



Entry to Baccalaureate Practice Division

Testing Guidelines

Guidelines for In-person Testing

The School of Nursing faculty and students have developed the following examination guidelines to maintain examination integrity, ensure equity, and replicate board and certification examination testing platforms and environments. Of note, this is a guideline, not a formal policy.

The following guidelines will be in effect during in-person exams:

- For computer-based exams, students must download the software to their personal computer prior to testing.
- All students must bring a Rutgers ID to every exam to confirm their identity. Students whose identity cannot be verified may be refused.
- Students must be on time for scheduled exams. Exams have a scheduled start time; students who are late will not have additional time added to the exam end time.
- **Make up exams.** If unable to take the exam on the scheduled date due to an excused absence, the student must inform the faculty before the exam. A makeup exam will be arranged. Make-up exams may be different and have fewer or more questions than the regular examination. Arrangements for make-up exams for students with an excused absence will be offered at the discretion of the faculty.
 - Faculty are not required to offer a make-up exam for students who missed an exam due to an unexcused absence.
- Recognized grounds for an excused absence are:
 - Illness (proof of illness may be required, such as doctor's notice or evidence of test result)
 - Personal emergency or obligations claimed by the student and recognized as valid
 - Bereavement
 - Participation in recognized curricular or extra-curricular activities
 - Recognized religious holidays (see Rutgers listing of religious observances)
 - Severe inclement weather causing dangerous traveling conditions. Note: Should the University cancel classes due to inclement weather, clinical classes are also canceled.
 - Jury duty
- Students may be assigned seats for the exam.
- With the exception of a computer, all electronic devices (cell phones, earbuds, smart watches, smart pens, or other electronic devices) must be turned off and left with bags at the front/side of the classroom.
- Scrap paper and calculators, if needed, will be provided by faculty and collected at the end of the exam.
- Students are expected to be silent for the duration of the exam. No talking is permitted once the exam has started and while the exam is in session.
- Only water in a clear plastic bottle with no label is allowed in the classroom during exams.

- Sunglasses, hats, hoods, and other head coverings are not permitted during exams (unless required for religious reasons).
- Students must verify that their exam has been submitted before leaving the room.
- Students must not take screenshots/copy any exam content, post, or discuss questions on the internet and social media websites.
- Upon exam completion, students are asked not to congregate outside of the testing area out of respect for students who are still testing.
- Cheating on an examination is a serious violation of [academic integrity](#) and will result in the student being referred to the Academic Integrity Officer.

If a student requires testing accommodations, they must contact the [Office of Disability Services](#) as soon as possible. Until an official notice of accommodation is received, faculty are not permitted to accommodate a student request. Rutgers Office of Disability Services, however, will work with students and faculty to review and process accommodation requests as quickly as possible when an examination is pending.

Testing guidelines for HESI® (Health Education Systems, Inc.) exams are the same as for course exams.

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