediate family member
- Documented immigration or governmental proceedings requiring the student's presence that cannot reasonably be rescheduled, including mandatory immigration interviews, hearings, court or administrative proceedings, detention-related matters, or other time-sensitive government requirements.
- Required military service or military obligations, including deployment, activation, mandatory training, or other official duties that cannot reasonably be rescheduled.
- Jury duty, subpoena, court appearance, or other legally mandated proceeding requiring the student's attendance.
- Serious emergencies or extraordinary circumstances outside the student's reasonable control, including natural disasters, significant accidents, or comparable events that prevent the student from completing the examination as scheduled.

**Immediate family member is defined by MDC as (father, mother, brother, sister, spouse, domestic partner, or child).*

Documentation must be submitted upon return. If approved, the program may authorize a makeup examination at a date and time determined by the School of Nursing. Makeup examinations may differ in format but will assess the same course content and objectives.

Supporting documentation must demonstrate, when applicable:

- The nature of the circumstance;
- The date or period during which the circumstance occurred;
- That the circumstance affected the student's ability to complete the scheduled examination; and
- That the required appointment, hearing, proceeding, or obligation could not reasonably be rescheduled.

Examples of acceptable documentation may include hospital or healthcare documentation, official government correspondence, immigration appointment or hearing notices, military orders, jury summonses, subpoenas, court notices, death notices, or other official documentation appropriate to the circumstance.

Final Examination and Incomplete Grade

Students who are unable to take the final examination due to an approved extenuating circumstance may be considered for an Incomplete ("I") grade. An Incomplete grade may only be granted if the student:

- Has a course average of 77% or higher prior to the final examination; and
- Has completed at least 75% of all course requirements.

The decision to award an Incomplete grade rests with the course faculty member in consultation with program leadership. If the student does not qualify for an incomplete, the grade of zero will be entered for the final exam (Please see MDC Policy on Incomplete Grades).

STANDARDIZED TESTING

Students are required to complete all assigned standardized practice assessments and remediation activities as part of course requirements.

The end-of-course proctored standardized examination is mandatory and will be administered at the 75% completion mark of the course. Failure to complete required standardized testing activities may affect course progression as outlined in course-specific requirements.

Consequences of Unauthorized Third-Party Software Detection

If a testing vendor determines that a student has violated testing security requirements through the use, access, activation, or presence of unauthorized third-party software or presence of any unauthorized materials/technologies during an examination, the vendor may permanently suspend or revoke the student's access to the testing platform.

Because designated testing platforms are required for completion of nursing course assessments, standardized examinations, remediation activities, and progression requirements, a permanent suspension or revocation of platform access may prevent a student from meeting required program outcomes.

Due to enhanced testing security measures implemented by testing vendors, the ability to grant additional testing opportunities, create alternate accounts, or restore access to the testing platform is not available. Consequently, a student who has been determined to have unauthorized technology running or in use when on a required testing platform or possess any unauthorized materials, will be unable to complete mandatory program assessments, will not be eligible to progress in the nursing program, and will be subject to dismissal from the Benjamin León School of Nursing.

Students are solely responsible for ensuring that unauthorized third-party software, artificial intelligence applications, browser extensions, screen-sharing tools, remote-access software, or other prohibited technologies or materials are not present or active on their testing device during any examination.

TESTING PROCEDURES

Arrival and Identification

- Students must arrive at the testing location at least 30 minutes before the scheduled examination time.
- A valid Miami Dade College identification card is required for admission to all examinations.
- Students arriving 15 minutes or more after the scheduled start time may forfeit the examination attempt, and the examination weight may be transferred to the final examination. Student will only have the remaining test time allotted the original start time.

Personal Belongings and Electronic Devices

- All personal belongings, including phones, smartwatches, tablets, ear pods, bags, notes, and other unauthorized materials, must be stored outside the testing area.
- Electronic devices must be powered off and may not be accessible during testing.
- If any unauthorized device is found on the student during testing, the student will receive a zero for that exam.

Testing Conduct

Students are expected to conduct themselves professionally at all times. The following behaviors are prohibited:

- Talking or communicating with other students
- Looking at another student's examination
- Possessing unauthorized materials or devices
- Leaving the testing room without permission
- Any behavior that disrupts the testing environment

Violation of testing procedures may result in removal from the examination and referral for disciplinary action.

Emergency Interruptions

In the event of a fire drill, emergency, or significant technical disruption, examinations may be paused or rescheduled at the discretion of the School of Nursing.

Accommodations

Students approved for testing accommodations through Access Services are responsible for scheduling examinations according to approved accommodations and testing center procedures.

ACADEMIC INTEGRITY AND TEST SECURITY

Academic integrity is an essential component of professional nursing practice. Sharing, reproducing, discussing, photographing, recording, or distributing examination content before, during, or after testing is prohibited and constitutes academic dishonesty under Miami Dade College policies.

Prohibited Conduct

Academic dishonesty includes, but is not limited to:

- Copying from another student
- Using unauthorized notes, books, websites, AI applications, or electronic resources
- Collaborating without faculty authorization
- Obtaining or sharing examination content
- Using another individual to complete any portion of an assessment
- Submitting another person's work as one's own

TEST REVIEW POLICY

Faculty may offer examination reviews at their discretion. Students who score below 77% are encouraged to schedule a review with the course faculty member. Students scoring less than 77% on an exam will be required to attend mandatory remediation as directed.

During test reviews:

- No notes, photographs, recordings, or duplication of examination content are permitted.
- All testing materials remain the property of the School of Nursing.
- Violations of examination security during a review session will be treated as academic dishonesty.

Students should request examination reviews via email and follow the established chain of academic support when repeated examination difficulties occur.