

911PROGRAMS

COURSE POLICY

Policy Title: **Evaluations**

Scope : **All Students**

Date Policy Initiated: **Prior to record-keeping**

Previous Revision Date: **July 01, 2011**

Latest Revision Date: **December 2, 2011**

1. PURPOSE

- 1.1. The purpose of any evaluation of learning is to obtain information about the knowledge, skills, and abilities that students have attained. Students are responsible for all information in the text book (except sections that may not apply, e.g. certain medications), any information either verbal or written imparted during lectures or labs by authorized faculty, any handouts, reading material, skill booklets, and state/regional protocols

2. METHODOLOGY

- 2.1. Formal evaluation requires that students take tests. In this program, evaluation will take the form of cognitive and psychomotor tests. Students will be provided with the following information
 - 2.1.1. When the test will be given
 - 2.1.2. Which knowledge, skills, and abilities will be tested
 - 2.1.3. What testing methods or formats will be used
 - 2.1.4. Where the test will take place
 - 2.1.5. What constitutes acceptable or passing performance
 - 2.1.6. How scores on the test will contribute to overall grade
- 2.2. *There are no 'what-ifs' on questions. If the question doesn't say it, the parameter doesn't exist*

3. CONSISTENCY

- 3.1. Discrepancies (different information being presented by different faculty) must be brought to the Program Director's attention ASAP! In order for students to have a consistent learning environment, all faculty will strive to teach the same information/methods unless there is an important reason to deviate. While there may be more than one way to accomplish a skill, and while other methods may be shown as a comparison, only one way will be practiced in class

4. LAB TIME

- 4.1. Time is allotted for lab/practical skills (psychomotor application) to introduce students to the "hands-on" portion of EMS. Students learn not only by doing, but also by watching and by being the "patient" or assistant. Therefore, lab time is not "break time." Breaks will be given as needed. Students found wandering around or otherwise not participating in lab groups may be marked absent for that class segment. Ample time is provided for students to practice

911PROGRAMS

COURSE POLICY

all skills; it is the students' responsibility to see that they use their time wisely. To reiterate, lab time will not be used for breaks, social hour, taking make-ups

5. QUIZZES

- 5.1. Quizzes can be used as both testing (evaluation) tools and teaching tools
- 5.2. Quizzes may be administered at any time during the course and may take the form of multiple-choice, fill-in-the-blank, matching, essay, etc. Most often, quizzes will be in essay format as it is a more efficient way to measure knowledge and application principles as compared to selecting the answer from a list of choices
- 5.3. Quizzes are to be used by students and instructors to reinforce learning concepts and to evaluate the students individually and as a whole
- 5.4. The program may choose to publish a rubric that includes quiz scores as part of the final grade
- 5.5. Students who perform poorly can expect to receive counseling and remediation and should request extra help. Quizzes will be released to the student to be used as study materials

6. MID-TERM EXAM AND MODULE EXAMS

- 6.1. The mid-term or module exam (depending on course) shall consist of a written test often followed by a practical skills evaluation. See syllabus for more information
- 6.2. A student who fails one of these exams twice will be considered to have failed the program
 - 6.2.1. For example: an EMT-C student who fails the Module 1 exam then passes it on re-take and then fails the Module 2 exam but passes it on retake has not failed the course; however
 - 6.2.2. if the EMT-C student fails the retake exam – the course is failed
 - 6.2.3. Similarly, if an allied health student fails the retake of the midterm, the course is failed

7. FINAL EXAMS

- 7.1. For all students, the final exam policy will be the stricter of either the Program or any regulatory agency that governs the conduct of courses in regards to number of tries allowed.
- 7.2. At the time of this policy, all 911Program students are allowed one and only one final written exam (for EMS students it is per RI Division of EMS)
 - 7.2.1. Attendance is mandatory. Failure to attend will be considered voluntary withdrawal by the student unless a hardship request is brought to the Program PRIOR TO the exam date; in this case, the Program will evaluate the hardship and determine if a different exam date/time is warranted. Alternate dates/times are NOT guaranteed. There is no re-test for the written portion if the student does not attend or is late to the exam
 - 7.2.2. Students who are unable to attend (and are excused by the Program Director) may be charged a significant fee (not to exceed \$100) to make a new exam (to maintain exam integrity). Failure to take the test will be considered voluntary withdrawal by the student
 - 7.2.3. See the Practical Exams section for more information

8. COGNITIVE EVALUATION (WRITTEN EXAMS)

- 8.1. The minimum passing score for all exams is 70% for all written exams (80% for CNA).
Written examinations are typically constructed using a widely accepted formula to achieve a cut score of 70%. In doing so, no exam can be construed as 'easy' or 'difficult.' No curve is used in grading

911PROGRAMS

COURSE POLICY

9. PSYCHOMOTOR EVALUATION (PRACTICAL EXAMS)

- 9.1. Practical exams consist of one or more skill stations
- 9.2. The passing criteria for psychomotor exams is achieving all critical objectives without performing a critical error. A student who fails one or two stations will be allowed to re-test according to the following conditions
 - 9.2.1. The examiner will describe the failed critical criteria to the student
 - 9.2.2. The student is to leave the station and continue with exam(s)
 - 9.2.3. The re-test may take place at the conclusion of regular testing only if time allows at the discretion of the program director and/or course coordinator or their designee
 - 9.2.4. If and when time permits, the student should take a few moments to re-evaluate the skill sheet before returning to the station
 - 9.2.5. No re-tests will be allowed until all students have tested once at each station
 - 9.2.6. A different examiner may perform the re-test if possible
 - 9.2.7. Any student who fails more than two skill stations, or who fails one skill station twice, will have failed the exam. No further re- testing will be allowed
- 9.3. Phlebotomy Practical Exam
 - 9.3.1. The following section applies to phlebotomy practical exams whether in a stand-alone phlebotomy program or as part of another program
 - 9.3.2. Students must qualify to take the final phlebotomy practical; in order to pass phlebotomy, students must demonstrate a competency rate of no less than 80%; for the purpose of determining competency, passing the final practical exam can be counted; unless otherwise stated by the Course Coordinator, the look-back period prior to the final practical will be 14 attempts of which the student must have successfully completed 11, which includes obtaining an adequate sample
 - 9.3.3. The competency standard will apply to any and all phlebotomy skill stations
 - 9.3.4. If the student performs all the steps of phlebotomy correctly but fails to obtain an adequate sample, the student will be given a second opportunity on the same date; if the student fails to draw a sample on the second draw, the station is failed; on the retake day, the student will be given two opportunities to draw an adequate sample as long as during the first draw the skill was performed correctly
 - 9.3.5. Failing to meet the competency requirement prior to the final exam date constitutes failure of the Program unless the Course Coordinator or Program Director permits the student an extension; extensions must be requested by the student PRIOR TO the exam date; extensions are NOT guaranteed and are at the sole discretion of the Course Coordinator and Program Director; unless otherwise noted, extensions will be treated as tutoring sessions
 - 9.3.6. If the student has met all obligations (i.e. attendance, grading, payment) but has not met the competency requirement, AND THE PROGRAM GRANTS THE STUDENT AN EXTENSION, the student may take the final written exam and any practical exams for which the competency has been met only; unless the Course Coordinator states otherwise, the student must demonstrate competency within one month of the original exam date; failure to do so will constitute failure of the Program

911PROGRAMS

COURSE POLICY

10. AFFECTIVE EVALUATION

- 10.1. Continuous evaluation will be made of each student in the following areas
 - 10.1.1. Student/Instructor relationship; Ability to accept criticism
 - 10.1.2. Student/Patient relationship; Patient Advocacy
 - 10.1.3. Student/Student relationship; Teamwork; Diplomacy
 - 10.1.4. Self-motivation; Time management; Self-confidence; Appearance/Hygiene
 - 10.1.5. Integrity; Empathy
- 10.2. Deficiencies will be noted. Continual problems in any of these areas may result in dismissal

11. CLINICAL ROTATION AND FIELD INTERNSHIP EVALUATION

- 11.1. See related sections for evaluation and completion criteria

12. MAKE-UP EXAMS – INCLUDING PSYCHOMOTOR

- 12.1. Due to absence
 - 12.1.1. Because of the complexity of creating and maintaining the integrity of exams, any student absent during an exam may be charged a significant fee for creation of a new exam. Absence during exams is strongly discouraged
 - 12.1.2. The fees are as follows: EMT-B (\$25); EMT-C (\$50); EMT-P (\$100); Allied Health (\$75) EMT-R (\$10)
- 12.2. Due to failure
 - 12.2.1. Scores of less than 70% require re-examination at the student's time and expense
 - 12.2.2. The student may be required to compensate an examiner at a rate of up to \$60 per hour
 - 12.2.3. Students are allowed one make-up per exam (except final exam); a second failure of the same exam constitutes failure of the program
 - 12.2.4. It is the student's responsibility to schedule time with an examiner; the student, not the examiner shall bear the burden of flexibility in scheduling
- 12.3. Note
 - 12.3.1. Failure to make-up any exam before the end of the program will be considered voluntary withdrawal
 - 12.3.2. Make-up exams will not be allowed for the sole purpose of increasing grade average
 - 12.3.3. Failure of a retake exam (for failure) (i.e. midterm, module,) constitutes failure of the program; students who have no potential to graduate are removed from the program and are not allowed to attend classes/labs, clinicals, field internships, etc.

13. GRADING

- 13.1. This program does not provide an overall letter or numerical grade. Students either successfully complete the course, or they do not