Test Question Vetting Procedure for Written Exams

SOP #: PCE.019.01

Effective Date 11/28/2018
Last Revision/Review 7/23/19, Reviewed 8/28/19

1. Purpose
This SOP describes the procedures to be followed in order to ensure quality assessment practices for written exams.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities
Assistant Dean of Student Assessment/Course Directors/Chairs/Faculty

   --follow consistent procedures for vetting of all items submitted as a test bank question to insure valid and reliable assessments.

4. Definitions/Abbreviations

5. Procedural Steps
1. Faculty write and enter exam questions (or have Administrative Assistants enter test items) into the ExamSoft test bank. See also: Testing Center procedures for written exam preparation.
2. Faculty author asks a minimum of two additional members of the faculty to vet their test questions for content, structure, and grammar.
3. Vetting faculty make comments within the “Internal Comments” section of the question in ExamSoft.
4. After a minimum of two faculty members have vetted and provided comments, the author returns to the question and makes any needed modifications based on the vetting concerns. These changes are reflected in internal comments. Below is an example of this process:

   ![Example of internal comments](image)
5. After the initial vetting process, the test question is formatted by Testing Center personnel and is assigned “approved” status within the Exam Soft test bank. This status of “approved” designates that the required vetting by faculty has been completed, and the question is available for use on an exam.

6. Once a written exam is compiled, a printed copy is provided to the Course Director and the Assistant Dean of Student Assessment (and/or other appropriate individuals). These individuals then vet the entire exam for overall appropriateness and quality, as well as providing an additional level of vetting of each test question.

7. Any changes deemed necessary during this final vetting step are addressed with the test item’s creator, and the appropriate edits made within the ExamSoft test bank. The Testing center is notified of new edits within designated exam items, so that the revised item version may be incorporated into the final version of the exam prior to its delivery to students.

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

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

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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