

School of Nursing Policy PREL-03

## Boise State University Testing Center

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### **Effective Date**

Spring 2009

### **Last Revision Date**

4/1/2022

### **Responsible Party**

Students, faculty, and administrators in the School of Nursing.

### **Scope and Audience**

Students enrolled in the Pre-Licensure Program in the School of Nursing.

### **Additional Authority**

BSU: Student Code of Conduct (Policy 2020), Equal Access for Students with Disabilities (Policy 2080), Boise State University Testing Center Policies & Procedures

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## **1. Policy Purpose**

To provide guidelines for School of Nursing students utilizing the Boise State Testing Center.

## **2. Policy Statement**

1. Students taking tests through the Boise State Testing must comply with all of the following expectations as well as the policies of the center. When the instructor notifies students that

he/she will be administering an exam through the testing center, it is the student's responsibility to sign up or make an appointment to take the exam as directed by the faculty.

2. Do not wait until the last day to schedule a time slot. Failure to schedule an exam early may result in inconvenient time to take the test or waiting for a reserved student to finish before you may take the exam. Students who have a reserved testing time have priority. Students are to notify their instructor immediately of any circumstance of not completing the exam related to OIT failure or testing concerns.
3. Students are to take their exam at the scheduled time. If students miss their reserved time by more than half-hour, they are to call the center to reserve an additional/alternative time slot.
4. Students must finish their exam prior to the close of each day. Refer to the Boise State Testing Center hours to view closing times. It is the student's responsibility to allot enough time to finish the exam. The center reserves the right to cancel or postpone any test due to time depletion. The center also reserves the right to stop a student from beginning a test; this usually occurs at least one hour before the center closes.

### 3. Forms

N/A

### 4. Related Information

BSU: [Student Code of Conduct \(Policy 2020\)](#), [Equal Access for Students with Disabilities \(Policy 2080\)](#), [Boise State University Testing Center Policies & Procedures](#)

CHS: None

SON: None

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### Last Review Date

4/1/2022

### Revision History

Spring 2009, Summer 2020, 4/1/2022