

*Mercer County Community College*  
*Division of Math, Science, and Health Professions*  
*Nursing Program*

**Student Exam Review Procedure**

Purpose: To establish guidelines for timely review of unit exams.

Procedure:

1. Course faculty will choose the approach for student review of unit exams. Faculty may review concepts or exemplars, rather than individual exam items.
2. Only first semester faculty may conduct group exam reviews. The group exam review will allow students to review only those questions which the students answered incorrectly. The conditions for the group test review will mirror those for exam administration.
3. Students are encouraged to review their individual performance reports in ExamSoft to identify their areas of weakness.
4. Students who are unsuccessful on an exam may schedule an appointment to review it with their course faculty within two weeks of posted grades. This exam review will focus on the concepts in the questions which the students answered incorrectly. Students will not be permitted to review their exam directly.
5. Exceptions to the two week review period include exams administered during the final exam period and/or last week of the semester. Review of these exams may be scheduled at the instructor's discretion or within the first two weeks of the following semester.
6. After the two week period, no further appointments will be scheduled to review an exam.

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Approved by:



Elizabeth A. Mizerek, PhD, RN, FN-CSA, CNE, CEN, CPEN, FAEN  
Director of Nursing Education