

**Medical Careers Institute  
LPN Program Examination Policies:**

- Bring at least two pencils (#2 lead) with clean erasers to the examination period.
- Place textbooks, notebooks, course materials, and coats or jackets in a designated place in the classroom during the exam and exam review. Items may be retrieved following the examination period.
- Faculty reserves the right to assign seating for testing, exam review, and lecture.
- Examination materials will not be distributed until all conversations have ceased. Talking during the exam is considered cheating and will result in a “0”. Indicate a question/ need during the examination period by raising hand.
- Remain seated until permitted, by the instructor, to leave the examination room.
- Answer sheets are to remain flat on the writing surface.
- Focus on your own paper or in a direction that does not suggest you are attempting to be dishonest.
- Instructor approved traditional calculators only. Palm pilots, cellular telephones, and laptops are not allowed for use during examinations. Calculators may not be shared.
- Faculty reserves the right to offer the make-up exam in a different format; e.g., essay rather than multiple choice.
- Submitted exams are reviewed by the instructor. Due to the time consuming nature of this process, the instructor will determine the appropriate time to return the tests/answer sheet. All efforts will be made to return these as soon as possible. Exam review will not take place until all students have taken the exam.
- Students desiring an exam review may do so with the instructor via appointment during office hours.
- All test booklets, answer keys, and “scratch” paper must be submitted.

***Honor Code:** The Honor Code at Medical Careers Institute is based on individual integrity. It is assumed that every student accepts his or her role in the academic community with self-respect and duty. Each student attending Medical Careers Institute is requested to sign the Honor Code pledge on the Enrollment Certification. It follows, therefore, that all work submitted by a student is the student’s work. Suspected violations of the Honor Code may be reported to either the appropriate academic department head or the Director. Failure to abide by the Honor Code may result in failure of course; suspension and/or termination from Registered Nursing program.*

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course, Exam, & Instructor \_\_\_\_\_

Initiated: 1/8/07 MSW