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**ECE**



## Excelsior College® Examinations Registration and Information:

### **A USER'S GUIDE**

Use this guide to register for exams from  
July 1, 2010 through June 30, 2011.

# Excelsior College® Examinations

## CHECKLIST

### Register and Pay

- Register online at [www.excelsior.edu/examregistration](http://www.excelsior.edu/examregistration), or call toll free 888-72EXAMS (888-723-9267).  
International callers: Dial your international access code, then 518-464-6959.  
Register by mail. Download the exam registration form to complete and mail with payment.
- Sign up for our Exam Payment Plan if you so choose (refer to page 2).
- Register online for a corresponding practice examination, if available.

### Prepare

- Order the study resources you need through Excelsior College.
- Take Form A of the practice exam to see what you know.
- Study for the exam. (refer to page 3)
- Take Form B of the practice exam to see what you've learned.

### Schedule the Exam

- Receive your Authorization to Test (ATT) letter and follow the instructions.
- Locate the Pearson VUE Testing Center nearest you, schedule your exam, and take the online tutorial ([www.pearsonvue.com/excelsior](http://www.pearsonvue.com/excelsior)). A tutorial will not be available at the test center.

### Take the Exam

- Follow the requirements for testing in a secure environment, and sit for the exam. Good luck!

### Request an Official Examinations Transcript

- Request your transcript online by going to the [Examination Transcript Request link](#) on your MyExcelsior page.

## A Message from the Dean

Dear Student:

Congratulations on your decision to show what you know—and earn college-level credit for it.

Excelsior College® Examinations provide just such an opportunity. Thousands of colleges, universities, and other institutions around the world accept academic credit earned through these examinations. As such, they provide a flexible way to progress toward your goals while balancing the demands of work and family.

That is our goal as an institution. Since 1971, Excelsior College has helped more than 130,000 students achieve their dreams—whether that includes a college degree, professional certification, or personal development. Many have used the convenience and flexibility of Excelsior College Examinations as a key to their success.

Among other things, this guide describes the breadth of support we offer to help you prepare for your exams: content guides, guided learning packages, practice exams, and more. In addition, our portfolio assessment program allows you to earn credit, where applicable, for college-level knowledge attained through your personal and professional life experiences (visit [www.excelsior.edu/portfolio](http://www.excelsior.edu/portfolio) for more information).

We encourage you to read this guide and take full advantage of the many resources available, so that your exam experience is successful. Thank you for choosing Excelsior College Examinations.

Best wishes for your success!



Patrick Jones, PhD  
Dean of Assessment

**Toll free 888-72EXAMS ■ [www.excelsior.edu/exams](http://www.excelsior.edu/exams) ■ [testadm@excelsior.edu](mailto:testadm@excelsior.edu)**

**Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159**

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## Contents

<b>A Message from the Dean</b> . . . . .	<b>i</b>
<b>Step One: Register and Pay</b> . . . . .	<b>1</b>
Three easy registration options. . . . .	1
Before You Register. . . . .	1
Exam Policies & Procedures . . . . .	2
Fees for Tests and Services . . . . .	2
Examination Fees . . . . .	2
Fees for Practice Examinations . . . . .	2
Exam Payment Plan . . . . .	2
Here's how it works:. . . . .	2
Refunds. . . . .	2
Refunds for Practice Exams. . . . .	3
Official Transcripts . . . . .	3
Rush Fees . . . . .	3
Study Resources and Tutorials . . . . .	3
Content Guides . . . . .	3
<b>Step Two: Prepare</b> . . . . .	<b>5</b>
For Nursing Students... . . . .	6
Online Practice Exams. . . . .	6
Registering for a Practice Exam. . . . .	6
Re-registering for a Practice Exam. . . . .	6
Guided Learning Packages . . . . .	7
Online Tutoring With Subject Matter Experts . . . . .	7
Excelsior College Library . . . . .	7
Excelsior College Bookstore. . . . .	7
MyExcelsior Community. . . . .	7
Online Test-Taking Tutorial . . . . .	7
Prepare Online for Nursing Theory Examinations. . . . .	8
A Word of Caution about Test Preparation and Tutorial Services. . . . .	8
<b>Step Three: Schedule the Exam</b> . . . . .	<b>9</b>
Scheduling Your Exam Online. . . . .	10
Cancelling/Rescheduling an Appointment to Test . . . . .	10
Getting Directions to a Testing Center . . . . .	10
Questions about a Scheduled Exam. . . . .	10
<b>Step Four: Take the Exam</b> . . . . .	<b>11</b>
ID Requirements . . . . .	11
Acceptable forms of ID . . . . .	11
Acceptable forms of ID . . . . .	11
In Case of Inclement Weather... . . . .	12
When You Arrive... . . . .	12
Academic Honesty Nondisclosure Statement . . . . .	12
Completing the Exam . . . . .	12
Rules of Conduct During the Exam. . . . .	13
Breaks. . . . .	13
Security Procedures . . . . .	13
Prohibitions Against Post-Administration Review . . . . .	13
Score Verification . . . . .	14
For Nursing Students. . . . .	14
<b>Step Five: Get Your Grade</b> . . . . .	<b>15</b>
Grade Reports. . . . .	15
Limit on Retaking Examinations. . . . .	16
For Nursing Students. . . . .	16
Limitation for Examination Registration—Associate Degree Nursing Theory Examinations. . . . .	16
Limit on Repeat of Nursing Theory Examinations. . . . .	16
<b>The Examinations</b> . . . . .	<b>17</b>
Arts and Sciences . . . . .	17
Business . . . . .	21
Education . . . . .	22
Health Sciences . . . . .	22
Nursing . . . . .	23
Licensure. . . . .	23
Nursing Theory Examinations . . . . .	24
Associate Degree . . . . .	24
Focused Clinical Competencies Assessment (FCCA <sup>SM</sup> ) . . . . .	26
Take Advantage of the Tutorials . . . . .	27
Excelsior College Online Tutorial . . . . .	27
Tutorial at the Pearson VUE Testing Center. . . . .	27
Nursing Theory Examinations Baccalaureate Degree . . . . .	28

Exam Listing . . . . .	30	Academic Honesty	
Arts and Sciences . . . . .	30	Nondisclosure Statement . . . . .	37
Business . . . . .	30	Breaks . . . . .	37
Education . . . . .	30	Use of Calculators . . . . .	37
Health Sciences . . . . .	31	Cancellations/Refunds of	
Nursing:		Paper-and-Pencil Examinations . . . . .	38
Associate Degree Level . . . . .	31	Get Your Grade . . . . .	38
Baccalaureate Degree Level . . . . .	32	<b>Using ECEs . . . . .</b>	<b>39</b>
Examination Catalog Numbering System . . . . .	33	Using Excelsior College® Examinations (ECEs)	
<b>Requesting Accommodations. . . . .</b>	<b>35</b>	at Other Colleges and Universities . . . . .	39
Registering for a Computer-Delivered Exam	36	<b>For More Information... . . . .</b>	<b>41</b>
Take the Exam . . . . .	36	MyExcelsior . . . . .	41
Breaks . . . . .	36	Shortcuts . . . . .	41
Registering for a Paper-and-Pencil		Test Administration Office . . . . .	42
Delivered Exam . . . . .	36	Pearson VUE . . . . .	42
Scheduling a Paper-and-Pencil		Online Learning . . . . .	42
Delivered Exam . . . . .	37		
Take the Exam . . . . .	37		

### Changes in College Regulations

The College reserves the right to modify or revise the admission requirements to any program of the College; degree and graduation requirements; examinations, courses, tuition, and fees; and other academic policies, procedures, and requirements. Generally, program modifications and revisions will not apply to currently enrolled students so long as they actively pursue their degree requirements. However, in the event that it is necessary to make program changes for enrolled students, every effort will be made to give notice. It is also the responsibility of students to keep themselves informed of the content of all notices concerning such changes.

### Limitations

Information in this Registration Guide is current as of July 2010, and is subject to change without advance notice.

### Accreditation

Excelsior College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, telephone: 267-284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The associate, baccalaureate, and master's degree programs in nursing at Excelsior College are accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, telephone: 404-975-5000. The NLNAC is a specialized accrediting agency for nursing recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA). The baccalaureate degree programs in electronics engineering technology and nuclear engineering technology are accredited by the Technology Accreditation Commission of ABET, Inc., 111 Market Place, Suite 1050, Baltimore, MD 21202, telephone: 410-347-7700. ABET is a specialized

accrediting agency recognized by the Council for Higher Education Accreditation (CHEA). All the College's academic programs are registered (i.e., approved) by the New York State Education Department.

### Recognition

The baccalaureate degree programs in accounting (NYS CPA Track) and business are recognized by the International Assembly for Collegiate Business Education (IACBE), 11257 Strang Line Rd., Lexena, KS 66215, telephone: 913-631-3009. The Master of Arts in Liberal Studies program has been accepted into full membership by the Association of Graduate Liberal Studies Programs (AGLSP). The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and made college credit recommendations for Excelsior College Examinations. The National League for Nursing (NLN) designated the Excelsior College School of Nursing as a 2008-2011 NLN Center of Excellence in Nursing Education in recognition of the College's sustained achievements in creating environments that promote student learning and professional development.

### American Council on Education (ACE)

The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and made college credit recommendations for Excelsior College® Examinations. The nursing theory exams are the only nursing exams approved by ACE.

### Drug-Free Workplace and School

Excelsior College maintains a drug-free workplace. In addition, Excelsior College is a drug-free school, as provided by the Federal Drug-Free Schools and Communities Act of 1989.

# Step One: Register and Pay

## Three easy registration options.

### 1 *Register online*

Simply visit [www.excelsior.edu/examregistration](http://www.excelsior.edu/examregistration) and follow the online instructions. Be sure to have your Visa, MasterCard, American Express, or Discover Card ready to pay for the exams you choose. You will receive an acknowledgement of your registration at the end of your transaction.

### 2 *Register by phone*

Call toll free 888-72EXAMS (888-723-9267) to register.  
International callers: Dial your international access code, then 518-464-6959.

Use your Visa, MasterCard, American Express, or Discover Card to pay the exam registration fees.

### 3 *Register by mail*

Download an examination registration form to complete and mail with payment.

## *Before You Register...*

Verify with your academic department/advisor that the institution will accept the Excelsior College® Examinations credit for that particular exam. Ask about the minimum grade required for credit, the amount of credit your college will grant for the exam, and how Excelsior College Examinations may fit your degree completion plan.

If your college does not accept ACE-recognized Excelsior College Examinations for credit, urge your academic advisor to consider this credit earning option. Your advisor may contact Test Administration at Excelsior College (888-647-2388, ext. 166) for additional information.

## Exam Policies & Procedures

Information on exam policies, including the Academic Honesty Policy, can be found at [www.excelsior.edu/studentpolicyhandbook](http://www.excelsior.edu/studentpolicyhandbook). It is your responsibility to be familiar with all the policies related to your involvement with Excelsior College® Examinations. Please take a few minutes today to review this important information. All students must agree to abide by the terms of the Excelsior College Academic Honesty Policy before registering to take an examination.

## Fees for Tests and Services

### Examination Fees

Please refer to the list of exams (pages 30–32) for the cost of each. You may pay via Visa, MasterCard, American Express, Discover, or use a completed Exam Payment Plan agreement. Other acceptable forms of payment include: cashier's check, personal check, and U.S. money order.

### Fees for Practice Examinations

Each practice exam, consisting of two 100-item tests, costs \$65.

### Exam Payment Plan

Through Excelsior College's Examinations payment plan, you budget your exam costs more easily by paying the registration fee in two monthly installments instead of one lump sum. Payment occurs via automatic charges to your credit card or deductions from your checking or savings account. You even choose the date—the 5th or the 20th of the month—on which your exam payments will be collected.

### Here's how it works:

- While registering for the exam, choose the Excelsior College Exam Payment Plan option and complete the Nelnet Business Solutions (NBS) Automatic Payment Agreement, which will be presented to you online.
- Within 10 days of your exam registration, NBS will charge you a \$15 setup fee for each payment plan. You can register for more than one exam under each payment plan.
- Your first payment will be deducted from your credit card or bank account that you have designated.
- Your second payment will be deducted 30 days after the first payment. Once your final payment has been received by the College, you become eligible to take the exam(s), and register online for the corresponding practice exam(s), if available.

A copy of the Exam Payment Plan agreement is available for download at [www.excelsior.edu/exampaymentplan](http://www.excelsior.edu/exampaymentplan). If you have any questions, please contact the Bursar's Office at 888-647-2388, ext. 142.

### Refunds

If you decide not to take an examination for which you are registered, and you wish to receive a partial refund:

1. Cancel your examination appointment with Pearson VUE (page 10).
2. Contact Excelsior College to request a partial refund (50%) of your examination fees. You may make your request either online (through your MyExcelsior message center link) or in writing. Include your name, Social Security number or Excelsior College assigned identification number, and the title of the examination being canceled.

**Deadlines:** Online requests for cancelling must be submitted no later than seven (7) calendar days after your last day of test eligibility, as indicated in your Authorization to Test (ATT) letter. Written requests must be *postmarked* no later than seven (7) calendar days after your last day of test eligibility.

**You must take *all* the steps outlined above (or take the exam within the six-month test window), or you will forfeit your entire examination fee. It is *your* responsibility to request a refund for an examination.**

**NOTE:** If you are participating in the associate degree in nursing Packaged Pricing Option, please contact the Bursar's Office to determine if you are eligible for a refund.

## Refunds for Practice Exams

There will be **no** refunds for practice exams. Extensions to the 90-day eligibility window for taking a practice exam will be granted only when technical problems attributed to Excelsior College caused an individual not to be able to take the practice test or review exam results.

## Official Transcripts

Unlike testing agencies, Excelsior College reports **all** examination results on an official college transcript, making them more widely accepted by other institutions and employers. Transcripts are released in compliance with the Family Rights & Privacy Act of 1974, with the condition that no third party may be given access to this information without the written consent of the student. If you would like an official transcript sent to a college, university, employer, regulatory board, etc., make your request through MyExcelsior or mail your written request to us. Include your name, current mailing address, Social Security number or Excelsior College assigned ID, date of birth, examination title(s), and test date(s). There is a \$12 charge for each official transcript requested.

[www.excelsior.edu/exams](http://www.excelsior.edu/exams)

If mailing a request, please enclose a personal check or money order made payable to Excelsior College. The request and payment should be sent to Bursar's Office, Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159.

Fax written requests to the attention of the Bursar's Office at 518-464-8700. Be sure to include your charge card authorization (Visa, MasterCard, American Express, or Discover) and signature.

## Rush Fees

Rush requests are processed within three business days of the College's receipt of the request. A transcript rush fee of \$30 will apply in addition to the regular transcript fee of \$12, for a total of \$42. If you would like an examinations transcript sent via an overnight service, please contact the Test Administration office toll free at 888-647-2388 (ext. 166). The extra charge for overnight mail is \$11, for a total of \$53.

**NOTE:** All Excelsior College® Examinations history will appear on the official examinations transcript.

## Study Resources and Tutorials

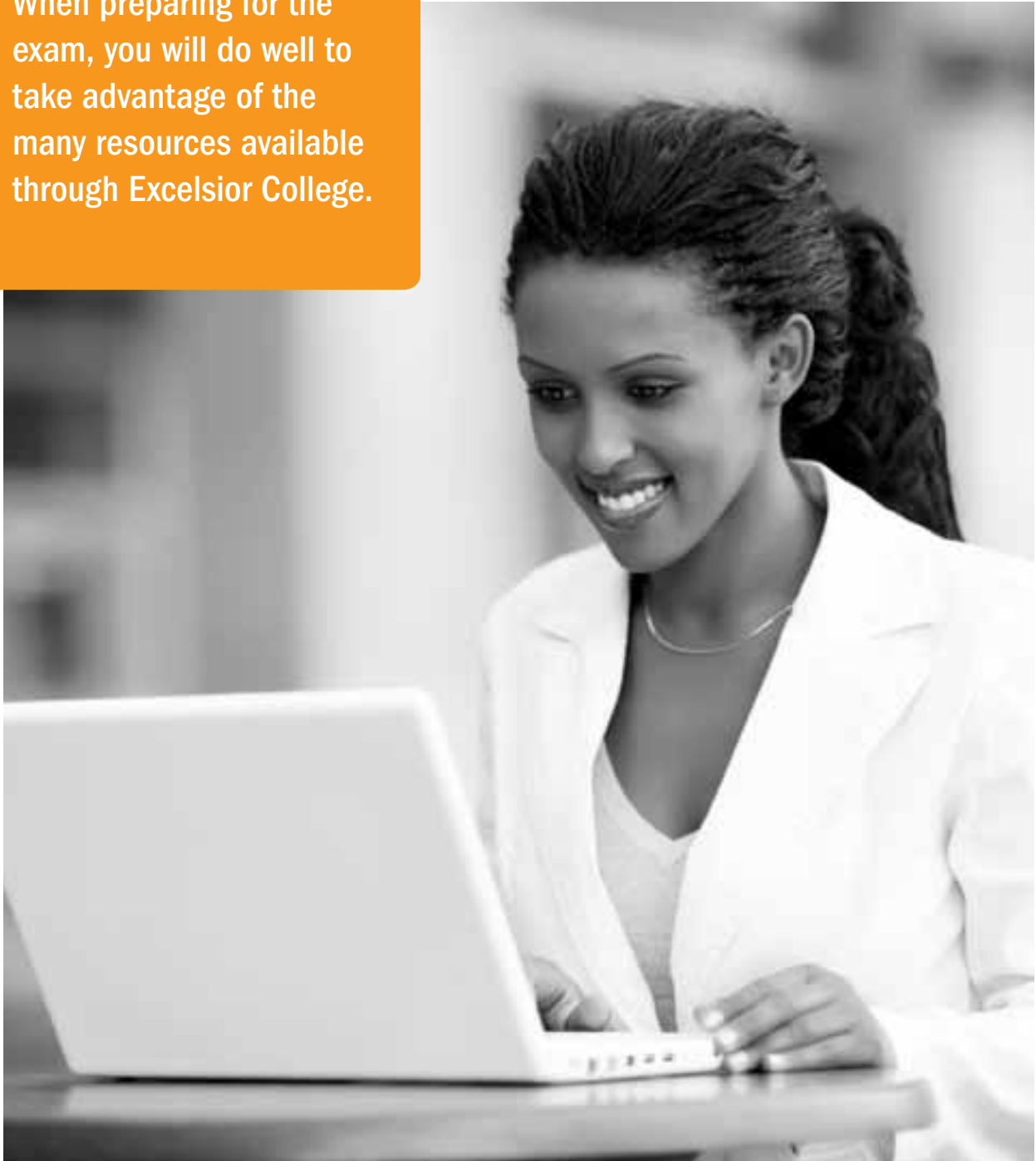
### Content Guides

Each exam's content guide provides an outline of the topics covered, a list of recommended study resources, sample questions, and a section on "How to Study with Excelsior College Examinations Content Guides." The resources in the guide are recommended by the Excelsior College faculty who develop the exams, so studying these resources is clearly a good idea.

Content guides are updated periodically to correspond with changes in particular examinations and in textbook editions. Be sure you have the most recent guide available before taking your examination. Download the latest free content guides by visiting our Web site at [www.excelsior.edu/contentguides](http://www.excelsior.edu/contentguides).

toll free 888-72EXAMS (888-723-9267)

When preparing for the exam, you will do well to take advantage of the many resources available through Excelsior College.



## Step Two: Prepare

With each Excelsior College® Examination, you get to show that you've learned material comparable to the content of one or more college-level courses. To prepare, then, you should study and review just as if you were taking a college course.

How long should you study? College professors advise that you study three hours per course credit hour for each week of a course. So for a three-credit course in a 15-week semester, you should study 135 hours total (3 hours x 3 credits x 15 weeks). Use this system to determine how much time you should plan to spend studying and reviewing for your Excelsior College Examination.

### For Nursing Students...

Content guides for the following Excelsior College Examinations are available only to students enrolled in an Excelsior College associate degree in nursing program:

Essentials of Nursing Care: Reproductive Health  
 Essentials of Nursing Care: Health Differences  
 Essentials of Nursing Care: Chronicity  
 Health Differences Across the Life Span 1  
 Health Differences Across the Life Span 2  
 Health Differences Across the Life Span 3

If you need to take our associate degree in nursing examinations for transfer to another college, please contact that college for the authorization to request materials or register for these examinations.

To receive a study guide for the Focused Clinical Competencies Assessment, please contact one of our Academic Advisors (888-647-2388, ext. 1314).

### Online Practice Exams

Consistently one of our most popular study resources, the online Excelsior College Practice Exams enable you to:

- Review the types of questions you may encounter on the actual exam. (Practice exams consist of items “retired” from actual Excelsior College® Examinations.)
- Practice testing on a computer in a timed environment.
- Practice whenever and wherever it is convenient for you.
- Take two different forms of a practice exam within a 90-day period. (We highly recommend that you take the first form of the practice exam as a pretest, early in your study period. Use the results to identify areas to further study and carry out a plan. Then take your second form as a post test and see how much you have improved) You will receive your score immediately after you complete the practice test.

### Note:

One practice exam cannot be switched to another.

- Receive valuable feedback. After testing, you can check online how you performed on each question and why your answer was right or wrong. Feedback is not intended to predict your performance on the actual Excelsior College examination you will take for credit; rather, it will help you to improve your knowledge of the relevant subject and upgrade your test-taking skills.

### Registering for a Practice Exam

You can register for and take Excelsior College Practice Exams after registering for the corresponding Excelsior College examination. \* To get started:

1. Check the most up-to-date list of practice exams at [www.excelsior.edu/exams](http://www.excelsior.edu/exams).
2. Register and pay the \$65 fee for each practice exam.
3. Make sure your Web browser is compatible with the test format (check this at [www.webct.com/tuneup](http://www.webct.com/tuneup)).
4. Access your practice exam through MyExcelsior.

### Re-registering for a Practice Exam

If you plan to re-register for a practice exam, you will be given the same two forms you originally completed.

**Note:** Each form of a practice exam can be only taken once and must be completed within a single, continuous two-hour period. Once you click the Begin Assessment button, the timer will start. If you do not submit your practice exam within the two hours, your answers will not be scored and you will forfeit the opportunity to retake this practice exam.

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\* If you are using the Exam Payment Plan, you will be eligible to register for a practice exam when the fee for the corresponding credit-bearing examination has been paid in full to the College.

### Guided Learning Packages

Guided learning packages (available for select Excelsior College® Examinations) contain a course guide, textbooks, and other study materials as recommended by distance-learning specialists and faculty. As a result, you get all the resources you need for the exam at a reduced price. The packages lead you through the study materials with sample questions, commentary, and examples for each section of the content outline. For a list of available packages, visit [www.excelsior.edu/guidedlearningpackages](http://www.excelsior.edu/guidedlearningpackages).

### Online Tutoring With Subject Matter Experts

Use this free service (available through SMARTHINKING™) to connect with tutors who have been trained in a variety of academic subjects. For details, visit [www.excelsior.edu/smarthinking](http://www.excelsior.edu/smarthinking).

### Excelsior College Library

Access millions of authoritative resources online through the Excelsior College Library. Created through our partnership with the Sheridan Libraries of The Johns Hopkins University, the library provides access to journal articles, books, Web sites, databases, reference services, and many other resources. Available to enrolled students only. To access the library, go to [www.excelsior.edu/library](http://www.excelsior.edu/library); login is required.

### Excelsior College Bookstore

Our bookstore offers recommended textbooks, course guides, books of readings, and other resources to help you prepare for Excelsior College exams. Orders are shipped within 24 hours. Visit [www.excelsior.edu/bookstore](http://www.excelsior.edu/bookstore).

### MyExcelsior Community

MyExcelsior Community is a Web-based environment that enables Excelsior College students to participate in real-time chat groups, join online study groups, buy and sell used textbooks, and share Internet resources. MyExcelsior Community is a great way to create the connection you're looking for to a college community. Available to enrolled undergraduate and graduate students only at MyExcelsior.

### Online Test-Taking Tutorial

What is it like to take an exam at a Pearson VUE Testing Center? You can find out by taking this online tutorial at [www.excelsior.edu/exams](http://www.excelsior.edu/exams). (A tutorial will not be available at the test center.)

## Prepare Online for Nursing Theory Examinations

Eight-week study sessions, entitled Nursing Theory Examination Online Conferences, are designed to prepare you for the nursing theory examinations. Through each conference's textbook readings, learning activities, case studies, pre/post tests, and discussion boards, you will review and be advised on essential information and concepts covered in the exam. The sessions will also connect you with nursing faculty and other students to study with, wherever and whenever you choose! The Online Conferences for Essentials: Health Safety, and Transition to the Registered Professional Nurse Role, are available to prospective nursing students as well as enrolled nursing students. Please contact the LEARN office at 888-647-2388, ext. 1316, or visit [www.excelsior.edu/nursingtheory](http://www.excelsior.edu/nursingtheory) for a list of dates and fees.

## A Word of Caution about Test Preparation and Tutorial Services

Excelsior College offers Excelsior College<sup>®</sup> Examinations that are designed to help you advance your academic objectives through independent study. A variety of learning resources including content guides, guided learning materials, and practice tests are available directly from Excelsior. These resources are prepared by Excelsior College so you can be assured that they are current and cover the content you are expected to master for the exams. Along with your own desire to learn, these resources are usually all that you need to help you succeed.

Some students may seek additional assistance or may be contacted by tutorial firms and test-preparation companies offering their own products and services. The College is not affiliated with any of these firms and does not endorse the products or services of any of these vendors since we do not review their materials for content or compatibility with Excelsior College Examinations.

To help you become a well-informed consumer we suggest, before you make any purchase decision regarding study materials provided by organizations other than Excelsior College, that you consider the points outlined on our Web site at [www.excelsior.edu/testprep](http://www.excelsior.edu/testprep).

## Step Three: Schedule the Exam

Pearson VUE Testing Centers serve as the administrator for all Excelsior College computer-delivered exams. Once your registration is complete, you will be sent an Authorization To Test (ATT) letter, with information about how to schedule and take your Excelsior College examination.

Your Authorization To Test (ATT) letter will specify an approximate six-month test window—during which you must take your exam—as well as three options for scheduling your appointment with Pearson VUE:

- Internet Scheduling System Web site (visit [www.pearsonvue.com/excelsior](http://www.pearsonvue.com/excelsior); see below for more information).
- Pearson VUE's Candidate Services toll-free phone line (888-926-9488), available Monday through Friday, 7:00 AM to 7:00 PM Central time. Pearson VUE charges \$10 for every transaction you make through this call center, including scheduling, rescheduling, and cancelling an appointment to test. Have your Visa, MasterCard, or American Express card ready to pay the \$10 fee.
- For international scheduling, please call +61-2-9476-5400 for the Asia-Pacific region, or +44-161-855-7455 for Europe, the Middle East, and Africa.

The ATT letter is **not required** in order to schedule or take your examination. An updated ATT letter will be sent to you if there are any changes to your original registration, such as a name change or request for reasonable accommodation.

**NOTE:** Each Pearson VUE Testing Center accommodates a limited number of examinees and administers a variety of computerized tests. Therefore, it is possible that some centers may be full at peak times during the year. To ensure a testing time that is convenient for you, reserve your appointment well in advance.

### Scheduling Your Exam Online

When you first access Pearson VUE's Web site at [www.pearsonvue.com/excelsior](http://www.pearsonvue.com/excelsior), you will need to request a username and password (which Pearson VUE will then email to you within 24 hours). With your username and password, you can schedule, reschedule, confirm, or cancel your testing appointment online. Be sure to use the active email address reflected in your records at Excelsior College. You will also need to add your Excelsior College 10-digit ID number (as noted in your ATT letter) when accessing the site.

**If you forget your username or password,** call Pearson VUE (888-926-9488) for a new one. (Pearson VUE call center agents cannot retrieve your old password due to security purposes.) You will not be charged the customary \$10 fee for this call.

Once you have completed your transaction, you will receive an immediate confirmation both on screen and via email. You can print the confirmation for your records.

**Note:** Pearson VUE's secure Web site encrypts your personal information so that it cannot be read by unauthorized Internet users.

### Cancelling/Rescheduling an Appointment to Test

If you wish to cancel or reschedule an exam, you must do so by 7:00 PM Central time of the business day before the scheduled appointment time, or at least 24 hours before the scheduled time, whichever comes first. Use either the Pearson VUE Web site or the call center (listed above) to cancel or reschedule.

### Getting Directions to a Testing Center

After scheduling your exam, you will receive directions to the Pearson VUE Testing Center of your choice. You can also request directions by calling the Pearson VUE Candidate Services toll free number. You will not be charged the customary \$10 fee for this call.

### Questions about a Scheduled Exam

If you have questions regarding a scheduled examination time or location, visit Pearson VUE's Web site at [www.pearsonvue.com/excelsior](http://www.pearsonvue.com/excelsior), or call the Pearson VUE Candidate Services toll free number. You will not be charged the customary \$10 fee for this call.

**NOTE:** If you fail to arrive for your appointment, or you do not reschedule or cancel in the time allotted, you will forfeit your examination fee and have to register and pay for the examination again.

## Step Four: Take the Exam

### ID Requirements

On the day of your exam, please bring one valid ID to the Pearson VUE Testing Center. It must bear your name (as it appears on your ATT letter), an issue date (not expired), your signature, and a recent recognizable photograph. If the name with which you registered for the exam is different from the name on your ID, you must bring legal name-change documentation (marriage license, divorce decree, or court-action legal name-change documents) with you as well. All documents must be original.

If your first ID is questioned by the test administrator, please be prepared to present a second valid ID.

If you do not have the proper ID, you will not be allowed to test and your entire examination fee will be forfeited.

#### Acceptable forms of ID include:

- Driver's license
- Driver's permit
- Employee ID card
- Military ID card
- Non-Driver's ID
- Passport
- State/federal government ID card  
(to include naturalization card)
- Student ID card
- Voter ID card

For international testing, the only acceptable form of ID is a government-issued ID (e.g., a passport) with photo and signature.

#### We cannot accept these forms of ID:

- Check cashing card
- Credit card
- Draft classification card
- Green card (Permanent Resident Card)
- Military Common Access Card (CAC)
- Social Security card

### In Case of Inclement Weather...

If your scheduled test center closes due to inclement weather, Pearson VUE will try to contact you to reschedule your exam for another date within your six-month test window. You may also call Pearson VUE toll free (888-926-9488) to reschedule the appointment yourself. If the test center remains open and you decide not to attend, your examination fee will be forfeited.

### When You Arrive...

Arrive at the Pearson VUE Testing Center 30 minutes before your scheduled exam. This will give you time to complete the necessary sign-in procedures, which include taking your digitized photo, signature, palm vein scan, and fingerprints. (Should you take another test after you have a palm vein pattern on file, you will be verified using the palm vein system only.) Test center staff will ask you to store all your belongings at that time, as you cannot study while in the waiting area at the Pearson VUE Testing Center. You will also read and complete a Candidate Rules Agreement and return it to the Test Administrator.

If you arrive more than 15 minutes late for your appointment, you may not be allowed to test. In this case, you would forfeit your original exam fee.

### Academic Honesty Nondisclosure Statement

All test takers must agree to abide by the terms of the Excelsior College Academic Honesty Policy before taking an examination. The agreement will be presented on screen at the Pearson VUE Testing Center before the start of your examination. Once you accept the terms of the agreement, you will be able to proceed with your exam. If you choose not to accept the terms of this agreement, your examination will be terminated and you will be required to leave the testing center. You will not be eligible for a refund. For more information, review the *Student Policy Handbook* at [www.excelsior.edu/studentpolicyhandbook](http://www.excelsior.edu/studentpolicyhandbook).

## Completing the Exam

**NOTE:** If the examination title on the screen is not the exam you are scheduled to take, or if you have any technical problems with the computer, notify the Test Center Administrator immediately.

You will have three hours to complete your Excelsior College Examination. The multiple-choice examinations consist of approximately 130 to 160 four-option multiple-choice questions, some of which are unscored pretest questions (the pretest questions will not affect your score). The extended-response (essay) and mixed-format examinations have fewer questions, since extended-response questions require lengthier answers.

Certain basic editing features are available for extended-response questions, including cut, copy, and paste. **Pay attention to the scroll bars on the side or bottom of your screen.** The scroll bar appears when a question does not fit on a single screen. To scroll for a short distance, click the scroll arrow that points in the appropriate direction, or press the appropriate arrow key on the right side of your keyboard. To scroll up or down one screen at a time, click within the scroll bar above or below the scroll box.

To answer the questions, simply use your keyboard or mouse as you would normally. As each multiple-choice question appears, you can answer it, leave it unanswered, mark the question and answer it later, or answer and mark it for review later. At the end of the examination, the number of marked and incomplete questions will be indicated on the computer screen, providing you with the opportunity to review those questions or go back to a specific question. If you wish to change a marked answer, click on the new selection to make your change, and then proceed to complete the examination.

When you have finished the exam, you may review all items in sequence or only those you marked for review or left unanswered. If you exit the review and press Finish, however, the exam is over and you will not be allowed to return to the questions.

If, during the exam, you need to speak with the Test Administrator, raise your hand.

### Rules of Conduct During the Exam

The Test Administrator will provide you with an erasable note board that will be collected before you are allowed to leave the testing room. Removal of the erasable note board from the testing center may result in the invalidation of your examination.

No testing aids or personal items are permitted in the testing room. For the #414 Introduction to Music examination and the Focused Clinical Competencies Assessment (FCCA<sup>SM</sup>), pre-programmed headphones will be available at each computer station during the exam.

Attempting to tamper with the operation of the computer can result in your dismissal from the examination.

If you give or receive assistance of any kind during the examination, you may be dismissed from the room without being allowed to complete the exam. Excelsior College reserves the right to cancel test grades when there is reason to believe the grades are invalid. Irregularities in the test administration process—for example, falsifying one's identity, impersonating another examinee (surrogate testing), or other student misconduct—may result in Excelsior College canceling the test grades. The examinee is always notified prior to cancellation of his/her test grade.

### Breaks

You may take unscheduled breaks during the examination. During these breaks, however, testing time will continue to lapse; as a result, you will have less time to complete the exam.

After a break, you may not be admitted back into the testing room immediately. Instead, you must wait your turn while the Test Center Administrator checks in other examinees who have taken breaks. You will be required to provide a palm vein scan each time you enter and exit the testing room.

**Under no circumstance will you be allowed to go to your locker or leave the test center during a break.** If you do leave the testing center, you may not be allowed to complete your examination, and your grade will be invalidated.

## Security Procedures

In addition to the sign-in procedures mentioned above, you will be observed at all times during the exam. This includes direct observation by test center staff as well as digital audio and video surveillance. Similarly, student behavior will continue to be monitored after the administration of the exam. Electronic measures—including surveillance of Internet chat rooms, Web sites, and other public forums—are used to monitor the security of test items and scan for illegal use of intellectual property.

In addition, Pearson VUE has a security contact site for examinees to use if they observe cheating during a test session or misconduct by a test center employee. This site is located at [www.pearsonvue.com/contact/security](http://www.pearsonvue.com/contact/security).

### Prohibitions Against Post-Administration Review

Excelsior College maintains stringent quality control procedures to ensure the validity of examination results. To preserve the security and integrity of the Excelsior College Examinations battery, the College cannot provide test takers with a copy of their examination or responses.

## Score Verification

For multiple-choice examinations your results are automatically verified when they are received at Excelsior College. If an error is detected, you will be notified immediately. Multiple-choice examinations will not be hand-scored.

If you wish to verify your test grade for an extended-response (essay) examination, you must request the verification in writing within six months after the test. The accuracy of the grade report will be verified, but examination responses will not be reevaluated.

## For Nursing Students...

It is Excelsior College's policy to have a nurse faculty member review a required nursing examination for an enrolled student only after the student has experienced two unsuccessful attempts on the particular examination.

## Step Five: Get Your Grade

Your examination results are expressed as a letter grade of A, B, C, D, or F. The grade indicates that, in the opinion of the college's faculty, your performance equaled the performance of students who received the same grade in a comparable campus-based college course.

Excelsior College recommends credit for a letter grade of C or higher. Other institutions set their own policies for the minimum acceptable grade and the amount of credit awarded. For multiple-choice examinations, letter grades represent standard ability levels determined through psychometric methods. For extended response examinations, letter grades represent standard ability levels determined by subject matter experts following standard setting procedures. To preserve the confidentiality of your records, we will release no report of your grades to any institution or agency without your written authorization. No grades will be given by telephone.

### Grade Reports

Your unofficial grade report identifies the percentage of test content that you answered correctly in each content area. As you review the content areas, plan to focus on those where your percentage was 75% or lower.

How you receive your grade depends on which type of examination you take:

- Objective (multiple-choice) examinations delivered by computer at Pearson VUE Testing Centers will be scored immediately at the testing site. You will receive a paper copy before you leave the center.
- Extended-response (essay) examinations are graded periodically by a faculty committee appointed by Excelsior College. The college mails grade reports within 75 days after the test date. English Composition is graded bimonthly; grade reports are usually mailed within 45 days after the test date for domestic testing and 75 days for international testing.
- A mixed-format examination has an extended-response portion that must be graded as described above. The Research in Nursing examination is graded monthly; grade reports are usually mailed within 45 days after the test date for domestic testing and 75 days for international testing.

## Limit on Retaking Examinations

You may take all Excelsior College® Examinations up to four times total, but no more than three times in a given year. You may repeat the exam 60 days after your first attempt and 120 days after second and subsequent attempts. The procedure for reregistering for and retaking the exam is the same procedure you used to take the exam originally.

### For Nursing Students...

#### Limitation for Examination Registration—Associate Degree Nursing Theory Examinations

*Statement of Policy—Effective July 1, 2010*

Students (defined as enrolled, prospective, and examinees) enrolled in the associate degrees in nursing may register for a total of four nursing theory examinations and their corresponding practice exams at one time.

**NOTE:** Non-associate degree nursing theory exams are exempt from this policy.

## Limit on Repeat of Nursing Theory Examinations

### Associate degree in nursing candidates:

You may take the following examinations a maximum of four times and no more than three times in a given year. After the fourth failure, you will be dismissed from the program and cannot appeal to re-enroll for five years from the date of dismissal.

Essentials of Nursing Care: Health Safety  
 Essentials of Nursing Care: Health Differences\*  
 Essentials of Nursing Care: Chronicity  
 Essentials of Nursing Care: Reproductive Health  
 Health Differences Across the Life Span 1  
 Health Differences Across the Life Span 2  
 Health Differences Across the Life Span 3  
 Transition to the Registered Professional Nurse Role

**NOTE:** If you are planning to earn your associate degree at Excelsior College, call our Admissions Office toll free at 888-647-2388, ext. 27. If you need these exams for another nursing program, please contact that program for the authorization to register for the exams.

### Baccalaureate degree in nursing candidates:

You may take the following nursing theory examination a maximum of four times and no more than three times in a given year. You may repeat an examination 60 days after the first attempt and 120 days after the second and subsequent attempts. Failure at the fourth attempt will lead to academic dismissal from (or denial of admission to) the nursing program.

Community-Focused Nursing  
 Management in Nursing  
 Research in Nursing

\* If you are an LPN/LVN enrolled at Excelsior College, please check with your Academic Advisor before taking this exam.

# The Examinations

## Arts and Sciences

### **Abnormal Psychology (459) \***

**3 credits, U**

Corresponds to a one-semester course in abnormal psychology. Includes the historical background of abnormal psychology, the major conceptualizations, and the nature and description of psychological disorders, as well as their definitions, classifications, etiology, and major treatments. Assumes knowledge of concepts typically learned in an introductory psychology course. (A course guide can be obtained from the Excelsior College Bookstore as part of the guided learning package. Multiple-choice examination.)

### **American Dream (460)**

**6 credits, U**

Reflects an interdisciplinary course of study which reveals both the conflict and the consensus that resulted as groups and individuals struggled to define and shape the American dream prior to the Civil War. Draws from the literature, history, and political science of the United States. (A course guide can be obtained from the Excelsior College Bookstore as part of the guided learning package. Extended response examination.)

### **Anatomy & Physiology (506) \***

**6 credits, L**

Corresponds to an introductory, two-semester sequence of courses in anatomy and physiology. The examination measures knowledge and understanding of the integrative mechanisms that contribute to the functioning of the human body. Assumes familiarity with basic terms of biology and with concepts such as basic cell structure and function. (A course guide can be obtained from the Excelsior College Bookstore as part of the guided learning package. Multiple-choice examination.)

### **Bioethics: Philosophical Issues (413)**

**3 credits, U**

Corresponds to a one-semester course in bioethics. Measures knowledge and understanding of ethical theories related to bioethics, topics in clinical biomedical ethics, social topics in ethics, and environmental ethics. The examination assumes a familiarity with introductory ethics and philosophy. The examination tests for a knowledge of facts and terminology, an understanding of concepts and theories, and the student's ability to apply this knowledge and understanding in an analysis of the philosophical issues concerning biomedical and environmental ethics. (Multiple-choice examination.)

**\*Online practice exam available. See page 6.**

**Cultural Diversity (545) 3 credits, U**

Corresponds to a one-semester social science course. The examination measures knowledge and understanding of social, political, and economic realities of human difference in the United States. The examination assumes a familiarity with introductory sociology and/or introductory cultural anthropology. The examination tests for knowledge of facts and terminology, an understanding of concepts and theories, and the student's ability to apply this knowledge and understanding in an analysis of the social construction of difference and its implications in North American society. (Multiple-choice examination.)

**Earth Science (415) 3 credits, L**

Measures knowledge and understanding of material typically taught in a one-semester course in the physical sciences, natural sciences, and environmental sciences. The content of the examination corresponds with introductory course offerings with titles like Earth Science, Physical Geology, Geoscience, Environmental Geoscience, or Earth-System Science. Topics include the internal structures of the earth, plate tectonics, the rock cycle, the hydrologic cycle, geological hazards, earth history, and energy resources. Tests for a knowledge of facts and terminology, an understanding of concepts and theories, and the student's

ability to apply this knowledge and understanding in an analysis of earth's processes. (Multiple-choice examination.)

**English Composition (434) 6 credits, L**

Corresponds to an introductory, two-semester course in English Composition. Measures the ability to persuade a reader; to understand and compose an extended argument; to analyze and respond appropriately to written texts including literary texts; to use and document sources; and to recognize and write about revision and editing processes. In general, the examination measures the ability to organize knowledge, ideas, and information; to use rhetorical strategies such as narration, illustration, explanation, description, comparison and contrast, division, classification, and cause and effect in appropriate ways; to choose a tone and point of view appropriate for a specified rhetorical situation; to develop and maintain a controlling idea and a coherent organization; and to write within the rhetorical, syntactic, and mechanical conventions of Standard Written American English. (A course guide can be obtained from the Excelsior College Bookstore as part of the guided learning package. Extended response examination.)

**Ethics: Theory & Practice (484) \* 3 credits, U**

Corresponds to a one-semester course in applied ethics. Measures understanding of ethical knowledge as it applies to practical ethical situations. Application of knowledge about ethics is accomplished through the use of case studies and related sets of multiple-choice questions. Knowledge categories include basic theories and concepts such as utilitarianism, natural law theory, justice, duties and obligations, and rights; metaethics, covering topics such as subjectivism, objectivism, and naturalistic fallacy; and moral deliberation, covering topics such as moral sensitivity, status of moral judgments, and implications of moral concepts. Knowledge from these categories is then applied to practical ethical issues such as social and personal issues, bioethical and medical issues, professional



\*Online practice exam available. See page 6.

and business issues, and environmental issues. Assumes a familiarity with the content generally taught in an introductory ethics course. (A course guide can be obtained from the Excelsior College Bookstore as part of the guided learning package. Multiple-choice examination.)

**Foundations of Gerontology (407) \*** **3 credits, U**

Corresponds to a one-semester, upper-level course in gerontology. Includes biological, psychological, and social aspects of aging and an understanding of issues, needs, and realities involved in the aging process. The examination is multidisciplinary in nature and covers theories, concepts, empirical patterns, and their implications for policy and practice. (Multiple-choice examination.)

**Introduction to Music (414)** **3 credits, L**

Measures knowledge and understanding of the material and skills typically taught in a one-semester course in music appreciation. The content of the examination is drawn from that commonly included in courses with titles like Introduction to Music Literature, Music Appreciation, Survey of Music, and Music in the Western World. Topics include elements of music theory (for example: pitch, dynamics, rhythm, melody); types of voices, instruments, and ensembles; characteristics, forms, and representative composers from the Middle Ages to the present; and elements of contemporary and non-Western music. No prior knowledge of music is assumed. The examination tests for a knowledge of facts and terminology, an understanding of concepts and forms, and the student's ability to apply this knowledge and understanding in listening to musical compositions. Headphones will be provided for use on the listening questions. (Multiple-choice examination.)

**Introduction to Philosophy (416) \*** **3 credits, L**

The examination measures knowledge and understanding of the material typically taught in a one-semester survey course in philosophy. The

examination content reflects common knowledge drawn from courses with such titles as Introduction to Philosophy or Basic Philosophical Issues. The examination tests for a knowledge of facts and terminology and an understanding of logic, epistemology, metaphysics, and ethics. Students will be expected to know logical reasoning, the history of philosophy, and the different approaches to various philosophical problems. No previous knowledge of philosophy is required prior to beginning study for this examination. (Multiple-choice examination.)

**Juvenile Delinquency (411)** **3 credits, U**

The examination measures knowledge and understanding of material typically taught in a one-semester course in juvenile delinquency. The content of the examination is drawn from that commonly included in courses with such titles as Juvenile Delinquency and Juvenile Delinquency and Justice. The examination assumes a familiarity with sociology, psychology, and research methodology. The examination tests for a knowledge of facts and terminology, an understanding of concepts and theories, and the student's ability to apply this knowledge and understanding in an analysis of contemporary issues. (Multiple-choice examination.)

**Life Span Developmental Psychology (583) \*** **3 credits, L**

Corresponds to a one-semester course in life span development. Measures understanding of the concepts, principles, and theories associated with life span development as well as the ability to apply this understanding in specific situations. Focuses on the following content areas: the study of life span development; genetics, prenatal development, and childbirth; infancy and toddlerhood; early childhood; middle childhood; adolescence; early adulthood; middle adulthood; late adulthood; and death and dying. Integrates content across the stages of the life span. Assumes knowledge of content typically learned in an introductory psychology

\*Online practice exam available. See page 6.

course. (A course guide can be obtained from the Excelsior College Bookstore as part of the guided learning package. Multiple-choice examination.)

**Microbiology (558) \*** **3 credits, L**

Corresponds to an introductory, one-semester course in microbiology. Tests for knowledge and understanding of bacteria, algae, fungi, protozoa, viruses, and their relationships with humans. Includes introduction to microbiology; biology of microorganisms; control of microorganisms; disease and resistance; biology of infectious diseases; and environmental, food, and industrial microbiology. Assumes general knowledge of chemistry, as well as biology or anatomy and physiology. (A course guide can be obtained from the Excelsior College Bookstore as part of the guided learning package. Multiple-choice examination.)

**Organizational Behavior (435) \*** **3 credits, U**

Corresponds to a one-semester course in organizational behavior typically required of business administration majors in the junior or senior year. Major emphasis is on the individual and workforce diversity, interpersonal processes and the group, and the organization. Tests for knowledge of facts and terminology, understanding of basic concepts, and particularly for the ability to apply this knowledge and understanding to typical business situations. Assumes knowledge of the principles of management. (Multiple-choice examination.)

**Pathophysiology (584) \*** **3 credits, U**

Based on material typically presented in a one-semester course in pathophysiology. Measures understanding of the physiological mechanisms altered by disease in the living organism. Primarily focuses on the altered health states of adults and includes clinical presentation, signs and symptoms, appropriate diagnostic studies, and global concepts of treatment. Assumes a familiarity with normal anatomy and physiology and microbiology.

A familiarity with concepts of biochemistry and immunology is suggested. (Multiple-choice examination.)

**Psychology of Adulthood & Aging (485) \*** **3 credits, U**

Corresponds to a one-semester course in psychology of adulthood and aging. Measures understanding of the psychological, biological, and social aspects of aging throughout adulthood. Includes both classical and contemporary research and theory related to adult development and aging. Covers the following content categories: concepts of age and demographics; research methods; personality and adjustment; biology, physiology, health, and chronic conditions; cognitive aspects; work, leisure, retirement, and relationships; death, dying, and bereavement; and mental health and psychopathology. Assumes a familiarity with the content generally presented in an introductory psychology course. (Multiple-choice examination.)

**Research Methods in Psychology (436) \*** **3 credits, U**

Corresponds to a one-semester course in research methods in psychology. Measures understanding of the course material as well as the ability to apply this understanding in specific research situations. Focuses on the following content areas: experimental psychology and the scientific method, research ethics (APA Guidelines), alternatives to experimentation (nonexperimental designs), basic concepts of experimental research, experimental research designs, data analysis and interpretation, and writing research reports. Assumes knowledge of content typically learned in courses in introductory psychology and elementary statistics. (Multiple-choice examination.)

\*Online practice exam available. See page 6.



**Social Psychology (412) \***      **3 credits, U**

Corresponds to a one-semester course in social psychology. The examination measures knowledge and understanding of the theories and principles of social psychology and the ability to apply this information to everyday life examples. Knowledge and understanding of research methods in psychology is assumed. Students will be expected to demonstrate basic knowledge of research methods (types of design, validity, and ethical concerns); comprehension of major theories and phenomena within social psychology; and the ability to apply this knowledge to examples of social psychology events in everyday life. (Multiple-choice examination.)

**World Conflicts Since 1900 (512)**      **3 credits, U**

Corresponds to a one-semester course in world conflicts. Measures knowledge and understanding of material in international relations dealing with the origins of the major international conflicts. The content of the examination is drawn from that commonly included in courses with such titles as *The Causes of War*, *International Relations*, *Twentieth Century Conflicts*, and *Global Conflicts*. The examination assumes a familiarity with modern world history and introductory international relations. The examination tests for a knowledge of facts and terminology, an understanding of concepts, and the student's ability to apply this knowledge and understanding in an analysis of contemporary events. (Multiple-choice examination.)

**World Population (487) \***      **3 credits, U**

Corresponds to a one-semester course in world population. Includes overview of the world's population, demographic perspectives, fertility, mortality, migration and urbanization, case studies and the future of world population, and population issues. (Multiple-choice examination.)

## Business

**Ethics: Theory & Practice (484) \***      **3 credits, U**

Corresponds to a one-semester course in applied ethics. Measures understanding of ethical knowledge as it applies to practical ethical situations. Application of knowledge about ethics is accomplished through the use of case studies and related sets of multiple-choice questions. Knowledge categories include basic theories and concepts such as utilitarianism, natural law theory, justice, duties and obligations, and rights; metaethics, covering topics such as subjectivism, objectivism, and naturalistic fallacy; and moral deliberation, covering topics such as moral sensitivity, status of moral judgments, and implications of moral concepts. Knowledge from these categories is then applied to practical ethical issues such as social and personal issues, bioethical and medical issues, professional and business issues, and environmental issues. Assumes a familiarity with the content generally taught in an introductory ethics course. (A course guide can be obtained from the Excelsior College Bookstore as part of the guided learning package. Multiple-choice examination.)

**Human Resource Management (486) \***      **3 credits, U**

Corresponds to a one-semester course for management majors. Includes the role and context of human resource management, fair employment practices, human resource planning, human resource staffing, performance management, employee development, employee compensation,

and labor relations. Tests for a knowledge of facts and terminology, particularly understanding of personnel management concepts and principles, and the ability to apply these concepts to typical personnel management situations. Assumes knowledge of basic management concepts. (Multiple-choice examination.)

**Labor Relations (538) \* 3 credits, U**

Corresponds to a one-semester course in labor relations; comparable to an end-of-course test required of business administration majors. Includes labor relations in the United States, United States labor law, the organizing process, collective bargaining, contract administration, and miscellaneous related topics. Tests for knowledge of facts and terminology, an understanding of basic concepts, and particularly for the ability to apply this knowledge and understanding to typical business situations. (Multiple-choice examination.)

**Organizational Behavior (435) \* 3 credits, U**

Corresponds to a one-semester course typically required of business administration majors in the junior or senior year. Major emphasis is on the individual and workforce diversity, interpersonal processes and the group, and the organization. Tests for knowledge of facts and terminology, understanding of basic concepts, and particularly for the ability to apply this knowledge and understanding to typical business situations. Assumes knowledge of the principles of management. (Multiple-choice examination.)

## Education

**Literacy Instruction in the Elementary School (565) \* 6 credits, U**

Corresponds to a two-semester sequence of courses in elementary school reading and writing instruction. Includes theoretical frameworks; emergent literacy/beginning reading; identifying and understanding words; constructing meaning: comprehension and response; writing instruction; the teacher as reflective decision maker; implementing a classroom literacy program; and assessment and evaluation. (Multiple-choice examination.)

## Health Sciences

**Foundations of Gerontology (407) \* 3 credits, U**

Corresponds to a one-semester, upper-level course in gerontology. Includes biological, psychological, and social aspects of aging and an understanding of issues, needs, and realities involved in the aging process. The examination is multidisciplinary in nature and covers theories, concepts, empirical patterns, and their implications for policy and practice. (Multiple-choice examination.)

**Human Resource Management (486) \* 3 credits, U**

Corresponds to a one-semester course for management majors. Includes the role and context of human resource management, fair employment practices, human resource planning, human resource staffing, performance management, employee development, employee compensation, and labor relations. Tests for a knowledge of facts and terminology, particularly understanding of personnel management concepts and principles, and the ability to apply these concepts to typical

**\*Online practice exam available. See page 6.**

personnel management situations. Assumes knowledge of basic management concepts. (Multiple-choice examination.)

**Psychology of Adulthood & Aging (485) \*** **3 credits, U**

Corresponds to a one-semester course in psychology of adulthood and aging. Measures understanding of the psychological, biological, and social aspects of aging throughout adulthood. Includes both classical and contemporary research and theory related to adult development and aging. Covers the following content categories: concepts of age and demographics; research methods; personality and adjustment; biology, physiology, health, and chronic conditions; cognitive aspects; work, leisure, retirement, and relationships; death, dying, and bereavement; and mental health and



psychopathology. Assumes a familiarity with the content generally presented in an introductory psychology course. (Multiple-choice examination.)

**Nursing**

**Licensure**

Excelsior College nursing programs are designed in accordance with the requirements for Registered Nurse programs in New York State. The associate degree programs prepare students for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) for practice in the United States. Excelsior College graduates who meet eligibility requirements are eligible to take the NCLEX-RN in New York State.

Our graduates are eligible for licensure in most other states by examination or endorsement. However, states may have different requirements for pre-licensure education; students are responsible for determining the legal criteria for licensure in the state where they wish to practice. Some states have special licensure requirements for our graduates. Graduation from a registered and accredited program does not guarantee eligibility for licensure; students may also need to meet other requirements regarding age, high school graduation, type of education, and so forth.

**You must contact the state board of nursing** in the state where you wish to practice for information about the specific licensure requirements for that state.

\*Online practice exam available. See page 6.

## Nursing Theory Examinations

### Associate Degree

**Essentials of Nursing Care:  
Health Safety (488) \*** **3 credits, L**

This examination tests the concepts and principles related to the application of the nursing roles of provider and manager of care and member of profession when applying the nursing process and concepts of safety (medication, physical, emotional, environmental) in the care of patients across the life span who are responding to common health needs related to health promotion, wellness, and self-responsibility. Critical thinking skills and caring behaviors needed to provide and manage care for these patients are stressed. Evidence-based nursing care and standards for nursing practice, as well as ethical, legal, and regulatory concerns specific to these patients are addressed. (Multiple-choice examination.)

**Essentials of Nursing Care:  
Health Differences (489) \*** **3 credits, L**

This examination tests the concepts and principles related to the application of the nursing roles of provider and manager of care and member of profession when applying the nursing process in the care of patients across the life span to support health and alleviate common health deviations related to nutrition, elimination, oxygenation, fluid and electrolyte balance, and rest and activity. Critical thinking skills and caring behaviors needed to provide and manage care for these patients are stressed. Evidence-based nursing care and standards for nursing practice, as well as ethical, legal, and regulatory concerns specific to these patients are addressed. (Multiple-choice examination.)

**Essentials of Nursing Care:  
Chronicity (490) \*** **3 credits, L**

This examination tests the concepts and principles related to the application of the nursing roles of provider and manager of care and member of profession when applying the nursing process to the care of culturally diverse patients across the life span who are experiencing chronic illness, disability, or end of life with a primary health concern of comfort, pain, or sensory impairment and whose primary base of care is a community setting. Critical thinking skills and caring behaviors needed to provide and manage care for these patients are stressed. Evidence-based nursing care and standards for nursing practice, as well as ethical, legal, and regulatory concerns specific to these patients are addressed. (Multiple-choice examination.)

**Essentials of Nursing Care:  
Reproductive Health (491) \*** **3 credits, L**

This examination tests the concepts and principles related to the application of the nursing roles of provider and manager of care, and member of profession when applying the nursing process to the care of patients across the life span with needs related to human sexuality, needs of the childbearing family, congenital anomalies, genetic disorders, and reproductive disorders. Critical thinking skills and caring behaviors needed to provide and manage care for these patients is stressed. Evidence-based nursing care and standards for nursing practice, as well as ethical, legal and regulatory concerns specific to these patients are addressed. (Multiple-choice examination.)

**Health Differences Across  
the Life Span 1 (492) \*** **3 credits, L**

This examination tests the concepts and principles related to the application of the nursing roles of provider and manager of care and member of profession when applying the nursing process to care for patients across the life span who are experiencing health differences related to cardiovascular and respiratory illness or who are experiencing abnor-

\*Online practice exam available. See page 6.



mal cell growth. Critical thinking skills and caring behaviors needed to provide and manage care for these patients are stressed. Evidence-based nursing care and standards for nursing practice, as well as ethical, legal, and regulatory concerns specific to these patients are addressed. (Multiple-choice examination.)

**Health Differences Across the Life Span 2 (493) \*** **3 credits, L**

This examination tests the concepts and principles related to the application of the nursing role when applying the nursing process to care for patients across the life span who are experiencing behavioral, regulatory, and metabolic health differences. Behavioral responses includes patients with a variety of psychiatric disorders including cognitive impairments; Regulatory mechanisms includes patients with adrenal, thyroid and parathyroid, pituitary, and kidney disorders. Metabolic disorders includes patients with liver, gall bladder, and pancreatic disorders. Critical thinking skills and caring behaviors needed to provide and manage care for

these patients are stressed. Evidence-based nursing care and standards for nursing practice, as well as ethical, legal, and regulatory concerns specific to these patients are addressed. (Multiple-choice examination.)

**Health Differences Across the Life Span 3 (494) \*** **3 credits, L**

This examination tests the concepts and principles related to the application of the nursing process to care for patients across the life span who are experiencing health differences related to musculoskeletal disorders, infectious and communicable diseases, tissue trauma, and neurological dysfunction. Critical thinking skills and caring behaviors needed to provide and manage care for these patients are stressed. Evidence-based nursing care and standards for nursing practice, as well as ethical, legal, and regulatory concerns specific to these patients are addressed. (Multiple-choice examination.)

**Transition to the Registered Professional Nurse Role (495)** **3 credits, L**

This examination assesses knowledge and skills related to RN professional role development (provider and manager of care and member of profession). Emphasis is placed on managerial, supervisory, and delegation functions essential to the RN role. Theory and principles related to differentiation between associate, baccalaureate, and graduate-level nursing roles are tested along with factors affecting the health care delivery system; role functioning of interdisciplinary teams; and legal, ethical, and educational aspects of current nursing practice. Influences of nursing history, nursing organizations, and regulatory bodies impacting nursing functions in the delivery of care are examined. (Multiple-choice examination.)

**\*Online practice exam available. See page 6.**

## Focused Clinical Competencies Assessment (FCCA<sup>SM</sup>)

### Available 2010

Three computer-delivered simulated clinical assessments will provide a mechanism for students to demonstrate competencies related to the clinical application of the nursing process:

- (#496) Focused Clinical Competencies Assessment: Head-to-toe Assessment and Nursing Process
- (#497) Focused Clinical Competencies Assessment: Managing Multiple Patients
- (#498) Focused Clinical Competencies Assessment: Participating in Intra/ Interdisciplinary Health Care Teams

Four credits will be awarded upon successful completion of the THREE simulated assessments. These three simulations are not available in paper-and-pencil format.

You may take each simulated clinical assessment a maximum of three times.

You must wait a minimum of 60 days before the second attempt. You may retake the clinical assessment a third and final time 120 days after the second attempt.

The three competency areas will focus on completion of a head-to-toe physical assessment resulting in the design of a nursing plan of care; nursing care management of multiple patients, and participation in intra/interdisciplinary health care team conferences. **These assessments are designed to be taken upon completion of the 8 nursing theory examinations and prior to the Clinical Performance in Nursing Examination (CPNE<sup>®</sup>).** You will have a total of two hours to complete each of the three simulations comprising the FCCA<sup>SM</sup>. **Each two-hour time frame includes a 10-minute tutorial and a 5-minute survey.** There will be no review option provided at the end of the assessments.

After completing each assessment, you will receive information that your grade report will be mailed to you by Excelsior College within 30 days from the last day of the testing window. Your grade will be reported as Pass or Fail.

The following table outlines the windows within which you may register, prepare, and complete the FCCA<sup>SM</sup>.

### Testing Windows

Registration Months	Test Appointments & Test Preparation Months	Testing Months
January	February	March/April
June	July	August/September
September	October	November/December

## Take Advantage of the Tutorials

### Excelsior College Online Tutorial on Your MyExcelsior page

The faculty strongly recommends students use the online FCCA tutorial. This tutorial will assist students in learning the mechanics of the FCCA<sup>SM</sup> and will allow them to practice navigating the simulation environment. When you register for the FCCA, you will have unlimited access to the tutorial at [www.excelsior.edu/myexcelsior](http://www.excelsior.edu/myexcelsior) for the duration of the registration/testing period. There is no charge for this tutorial.

### Tutorial at the Pearson VUE Testing Center

You will be required to complete a 10-minute tutorial prior to taking each of the three Focused Clinical Competencies Assessments at a Pearson VUE Testing Center. The tutorial will allow you to become familiar with the FCCA<sup>SM</sup> simulation environment. Because the assessments are based on case studies in a real hospital where you will be conducting an assessment, managing patient care, or participating in a collaborative meeting, your navigation through the computer screens will be very different from what you are accustomed to when taking the theory examinations.

**The following three examinations are recognized by some schools of nursing but do not apply toward an Excelsior College nursing degree:**

#### **Fundamentals of Nursing (403)      8 credits, L**

Corresponds to one or more courses in fundamentals of nursing at the associate degree level. Includes concepts basic to nursing practice; communication and interpersonal relations; protection and promotion of safety; comfort, rest, and activity; nutrition; elimination; oxygenation; and fluid and electrolyte balance. (Multiple-choice examination.)

#### **Maternal and Child Nursing (associate) (453)      6 credits, L**

Corresponds to one or more courses in maternal and child nursing at the associate degree level. Includes maternity nursing and care of the well and ill child from birth through adolescence. Assumes a basic knowledge of anatomy and physiology, and growth and development. (Multiple-choice examination.)

#### **Maternity Nursing (559)      3 credits, L**

Corresponds to a course in maternity nursing. Assumes a basic knowledge and understanding of anatomy and physiology and developmental tasks. (Multiple-choice examination.)

## Nursing Theory Examinations Baccalaureate Degree

### Community-Focused Nursing (546) \*

4 credits, U

Measures knowledge and understanding of community-focused nursing expected of the registered nurse who is transitioning to baccalaureate-level practice. The concept of client is expanded to include families, aggregates, and communities within the context of a complex and dynamic environment. Principles of epidemiology, demography, environmental sciences, and political organizations are integrated with nursing concepts and principles to provide a basis for community nursing practice. Requires analysis and application of selected theories and health promotion/protection and disease prevention strategies. The examination focuses on the synthesis of population-based health and public health concepts to promote, maintain, and restore

health of families, aggregates, and communities. Knowledge from practice and readings is used to operationalize the core concepts of critical thinking, communication, research, role development, caring, and cultural competency. (This is a required examination for the Excelsior College nursing degrees. Multiple-choice examination.)

### Management in Nursing (543) \* 4 credits, U

Measures the ability to apply specific management concepts to the care of the client (individual, family, groups/communities) within diverse health care settings. Major concepts tested include leadership, innovation, managing the organization, fiscal management, empowerment, and information management. Emphasis is placed on the role of the registered nurse as an active participant in the organization. (This is a required examination for the Excelsior College nursing degrees. Multiple-choice examination.)

### Research in Nursing (537) 3 credits, U

Tests for knowledge and understanding of the research process and the ability to apply this information to the critiquing of a research study. The content consists of the following major categories: foundations of research, quantitative research, qualitative research, and critique of a research study. The first three content categories are tested using multiple-choice questions. The last content category, critique of a research study, is tested using one (1) four-part free response question. A knowledge and understanding of statistics is assumed. (This is a required examination for the Excelsior College baccalaureate nursing degree. Mixed format examination—multiple-choice and free response questions.)



\*Online practice exam available. See page 6.

**The following three examinations are recognized by some schools of nursing but do not apply toward an Excelsior College nursing degree:**

**Adult Nursing (554) 8 credits, U**

Based on material typically taught in a sequence of courses in medical-surgical or adult nursing. Measures knowledge and understanding of the physiological, developmental, psychological, social, cultural, and spiritual dimensions of health and illness in adults. Tests for the ability to use the nursing process in a variety of settings to deliver health care to adults with actual or potential health problems in the following areas: cardiovascular, hematologic, respiratory, urinary, reproductive, endocrine, gastrointestinal, sensory, neurological, musculoskeletal, immune, or integumentary system dysfunction. (Multiple-choice examination.)

**Maternal and Child Nursing (baccalaureate) (457) 8 credits, U**

Based on material typically taught in a sequence of courses in maternal and child nursing. Measures the ability to use the nursing process in the nursing management of the childbearing and childrearing family, of normal pregnancy, and of the family with a high-risk pregnancy and a high-risk neonate. Also includes nursing management of the well child and family and of the ill child and family, from infancy through adolescence. (Multiple-choice examination.)

**Psychiatric/Mental Health Nursing (503) 8 credits, U**

Based on material typically taught in a sequence of courses in psychiatric/mental health nursing. Measures knowledge and understanding of the theoretical/therapeutic foundations for psychiatric/mental health nursing practice and tests the application of this knowledge and understanding to the nursing care of clients, using the nursing process as an organizing framework. Within this framework, the client system is defined as the individual, the family, the small group, or the community, with major emphasis on the individual. (Multiple-choice examination.)

## Exam Listing

### Arts and Sciences

Examination Code Number and Title	Credits/Level of Credit <sup>1</sup>	Fee	Passing Score	Type of Test*
459 Abnormal Psychology † <sup>5</sup>	3/U	\$ 250	C	0
460 American Dream †	6/U	355	C	E
506 Anatomy & Physiology † <sup>5</sup>	6/L	355	C	0
413 Bioethics: Philosophical Issues	3/U	250	C	0
545 Cultural Diversity	3/U	250	C	0
415 Earth Science	3/L	250	C	0
434 English Composition †	6/L	355	C	E
484 Ethics: Theory & Practice † <sup>5</sup>	3/U	250	C	0
407 Foundations of Gerontology <sup>5</sup>	3/U	250	C	0
414 Introduction to Music <sup>10</sup>	3/L	250	C	0
416 Introduction to Philosophy <sup>5</sup>	3/L	250	C	0
411 Juvenile Delinquency	3/U	250	C	0
583 Life Span Developmental Psychology † <sup>5</sup>	3/L	250	C	0
558 Microbiology † <sup>5,6</sup>	3/L	250	C	0
435 Organizational Behavior <sup>5</sup>	3/U	250	C	0
584 Pathophysiology <sup>5,6</sup>	3/U	250	C	0
485 Psychology of Adulthood & Aging <sup>5</sup>	3/U	250	C	0
436 Research Methods in Psychology <sup>5</sup>	3/U	250	C	0
412 Social Psychology <sup>5</sup>	3/U	250	C	0
512 World Conflicts Since 1900	3/U	250	C	0
487 World Population <sup>5,6</sup>	3/U	250	C	0

### Business

Examination Code Number and Title	Credits/Level of Credit <sup>1</sup>	Fee	Passing Score	Type of Test*
484 Ethics: Theory & Practice † <sup>5</sup>	3/U	\$ 250	C	0
486 Human Resource Management <sup>5</sup>	3/U	250	C	0
538 Labor Relations <sup>5</sup>	3/U	250	C	0
435 Organizational Behavior <sup>5</sup>	3/U	250	C	0

### Education

Examination Code Number and Title	Credits/Level of Credit <sup>1</sup>	Fee	Passing Score	Type of Test*
565 Literacy Instruction in the Elementary School <sup>5</sup>	6/U	\$ 355	C	0

See page 32 for a key to the footnotes.

**You will have three (3) hours to complete your Excelsior College examination.**

## Health Sciences

Examination Code Number and Title	Credits/Level of Credit <sup>1</sup>	Fee	Passing Score	Type of Test*
407 Foundations of Gerontology <sup>5</sup>	3/U	\$ 250	C	0
486 Human Resource Management <sup>5</sup>	3/U	250	C	0
485 Psychology of Adulthood & Aging <sup>5</sup>	3/U	250	C	0

## Nursing: Associate Degree Level

Examination Code Number and Title	Credits/Level of Credit <sup>1</sup>	Fee	Passing Score	Type of Test*
488 Essentials of Nursing Care: Health Safety <sup>4, 5, 6</sup>	3/L	\$ 250	C	0
489 Essentials of Nursing Care: Health Differences <sup>2, 5, 6</sup>	3/L	250	C	0
490 Essentials of Nursing Care: Chronicity <sup>2, 4, 6</sup>	3/L	250	C	0
491 Essentials of Nursing Care: Reproductive Health <sup>2, 4, 6</sup>	3/L	250	C	0
496 Focused Clinical Competencies Assessment: Head-to-toe Assessment and Nursing Process <sup>8, 9, 10</sup>		130	P	CS
497 Focused Clinical Competencies Assessment: Managing Multiple Patients <sup>8, 9, 10</sup>		130	P	CS
498 Focused Clinical Competencies Assessment: Participating in Intra/Interdisciplinary Health Care Teams <sup>8, 9, 10</sup>	4/L	130	P	CS
492 Health Differences Across the Life Span 1 <sup>2, 4, 6</sup>	3/L	250	C	0
493 Health Differences Across the Life Span 2 <sup>2, 4, 6</sup>	3/L	250	C	0
494 Health Differences Across the Life Span 3 <sup>2, 4, 6</sup>	3/L	250	C	0
495 Transition to the Registered Professional Nurse Role <sup>4, 5</sup>	3/L	250	C	0
403 Fundamentals of Nursing <sup>3, 6</sup>	8/L	280	C	0
453 Maternal & Child Nursing (associate) <sup>3</sup>	6/L	280	C	0
559 Maternity Nursing <sup>3</sup>	3/L	280	C	0

See page 32 for a key to the footnotes.

**You will have three (3) hours to complete your Excelsior College examination.**

## Nursing: Baccalaureate Degree Level

Examination Code Number and Title	Credits/Level of Credit <sup>1</sup>	Fee	Passing Score	Type of Test*
546 Community-Focused Nursing <sup>5</sup>	4/U	\$ 280	C	0
543 Management in Nursing <sup>5, 6</sup>	4/U	280	C	0
537 Research in Nursing <sup>7</sup>	3/U	250	C	M
554 Adult Nursing <sup>3</sup>	8/U	280	C	0
457 Maternal & Child Nursing (baccalaureate) <sup>3</sup>	8/U	280	C	0
503 Psychiatric/Mental Health Nursing <sup>3</sup>	8/U	280	C	0

### Explanation of Codes:

† Guided learning packages available for these exams.

\* The types of test are: CS=computer simulated, E=extended response, M=mixed format (multiple-choice and free response), O=objective (multiple-choice).

<sup>1</sup> U=upper-level credit; L=lower-level credit. Semester hour credits and level designations recognized by Excelsior College. See page 39 regarding the award of credit by other institutions.

<sup>2</sup> Online practice exam available only to students enrolled in an Excelsior College associate degree in nursing program.

<sup>3</sup> This exam does **not** apply toward the Excelsior College nursing degrees.

<sup>4</sup> **Attention Nursing Students:** Refer to page 23 for an important academic policy notice.

<sup>5</sup> Online practice exam is available. Refer to page 6 for additional information.

<sup>6</sup> A basic, non-programmable calculator—similar to that provided as part of the basic software package for an entry-level personal computer—will be available on-screen at the Pearson Testing Center. For paper-and-pencil exam administrations, students may use **only** the Excelsior College calculator.

<sup>7</sup> If you are an enrolled student in the Excelsior College Bachelor of Science in nursing degree program, you will be required to take statistics as a pre- or corequisite to the #537 Research in Nursing examination. Students who are not enrolled are not required to complete statistics as a pre- or corequisite.

<sup>8</sup> Upon successful completion of all three Focused Clinical Competencies Assessments, 4 lower-level credits will be awarded. **You will have two hours to complete each of the three Focused Clinical Competencies Assessments. These three simulations are not available in paper-and-pencil format.**

<sup>9</sup> This examination will be available 2010.

<sup>10</sup> This examination is available at a limited number of International Pearson Testing Centers.

**You will have three (3) hours to complete your Excelsior College examination.**

## Examination Catalog Numbering System

This exam catalog numbering system was designed to enable the listing of exam credits to conform more closely to traditional course numbers. Numbers in the range 101–299 carry lower-level undergraduate credit and those 300–499 carry upper-level undergraduate credit. *This catalog numbering system does not replace the administrative numbers already associated with the exams for the purpose of registration.*

			Credits	Level
<b>Arts &amp; Sciences</b>				
459	PSYx310	Abnormal Psychology	3	U
460	HSSx420	American Dream	6	U
506	BIOx210	Anatomy & Physiology	6	L
413	HUMx310	Bioethics: Philosophical Issues	3	U
545	SOCx305	Cultural Diversity	3	U
415	GEOx101	Earth Science	3	L
434	ENGx111	English Composition	6	L
484	PHIx310	Ethics: Theory & Practice	3	U
407	SOCx310	Foundations of Gerontology	3	U
414	MUSx101	Introduction to Music	3	L
416	PHIx101	Introduction to Philosophy	3	L
411	SOCx320	Juvenile Delinquency	3	U
583	PSYx210	Life Span Developmental Psychology	3	L
558	BIOx220	Microbiology	3	L
435	SSCx315	Organizational Behavior	3	U
584	BIOx410	Pathophysiology	3	U
485	PSYx315	Psychology of Adulthood & Aging	3	U
436	PSYx365	Research Methods in Psychology	3	U
412	PSYx325	Social Psychology	3	U
512	HISx340	World Conflicts Since 1900	3	U
487	SOCx330	World Population	3	U

<b>Business</b>				
484	BUSx310	Ethics: Theory & Practice	3	U
486	BUSx410	Human Resource Management	3	U
538	BUSx360	Labor Relations	3	U
435	BUSx315	Organizational Behavior	3	U

<b>Education</b>				
565	EDUx310	Literacy Instruction in the Elementary School	6	U

*continued on next page*

## Examination Catalog Numbering System (continued)

			Credits	Level
<b>Health Sciences</b>				
407	HSCx310	Foundations of Gerontology	3	U
486	HSCx410	Human Resource Management	3	U
485	HSCx315	Psychology of Adulthood & Aging	3	U

<b>Nursing: Associate Degree Level</b>				
488	NURx104	Essentials of Nursing Care: Health Safety	3	L
489	NURx105	Essentials of Nursing Care: Health Differences	3	L
490	NURx106	Essentials of Nursing Care: Chronicity	3	L
491	NURx107	Essentials of Nursing Care: Reproductive Health	3	L
496	NURx274A	FCCA: Assessment	*	L
497	NURx2740	FCCA: Organization	*	L
498	NURx274C	FCCA: Collaboration	*	L
	NURx274	Focused Clinical Competencies Assessment (FCCA <sup>SM</sup> )	4	L
492	NURx211	Health Differences Across the Life Span 1	3	L
493	NURx212	Health Differences Across the Life Span 2	3	L
494	NURx213	Health Differences Across the Life Span 3	3	L
495	NURx214	Transition to the Registered Professional Nurse Role	3	L
403	NURx210	Fundamentals of Nursing	8	L
453	NURx220	Maternal & Child Nursing (associate)	6	L
559	NURx215	Maternity Nursing	3	L

<b>Nursing: Baccalaureate Degree Level</b>				
546	NURx306	Community-Focused Nursing	4	U
543	NURx420	Management in Nursing	4	U
537	NURx430	Research in Nursing	3	U
554	NURx310	Adult Nursing	8	U
457	NURx315	Maternal & Child Nursing (baccalaureate)	8	U
503	NURx320	Psychiatric/Mental Health Nursing	8	U

See pages 30-32 for a detailed listing of our examination offerings, which includes information about examinations with available guided learning packages, exam availability, restrictions, and other important information.

See pages 17-29 for detailed descriptions of all of our examinations.

## Requesting Accommodations

### Accommodations will be considered for the following circumstances:

- Examinees requesting and requiring reasonable accommodation(s) due to a disability.
- Examinees living more than 250 miles (one way) from Pearson Professional Centers (see page 36).
- Examinees who are incarcerated.

**The procedures described throughout this guide apply to students who request accommodations.**

## Registering for a Computer-Delivered Exam

1. If you are requesting an accommodation due to a disability, download and complete a Request for Accommodation Form that can be accessed by visiting the Excelsior College Web site at [www.excelsior.edu/disability\\_services](http://www.excelsior.edu/disability_services).

Once your completed documentation has been processed, you will receive an Authorization To Test (ATT) letter. Upon receipt of this letter, you can schedule an appointment for any time within the six-month test eligibility window indicated.

Simply call Pearson VUE's Candidate Services toll free number at **888-926-9488** and ask for the accommodations coordinator. Be prepared to provide the information that was contained in your ATT letter. You may also use this number to cancel or reschedule an appointment. The \$10 fee for scheduling/cancelling/rescheduling your appointment will be waived.

An additional 30–45 business days may be required to allow time for the necessary arrangements to be made.

### Take the Exam

Reasonable accommodations for **computer-delivered testing** at Pearson VUE Testing Centers may include:

- Additional time (double time or time and a half)
- Reader
- Recorder of answers/amanuensis
- Scheduled break for additional time
- Separate room
- Special mechanical devices (limited)

### Breaks

Anyone approved for additional testing time will be allowed one 15-minute break during the examination. This 15-minute break will not be counted toward the total test time. You can take the break at any time during the examination by notifying the test center administrator.

During additional breaks, testing time will continue to lapse; as a result, you will have less time to complete the entire exam.

Under no circumstance will you be allowed to either go to your locker or leave the Pearson VUE Testing Center during a break. If you leave the testing center during a scheduled break, you may not be allowed to complete your examination and your grade will be invalidated.

## Registering for a Paper-and-Pencil Delivered Exam

1. **If you are requesting an accommodation due to a disability**, download and complete a Request for Accommodation Form that can be accessed by visiting the Excelsior College Web site at [www.excelsior.edu/disability\\_services](http://www.excelsior.edu/disability_services).
2. **If you live more than 250 miles (one way) from Pearson VUE Testing Centers**, please include with your registration form:
  - A brief letter with your approximate mileage from the nearest Pearson VUE Testing Center. We will verify this figure upon receipt of your letter.
  - The names of at least two education institutions near you.
  - For each institution, the name and phone number of a staff member who is willing to proctor a paper-and-pencil version of the examination. (Excelsior College reserves the right to decide when and where the exam will be administered.)

Once your completed documentation has been processed, you will receive an Authorization To Test (ATT) letter. Upon receipt of this letter, you can schedule an appointment for any time within the six-month test eligibility window indicated.

3. **If you are an incarcerated student,** contact Test Administration to register for your examination.

### Scheduling a Paper-and-Pencil Delivered Exam

To schedule a paper administered examination, email Test Administration via email: [testadm@excelsior.edu](mailto:testadm@excelsior.edu).



### Take the Exam

#### Academic Honesty Nondisclosure Statement

At the test site, the Academic Honesty Nondisclosure Agreement will be presented on a separate form with your examination booklet. You must read and sign this agreement before breaking the seal on the examination booklet. By accepting the terms of the agreement, you will be able to proceed with your examination. If you choose not to accept the terms of this agreement, your examination will be terminated, and you will be required to leave the testing center. You will not be eligible for a refund. Review the Academic Honesty Policy in the *Student Policy Handbook* at [www.excelsior.edu/studentpolicyhandbook](http://www.excelsior.edu/studentpolicyhandbook).

[www.excelsior.edu/exams](http://www.excelsior.edu/exams)

Reasonable accommodations for **paper-and-pencil testing** may include:

- Additional time (double time or time and a half)
- Braille examination booklet (available for most exams)
- Large-print answer sheet
- Large-print examination booklet
- Reader
- Recorder of answers/amanuensis
- Scheduled break for additional time
- Separate room
- Sign language interpreter (spoken instructions only)
- Special mechanical devices (limited)

### Breaks

Anyone approved for additional testing time will be allowed one 15-minute break during the examination. This 15-minute break will not be counted toward the total test time. You can take the break at any time during the examination by notifying the test center administrator.

During additional breaks, testing time will continue to lapse; as a result, you will have less time to complete the entire exam.

Under no circumstance will you be allowed to either go to your locker or leave the testing center during a break. If you leave the testing center during a scheduled break, you may not be allowed to complete your examination and your grade will be invalidated.

### Use of Calculators

If you need a calculator for an exam in paper-and-pencil format, you may only use the authorized Excelsior College® Examinations calculator purchased through our bookstore. This calculator can be used for the following exams:

Essentials of Nursing Care: Health Safety  
 Essentials of Nursing Care: Health Differences  
 Essentials of Nursing Care: Chronicity  
 Essentials of Nursing Care: Reproductive Health

toll free 888-72EXAMS (888-723-9267)

Fundamentals of Nursing  
Health Differences Across the Life Span 1  
Health Differences Across the Life Span 2  
Health Differences Across the Life Span 3  
Management in Nursing  
Microbiology  
Pathophysiology  
World Population

### **Cancellations/Refunds of Paper-and-Pencil Examinations**

Test materials are shipped to the test administrator approximately two weeks before your scheduled examination date. If you cancel before the test materials have been shipped, you will be eligible to receive 50% of the examination fee for each examination canceled. If, however, you cancel after shipping, you will not be eligible for a refund and will have to reregister for the exam.

To request your refund, please contact Excelsior College through your MyExcelsior message center link, or mail us the request in writing, complete with your name, Social Security number or Excelsior College assigned ID number, and the title of the examination being canceled.

### **Get Your Grade**

You can expect to receive your unofficial grade report for a multiple-choice examination approximately three weeks after testing. Grade reports for mixed-format examinations will usually be mailed to you within 45 days of testing, and reports for extended-response exams within 75 days of testing.

## Using ECEs

### Using Excelsior College® Examinations (ECEs) at Other Colleges and Universities

Excelsior College and thousands of other colleges and universities recognize the value of Excelsior College Examinations as an efficient and affordable way to grant credit, waive requirements, or assign placement for successful completion of one or more of these exams. The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and made college credit recommendations for Excelsior College® Examinations.

Before registering for your exam, verify with your academic department/advisor that their institution will accept the Excelsior College examination you have selected, since acceptance policies will vary by department within individual institutions.

Ask your academic advisor to consider Excelsior College Examinations as a credit-earning option for you and your degree completion plan. You can also address any questions regarding the minimum required grade and/or the amount of credit awarded for the examination. Colleges are not required to grant the amount of credit recommended by the American Council on Education's College Credit Recommendation Service (ACE CREDIT) or the Excelsior College® Examinations credit-by-exam program.

To view a list that contains the names of colleges and universities where students have requested that Excelsior College Examinations transcripts be sent for the award of credit or placement decisions, please visit our Web site at [www.excelsior.edu/usingECexams](http://www.excelsior.edu/usingECexams).

If your desired institution does not accept ECEs, ask your academic advisor to consider this credit-earning option. Your advisor may contact the Assessment Unit at Excelsior College at 888-647-2388 (ext. 166) for additional information regarding the ACE-CREDIT-evaluated Excelsior College® Examinations series. Should you or your advisor wish to learn more about the ACE College Credit Recommendation Service, visit the ACE Web site at [www.acenet.edu](http://www.acenet.edu), then click on the following:

- Programs & Services
- College Credit Recommendation Service
- College & University Services

The ACE College Credit Recommendation Service office, located in the Center for Lifelong Learning, may also be reached by email at [credit@ace.nche.edu](mailto:credit@ace.nche.edu) or by phone at 866-205-6267.

Your customized MyExcelsior page, located on the Excelsior College Web site, is designed to simplify access to the resources you need.



## For More Information...

### MyExcelsior

Your customized MyExcelsior account, located on the Excelsior College Web site, is designed to simplify access to the resources you need. Check MyExcelsior to register for exams and practice exams, check your registration status and exam scores, request a transcript, visit the bookstore, or read student updates. Many exam functions can be found by logging in to MyExcelsior. To create your own MyExcelsior account, simply visit [www.excelsior.edu/login](http://www.excelsior.edu/login) and follow the instructions.

### Shortcuts

By simply adding the /tag shortcut to [www.excelsior.edu](http://www.excelsior.edu), you can directly access the page you need. For instance:

[www.excelsior.edu/admissions](http://www.excelsior.edu/admissions)  
[www.excelsior.edu/contentguides](http://www.excelsior.edu/contentguides)  
[www.excelsior.edu/disability\\_services](http://www.excelsior.edu/disability_services)  
[www.excelsior.edu/enroll](http://www.excelsior.edu/enroll)  
[www.excelsior.edu/myexcelsiorcommunity\\*](http://www.excelsior.edu/myexcelsiorcommunity)  
[www.excelsior.edu/exampaymentplan](http://www.excelsior.edu/exampaymentplan)  
[www.excelsior.edu/examregistration](http://www.excelsior.edu/examregistration)  
[www.excelsior.edu/exams](http://www.excelsior.edu/exams)  
[www.excelsior.edu/guidedlearningpackages](http://www.excelsior.edu/guidedlearningpackages)  
[www.excelsior.edu/help](http://www.excelsior.edu/help)  
[www.excelsior.edu/library\\*](http://www.excelsior.edu/library)  
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[www.excelsior.edu/shortcuts](http://www.excelsior.edu/shortcuts)  
[www.excelsior.edu/usingECexams](http://www.excelsior.edu/usingECexams)

\*Requires login

A complete list of these shortcuts can be found at [www.excelsior.edu/shortcuts](http://www.excelsior.edu/shortcuts).

## Test Administration Office

If you have a question about the administration of your exam, contact the Test Administration Office:

Email: testadmn@excelsior.edu

Telephone: 888-647-2388, ext. 166

Fax: 518-464-8777

Mail: Test Administration  
Excelsior College  
7 Columbia Circle  
Albany, NY 12203-5159

If you should contact the Test Administration Office via email, you will receive an automated response indicating that your message was received and that, depending on the nature of your inquiry, it may take up to 15 business days to provide you with the information requested.

## Pearson VUE

You can contact Pearson VUE Testing Centers in one of two ways:

**Internet Scheduling System Web site** (visit [www.pearsonvue.com/excelsior](http://www.pearsonvue.com/excelsior)).

**Pearson VUE's Candidate Services toll-free phone line** (888-926-9488), available Monday through Friday, 7:00 AM to 7:00 PM Central time. Pearson VUE will charge you \$10 for every transaction you make through this call center.

## Online Learning

For more information about online learning services, contact the Office of Online Education and Learning Services.

Email: learn@excelsior.edu

Phone: 888-647-2388, ext. 144 (toll free)

Mail: Office of Online Education and  
Learning Services  
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## Notes

## Notes

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