

Appendix D: ATI Policy

1. Student will take proctored ATI exams during class prior to the end of the semester. Students are expected to take the ATI exam at the scheduled time and location. Because of the required preparation of proctors, only students with approved absences by the instructor will be allowed to arrange an alternate testing time. Known absences need to be communicated to the instructor as soon as possible.
2. ATI exams are worth 5% of the total course grade. Below is a breakdown of the grading:
3. Each part must be complete by the time/date listed by the instructor for students to earn the points.
4. Students complete and remediate on Practice Form A with an Active Learning Activity. While course faculty may select the activity, here are some options: Three Critical Points, Active Learning Templates, Journal Entries, etc. This should be due week 12.
5. Students complete Practice Form B achieving a 75% or higher week 13. Student may retake as many times as needed. Rationales for Form B are on.
6. Proctored assessment is completed during class time week 14. If student scores below the benchmark (Level 2 or higher) they can choose to complete a focused review and learning activity to earn back additional points.

	Completion of Practice Form A and Active Learning (by due date)	Completion of Practice Form B	Performance in Proctored Assessment	Total Possible Score: *5%	Optional: Focused review of proctored with Active Learning Activity (worth 0.75%)
Level 3	1%	1%	3%	5%	----
Level 2	1%	1%	3%	5%	----
Level 1	1%	1%	2.25%	4.25%	5%
Below Level 1	1%	1%	1.5%	3.5%	4.25%

Students will receive a ZERO for late assignments unless prior arrangements are made with the course instructor. All late assignments must be completed in order to fulfill course ATI requirements.