**Testing Policy**

1. **Administering Tests**
	1. All student possessions (backpacks, cell-phones, water bottles, hats, etc.) must be left at the front of the room.
	2. Students are not permitted to sit at their desk with notes prior to the test. Any last minute studying must be conducted outside the classroom.
	3. The procedure for classroom tests should be as follows:
		1. Students take the test and submit it online.
		2. If Cooperative Testing is utilized it will be carried out as follows:
			1. Students will work in groups of 3-5 to take a Cooperative Test.
			2. The time allowed for the Cooperative test will be half the time that was provided for the individual test.
			3. Students earning an A on the group test will have 3 points added to their individual grade; those earning a B on the group test will have 2 points added to their individual grade; those earning a C on the group test will have 1 point added to their individual grade. A grade less than 76% on the group test will earn no points.
			4. Answers and rationales will only be provided after the Cooperative test.
		3. Students who disagree with the correct answer may complete a Student Test Query Form (see appendix A) to explain their rationale for their chosen answer. These forms will be submitted to the faculty within 72 hours of the exam.
		4. There will be no discussion of test items between students and faculty on the day of the test after the test is competed.
		5. If a student is absent from a test, it will be up to the discretion of the instructor as to whether the same test may be used to make-up the test or a different test will need to be administered. A different test may be of a different format as well (essay, short-answer, etc.).
		6. Simple, non-graphing, calculators without memory can be used for dosage calculations if necessary. No cell phones are permitted.