



## SCHOOL OF NURSING POLICY

**Policy Name:** Nurse Anesthesiology Exam Protocol

**Approval Authority:** Rutgers School of Nursing Faculty

**Responsible Executive:** Executive Vice Dean

**Responsible Office:** Nurse Anesthesia Specialty Track

**Adopted:** 09/06/23

**Last Reviewed:** 5/6/24

**Revisions:** N/A

1. **Policy Statement:** To ensure examination for our Resident Nurse Anesthetists (RRNA) among and between cohorts as well as individual residents.
2. **Who Should Read this Policy:** faculty, administration, and Nurse Anesthesia Residents.
3. **Resources and Related Documents:**  
Council on Accreditation of Nurse Anesthesia Educational Programs (COA).  
*Standard for Accreditation of Nurse Anesthesia Programs*, February 2024  
*Standard for Accreditation of Nurse Anesthesia Programs-Practice Doctorate*, February 2024

<https://www.coacrna.org/wp-content/uploads/2024/03/Standards-for-Accreditation-of-Nurse-Anesthesia-Programs-Practice-Doctorate-editorial-rev-February-2024-1.pdf>

School of Nursing Student Policies  
<http://nursing.rutgers.edu/policies/index.html>

### Policy:

#### 1. Testing Procedures

- Students are required to be physically present on campus for exams. The course instructor will excuse absences from class for valid reasons deemed valid by the course instructor and/or the program director. Students are responsible for providing a written notice for an excused absence in advance of the date requested. In case of illness, a note from the health care provider is required. Students with course instructor accepted excuses may be given the opportunity to make up the exams, which may entail an alternative examination.
- Any student who will miss an exam due to unexpected/last minute reasons must notify the professor at least 90 minutes before the start of the exam. Failure to do so will result in a grade of 0 for the exam.

Late arrival to exams is distracting and may not be permitted.

- Students may be asked to present their Rutgers ID at the start of an exam.
- All exams are administered through the current University educational platform. Exams will only be available to review immediately following submission.
- Students will attest that they were able to review the exam upon submission
- Exams are to be taken using lockdown browser or other program-approved secure platform.
- All personal belongings are to be stored away in the back of the classroom (including watches). At the time of the exam, the student can ONLY have a laptop, pen/pencil and one blank sheet of paper.
- Upon completion of exam, laptop is to be closed and remain at workstation. Student can choose to quietly exit the classroom; however, they cannot retrieve devices until after the exam period has ended. There is to be no talking in the hallway following the exam.
- See course syllabus for the policy regarding exam questions/challenges.

## 2. Examination Integrity

- Students will not disclose or discuss information about the items or answers seen on exam/test/quiz unless it is during a formal test review with the course faculty. This includes posting or discussing questions on the internet and social media websites.
- Students may not copy or reconstruct exam items during or following the exam for any reason.
- Students will comply with any investigation related to exam integrity that needs to be conducted.

## 3. Grounds for Dismissal or Cancellation of Results

A student who violates these procedures, or engages in irregular behavior, misconduct, and/or does not follow the faculty member's warning to discontinue inappropriate behavior will be followed up with after the exam. The results of the exam/test/quiz may be withheld or canceled, and the student may be dismissed from the program. Behaviors that are considered to constitute irregular behavior or misconduct include but are not limited to:

- Giving or receiving exam/test/quiz 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/test/quiz. Examples of aids that are prohibited are electronic devices (e.g. cell/mobile/smart phones, tablets, smart watches, etc.), conversion tables, dictionaries, etc.
- Attempting to take the exam/test/quiz for someone else.
- Bringing any study aids (textbooks, notebooks, classroom notes, etc.) to the classroom or accessing or attempting to access such study materials at any time after the start of the exam/test/quiz, including emergency breaks.
- Failing to follow procedures or the instructions of the faculty member.
- 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 exam/test/quiz.

The policies and guidelines may be modified by the course instructors as they see fit.

**Procedure:** Student must review and sign the RNAP Exam Protocol Form prior to the first anesthesia-specific (ANST) exam, and the Exam Review Attestation form at the professor's request.

## RNAP Exam Protocol

- All exams are administered through the current university education platform in person. Exams will only be available to review immediately following submission.
- Students will attest that they were able to review the exam upon submission
- Exams are to be taken using lockdown browser.
- All personal belongings are to be stored away in the back of the classroom (including watches). At the time of the exam, the student can ONLY have a laptop, pen/pencil and one blank sheet of paper.
- Upon completion of exam, laptop is to be closed and remain at workstation. Student can choose to quietly exit the classroom; however, they cannot retrieve devices until after the exam period has ended. There is to be no talking in the hallway following the exam.
- See course syllabus for the policy regarding exam questions/challenges.

Protocol was reviewed by RNAP faculty and is understood. All questions regarding this protocol have been addressed.

Student Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# RNAP Exam Review Attestation

Course \_\_\_\_\_  
Exam \_\_\_\_\_  
Date \_\_\_\_\_

Following the exam, upon submission, I was able to review the contents of the exam, including my answers and the correct answers for those questions that I answered incorrectly.
