1. Purpose
This procedure is designed to define how the Collaborative Examination Procedure will be conducted for Years 1 and 2 Systems Courses. Collaborative exams have been shown to enhance long-term retention of instruction material.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities
Department of Pre-Clinical Education
Directors of Systems Courses of both Years 1 & 2

4. Definitions/Abbreviations

5. Procedural Steps
1. Teaching faculty will be asked to select ⅔ of their questions for use in the Collaborative exam (with a maximum of 50 questions total for the Collaborative exam due to scratch card limits). Selected questions should pertain to key concepts and be of higher cognitive complexity.

2. Time in between Individual exam and Collaborative exam will be ≈15 minutes.

3. Collaborative exams will be administered using If/At scratch cards – students submit one card per group-

4. Partial credit will be awarded (based on number of “scratches” per question) as follows:
   - 1 scratch – 1 point
   - 2 scratch – ½ point
   - 3 scratch – ¼ point

5. Number of students per group will be four (4) to five (5), which may vary based on student numbers sitting for the exam.
   Grouping is determined by the Assistant Dean of Student Assessment.

6. Assignment of points will be as follows:
   - Individual exam worth 100% of its total points
   - Collaborative exam worth 10% of its total original points
   (e.g. if Individual is 50 points = max of 5 points can be earned on Collaborative)

7. Course directors may consider including cumulative questions to Collaborative exams (but total question number is limited to half of individual exam item number, with a maximum of 50, see #1 above).
8. This will apply to testing procedures across the curriculum in both Years 1 & 2.

### 6. Reports/Charts/Forms/Attachments/Cross References

n/a

### 7. Maintenance

On a yearly basis, this procedure will be reviewed in collaboration with the Department of Pre-Clinical Education and the Curriculum Committee

### 8. Signature

| Cindy Funk, Ph.D. | 8/28/19 |
| Assistant Dean of Student Assessment | Date |

### 9. Distribution List

Internal

### 10. Revision History

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