

School of Health Administration Bachelor of Health Administration Program

Frequently asked Questions about the BHA Exit Exam

Updated fall 2009

1. What is the comprehensive examination?

The exit examination evaluates the overall learning in the BHA curriculum. It is one way to make sure that students enrolled in fieldwork experiences demonstrate their mastery of the comprehensive body of knowledge in healthcare administration. The exit exam is similar to licensing examinations found in healthcare professions such as nursing or dental hygiene.

2. Why is there a comprehensive exit exam?

Just like licensure examinations, the comprehensive exit exam measures a level of knowledge gained in the BHA curriculum. The test adds a level of rigor that has led to recognition from the Association of University Programs in Health Administration (AUPHA), the program that certifies undergraduate health administration programs.

3. When is the comprehensive exam scheduled?

The comprehensive exam is scheduled during each long semester. It is scheduled on a Saturday (typically the 3rd weekend prior to the start of finals). Exams begin at 9:00 AM and end at 1:00 PM. Students may contact the School's Administrative Assistant, Julie Carroll, for information for the dates for any given semester.

If the student fails the exam, there is a make-up exam scheduled two weeks after the first test. The make-up exam occurs from 9:00 to 1:00 PM on a day selected by the proctor. Students who need to take the exam are notified about the time and place for this examination.

4. Who is required to take the exam?

All students seeking a Bachelor in Health Administration (BHA) degree must successfully complete the exit exam to graduate.

5. When is a student eligible to take the exam?

All healthcare undergraduate administration majors are required to take a BHA comprehensive exam during the final semester of the second healthcare internship (HA4441) or residency (HA 4848). If students are eligible for the second internship or residency, they are eligible for the exam. Typically, students are in their first or second senior semester when becoming eligible for HA 4441. Since the residency (HA 4848) is not available during the summer semesters neither is the comprehensive exam. Students are typically in HA 4848 in the last senior semester.

6. How do students know when they should take the exam?

Students enrolled in HA 4441 or HA 4848 are automatically eligible to take the exam.

7. How many questions are on the exit exam?

Currently there is a minimum of 200 questions on the exam. There are 12 questions for each of 16 courses in the curriculum. There will be eight questions measuring general knowledge and professionalism.

8. What should students bring to the exit exam?

The proctor will provide the test and scantrons. Students will need to bring two pencils that have erasers. A calculator is also a very good item to have. However, students cannot use programmable calculators. They should bring simple non-programmable calculators.

9. What constitutes a passing grade?

Each semester, the faculty members review the results of the exam and determine norms. Based on this data, cut off score for passing is determined. This score typically ranges from 60-70%. A pass or fail grade is given for the exam. For the course (HA 4141), the grade will be either pass or fail.

10. What if a student fails the exam?

Students are notified concerning passing or failing of the examination after the grades are compiled and reviewed. Should a student fail, there is a second chance to take the test for that semester. This occurs one or two weeks after the first test. Students who fail the second test will be given a grade of “fail” in HA 4141. Students will then have to enroll in HA 4141 during the next long semester and retake the exit exam.

11. What is HA 4141?

Responding to student requests, HA 4141 is a one-hour credit course that assists students in preparation for the exam. Course grading is on a pass/fail basis. Passing is determined by the grade on the comprehensive exam. The coordinators schedule review sessions designed to assist students' preparation for taking the examination. Therefore, attendance is expected. In addition, resources are posted in the TRACS site for the course.

12. Can students ask for help preparing for the exam?

In addition to attending HA 4141 and taking advantage of all its opportunities, students should feel free to contact individual faculty members concerning questions about specific course material or any study methods appropriate to this material. Faculty members are likely to be more receptive if the student is prepared with a list of the top things that need clarification.

The contact person for questions about the schedule of the exam and other details is Julie Carroll, the School's Administrative Assistant, at 512 245-3556 or the coordinators of HA 4141, Dr. Eileen Morrison em34@txstate.edu and Dr. Tina Fields tf02@txstate.edu.