ALLEN COLLEGE – UNITPOINT HEALTH
STANDARD OPERATING PROCEDURE

Supersedes: 5/02, 11/03, 4/05, 5/05, 11/05
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Written By: [Signature]
Approved By: [Signature] Jerry D. Durham, PhD, RN, FAAN
Chancellor

SUBJECT: Assessment Technologies Incorporated (ATI) Testing Services
Content Mastery Exam Implementation

PURPOSE: To provide guidelines for using ATI content mastery practice and
proctored assessments at Allen College.

EFFECTIVE FOR: BSN Students

POLICY/PROCEDURE:
1. Coordination of implementation and evaluation of the ATI program shall be the
responsibility of the Assistant Dean of the Undergraduate Program.

   a. The Assistant Dean ensures that ATI materials are ordered by the School of
      Nursing.

2. Content mastery proctored exams shall be scheduled by the Assistant Dean after
   receiving input from course faculty, and in consideration of the overall ATI testing
   schedule. Computer lab reservations will be made by the Assistant Dean.

3. Aggregate test results shall be reviewed by course instructors. Data shall be used to
   evaluate student’s progress and assist course faculty with course evaluation. A
   summary of group performance including ATI proficiency levels, performance in
   major content areas, and recommendations shall be included with year-end course
   summaries.

4. Before taking the proctored exam, students shall:

   a. Achieve an 85% on one online practice exam at least one week prior to the
      scheduled proctored exam. The online practice exam shall have the rationales
      disabled and the time between attempts shall be set at 24 hours. The rationales for
      the online practice exam shall be enabled one week prior to administration of the
      scheduled proctored exam.

   b. Students who fail to achieve an 85% on the online practice exam at least one
      week prior to the scheduled proctored exam shall complete a Focused Review
      based on the score achieved on the first attempt of the practice assessment:
      • 80-84.9%: Minimum of two hours of Focused Review
      • 70-79%: Minimum of three hours of Focused Review
- Less than 69%: Minimum of four hours of Focused Review
  c. The Focused Review shall be completed prior to the scheduled administration of
     the proctored exam.
  d. Students shall not be able to take the proctored content exam without achieving an
     85% on the online practice exam or completing the required Focused Review.

5. Students who achieve a Proficiency Level 2 or 3 on the proctored content mastery
   exam shall be awarded 5% course credit.

6. Students who achieve Proficiency Level 1 or Proficiency Below Level 1 on the
   proctored content mastery exam shall be offered the opportunity to retake the exam.
   The retake exam will be scheduled at least two days after the administration of the
   first exam. The date and time for the administration of the retake exam will be
   published at the beginning of the semester.

7. Students who choose to retake the content mastery exam and achieve Proficiency
   Level 2 or 3 on this exam shall be awarded 2.5% course credit.

8. Students who choose to not retake the content mastery exam or achieve Proficiency
   Level 1 of Proficiency Below Level 1 on the retake content mastery exam shall be
   awarded 0% course credit and will be required to remediate by taking the alternate
   version of the online practice assessment and achieving an 85%. The online practice
   exam shall have the rationales disabled and the time between attempts shall be set at
   24 hours.

9. The names of students who choose to not retake the content mastery exam or achieve
    a Proficiency Level 1 or Proficiency Below level 1 on the retake exam will be
    forwarded to the Assistant Dean of the Undergraduate Program. The Assistant Dean
    of the Undergraduate Program shall monitor the completion of the remediation
    process, and identify students consistently achieving scores on the ATI exams below
    Level 2.

10. Course grades shall not be released until the remediation process has been completed.

11. Student performance on the ATI Content Mastery Series exams will be used to
    develop an individualized remediation plan during the final semester of the BSN
    program.