

ESL/EAL Student Test-Taking Policy

In the effort to help promote a diverse nursing workforce, FLHCON seeks to create a learning environment that is inclusive and equitable to students regardless of race, ethnicity, national origin, or linguistic background. While speaking a native language other than English is *not* recognized as disability by federal and state law, FLHCON does recognize that those who speak a native language other than English, or ESL/EAL students, may be at a disadvantage while in our nursing programs. FLHCON has an obligation to provide all students with an equal opportunity to succeed. To adequately prepare ESL/EAL students to take the National Council for Licensure Exam (NCLEX), extended test-taking time is an evidence-based strategy to allow these students time to adjust to this type of exam and the process of translating back and forth from English to their native language.

- **Effective 9/23/19, FLHCON will allow students who do not speak English as their native language to apply for extended test-taking time**
- **Beginning with the spring semester of 2020, students must take the TOEFL test prior to applying for extended test-taking time**
- **Students who declare themselves to be ESL/EAL and desire extended time for testing while in this program must self-disclose and self-advocate for their needs**
- **The designation of these accommodations will be decided on a case-by-case basis**
- **Extended test-taking time is not guaranteed, and testing is not guaranteed to be private or distraction-free**
- **Extended test-taking time may be given per the availability of testing locations**
- **FLHCON reserves the right to deny or withdraw an ESL/EAL student's extended test-taking time and will do so in writing within 48 hours of a test or at any time prior to the start of a new semester**
- **A student who has a concern about the designation, the denial or the withdrawal of these accommodations may utilize the College's Grievance Policy to address the concern**

If an ESL/EAL student wishes to have extended testing time, the ESL/EAL student must self-declare as such to their academic advisor or the course lead in person, and complete the application. They will be required to take a TOEFL test or provide documentation of scores from a recent (within the last 2 years) TOEFL test to demonstrate the need for extended testing time. Once the appropriate faculty have been notified and the application has been submitted, the progression committee will review the request on a case-by-case basis. The decision will be communicated to the student by the progression committee. The student will then be required to create a plan for success and sign an attestation statement.

If awarded, the accommodations will be as follows:

- **Nursing Science I and Nursing I: 30** extra minutes per hour of exam time
- **Nursing Science II: 20** extra minutes per hour of exam time
- **Nursing II: 15** extra minutes per hour of exam time
- **Nursing Science III: 10** extra minutes per hour of exam time
- **Nursing III, Nursing Science IV, Nursing as a Profession: no** extended testing time

ESL/EAL Student Extended Test-Taking Time Procedure

- Students who identify themselves as ESL/EAL, or non-native English speaking must self-declare to either their academic advisor or course lead for the course they are taking in person at the beginning of the semester. The academic advisor or course lead will provide the student with the application for testing accommodations
- The application is reviewed by the progression committee to determine need, and will be approved or denied. The decision will be communicated to the student in writing
- Once the student receives approval from the panel, he/she must create a plan of success with his/her advisor describing how he/she plans to improve English language acquisition during the program. The student will sign an attestation that they agree to the plan and understand the requirements of the policy
- The student will be permitted extra time for exams including ATI, dosage calculation and standardized exams given where possible according to above guidelines
- Documentation of extended time will be shared with faculty when applicable
- Faculty will use the above guidelines for extended test time to decide location of testing
- This does not guarantee private testing. Students needed extended time may be tested together in a separate area from the rest of the class depending on availability of testing locations. Students may also need to come in to test at a different time depending on availability of testing location
- Students are expected to adhere to the same academic honesty and exam taking policies, rules and guidelines. Students may NOT use a word translation tool or software during the examination
- Students must meet with their academic advisor twice a semester for the duration of the program to review progress and plan of success. Student must also demonstrate continued effort and growth towards English language acquisition. If the student fails to do so, his/her testing accommodations will be suspended until the student is compliant. If the student fails to meet this requirement twice in a semester, testing accommodations will be lost permanently
- Students may choose to relinquish their testing accommodations at any time during the program. Once testing accommodations are relinquished, they will not be reinstated.
- If a student's testing accommodations are to be suspended or relinquished, the student will receive written notice within 48 hours of a test or at any time prior to the start of a new semester
- **Students must take the TOEFL test/provide evidence of scores and recomplete the application process to receive extended test-taking time beginning the Fall 2020 semester**

ESL/EAL Student Application for Extended Test-Taking Time

Name: _____ Program: (circle one) RN/LPN

Expected Date of Graduation: _____ Academic Advisor: _____

Country of Birth: _____ Native Language: _____

Additional Languages Spoken (if applicable): _____

How long have you lived in the U.S.? _____

When did you first arrive in the U.S.? _____

How long have you been speaking English? _____

Have you lived in any other countries where English is the primary spoken language: Y/N

Have you ever taken the TOEFL test? Y/N Date: _____ Score: _____

Have you ever taken any ESL classes? Y/N List classes taken, location and date if applicable:

Do you have any previous education or experience in healthcare/nursing? Y/N

If yes, please describe: _____

Besides your nursing prerequisites, have you ever attended college level classes? Y/N

If yes, please describe (dates, types, location, language of instruction) _____

What language(s) do the people in your household primarily speak to each other?

Why do you think additional test taking time would help you be successful in this program? _____

What are ways that you plan to work on your English language skills (reading, writing, listening, speaking)? _____

Additional comments: _____

ESL Student Extended Test-Taking Time – Student Success Plan and Attestation

Name: _____ **Program:** _____

Expected Date of Graduation: _____ **Academic Advisor:** _____

Current Semester: _____ **Extended Time Allotted for Tests:** _____ **minutes**

What are the student's specific difficulties in English Proficiency?

What is the student's plan to be successful in improving English speaking skills?

What is the student's plan to be successful in improving English listening skills?

What is the student's plan to be successful in improving English reading skills?

What is the student's plan to be successful in improving English writing skills?

Describe any other ways the student plans to improve English proficiency:

Advisor Comments:

Student Attestation

I, _____ understand that I have been approved for extended testing time this semester. I have read the policy and understand the procedure for getting and keeping this extended time. I have created the above plan of success with my advisor and intend to work continuously on this plan to become more proficient in my English-speaking skills. I understand that if I do not commit to this work, violate the terms of this agreement, or fail to meet with my advisor that my extended testing time may be suspended or permanently taken away. I also understand that I may relinquish this extended time willingly at any point in the program, however it will not be reinstated.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____