

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Quiz Procedures</b>	<b>SOP #: PCE.018.01</b>
Effective Date	1/06/2019
Last Revision/Review	7/23/19, Reviewed 8/28/19

### **1. Purpose**

This SOP describes the procedures for utilizing quizzes as summative assessments that count toward the total points within a course (points included within the course grading policy of the syllabus).

This SOP does not include procedures for use of quizzes for formative assessments that do not count for points within the course grading policy. Any not-for-points, formative quizzes are at the discretion of the faculty member and/or Course Director.

### **2. Related Policy/Authority**

### **3. Faculty/Staff Responsibilities**

Pre-Clinical Education Department/Course Directors /Faculty

--follow consistent procedure for delivery of quizzes that are graded components of a course.

### **4. Definitions/Abbreviations**

### **5. Procedural Steps**

1. Quizzes which count toward the total points within a course:
  - need be accounted for in the course syllabus grading policy.
  - will be announced to the class (no pop quizzes unless used on a no-points, formative basis)
  - will typically be worth fewer than 30 points.
2. Various formats can be utilized for quizzing, including:
  - Multiple choice, written exams
  - Short answer/essay with rubric
  - Fill-in-the-blank, written exams
  - Team-based learning assessment
  - Other formats, as approved by the Curriculum Committee
3. The suggested formats for delivery of quizzes include:
  - ExamSoft
  - Scantron
  - Learning Catalytics
  - If/At scratch cards
4. Retention of Quiz records
  - All records of administered quizzes must be retained and archived in the Office of Pre-Clinical Education
    - Electronic records must be saved in a format that can be securely archived.
    - Hard-copy documents (answer sheets, scratch cards, etc.) must be retained in a secure location within the Office of Pre-Clinical Education.
  - Record retention will follow the procedures outlined in the SOP on Record Retention.

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

### **7. Maintenance**

The policy will be maintained by the office of Pre-Clinical Education and reviewed by Curriculum Committee as needed.

### **8. Signature**

Cindy Funk, Ph.D. Assistant Dean of Student Assessment	8/28/19 Date
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### **9. Distribution List**

Internal

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
7/23/19		Update to change from Academic Affairs to Pre-Clinical Education; includes change in numbering (from AA to PCE)		7/23/19