

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Collaborative Examinations		SOP #: PCE.012.02
Effective Date	8/12/18	
Last Revision/Review	Revised 7/1/21	

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 Evaluation & Assessment

Directors of Systems Courses of both Years 1 & 2

4. Definitions/Abbreviations

5. Procedural Steps

1. Teaching faculty will be asked to select $\frac{1}{2}$ of their questions for use on 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 \approx 15 minutes.
3. Collaborative exams will be administered using If/At scratch cards – one card submitted per group.
4. Partial credit will be awarded (based on number of “scratches” per question) as follows:
 - 1 scratch – 1 point
 - 2 scratch – $\frac{1}{2}$ point
 - 3 scratch – $\frac{1}{4}$ 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 Evaluation & Assessment, or designee
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 on Collaborative exams (but total question number is limited to half of individual exam item number, with a maximum of 50, see #1 above).

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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 Evaluation & Assessment and the Curriculum Committee

8. Signature

Signature on File

7/1/21

Department Chair of
Evaluation & Assessment

Date

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
6/29/21		Changed Title		7/1/2021
6/29/21	3, 5, 7, 8	Updated Assistant Dean Title and Department title, Signature name		7/1/2021