


**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: 5/02, 11/03, 4/05, 5/05, 11/05  
11/06, 05/07, 12/08, 5/10, 8/10  
05/13, 11/13, 03/14, 4/15, 05/16,  
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No: 2-A-900-03  
Date: November 2018  
Required Review Date: March 2022  
Administrative Unit: BSN Faculty  
Approved By:

  
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Jared Seliger, PhD, CNMT  
President

**SUBJECT:** Assessment Technologies Incorporated (ATI) Testing Services  
Content Mastery Assessment 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 assessments 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 assessment:
  - a. Students shall complete one online practice assessment with the rationales disabled at least three days prior to the administration of the scheduled proctored assessment.
  - b. Based on the score from their first attempt, students shall complete an active learning template and/or identify three critical points to remember for each topic missed on the assessment. Students shall submit their ATI transcript, Individual Performance Profile for the practice assessment, and active learning templates/critical points to the course instructor at least three days prior to the administration of scheduled proctored assessment.
  - c. Students shall not be able to take the proctored assessment without submission of the Individual Performance Profile for the practice assessment and active learning templates/critical points.

- d. Students shall have access to an alternate version of the practice assessment with rationales enabled at least one week before administration of the proctored assessment.
5. Students who achieve a Proficiency Level 2 or 3 on the proctored content mastery assessment shall be awarded 5% course credit.
6. Students who achieve a Proficiency Level 1 or Proficiency Below level 1 will be identified and names shall 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 assessments below Level 2.
7. Students who achieve Proficiency Level 1 or Proficiency Below Level 1 on the proctored content mastery assessment shall complete an active learning template and/or identify three critical points to remember for each topic missed on the proctored content mastery assessment as part of the remediation process. This process must be completed by all students who achieve these proficiency levels including those students who choose to not retake the assessment.
8. After completing the remediation process, these students shall be offered the opportunity to retake the assessment. The retake assessment will be scheduled at least two days after the administration of the first assessment. The date and time for the administration of the retake assessment will be published at the beginning of the semester.
9. Students who choose to retake the content mastery assessment and achieve Proficiency Level 2 or 3 on this assessment shall be awarded 2.5% course credit. Students who choose to retake the content mastery assessment and achieve Proficiency Level 1 or Below Level 1 on this assessment shall be awarded 0% course credit.
10. Students who do not complete the remediation process shall be placed on hold.
11. Student performance on the ATI Content Mastery Series assessments will be used to develop an individualized remediation plan during the final semester of the BSN program.