

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Make-Up of Scored Activities		SOP #: PCE.016.02
Effective Date	1/06/2019	
Last Revision/Review	Revised 7/1/21	

1. Purpose

This procedure describes the steps to be followed in the case when a student is granted an excused absence from a scored assessment (an assessment that counts for points in the overall grade for a course).

2. Related Policy/Authority

Related to BCOM policy B9110: Attendance Policies

3. Faculty/Staff Responsibilities

Assistant Dean of Evaluation & Assessment/Course Directors

--follow consistent procedure following notification of an excused absence.

--In certain cases, provide the opportunity for the student to make-up the scored activity.

Testing Center personnel

-- dates are determined prior to beginning of the semester for a make-up exam delivered via ExamSoft.

4. Definitions/Abbreviations

Excused absence – approved absence from a required event that is supported by appropriate documentation (SEE SOP #: Excused absences)

5. Procedural Steps

1. A student who misses a required course session which included a graded assignment must submit an Excused Absence Request form, along with the requisite supporting documentation (see SOP #: Excused absences).
2. After an absence is deemed “excused”, the Course Director, Assistant Dean of Student Assessment, and the Testing Center will be notified of the approval.
3. The Course Director and the Assistant Dean of Evaluation & Assessment will work with the Testing Center to make arrangements for the make-up of any excused assessment (exam, quiz).
4. For a graded activity with a point total of ≥ 10 points, the student will be asked to retake the exam or quiz at a designated time.
5. For a graded activity with a point total of <10 points, the student will not be asked to make-up the assessment. Rather, they will be given a 0/0 for that scored assessment (i.e. missed points will be deducted from that student’s possible total points).
6. The students overall point total will be modified at the time of course grade finalization.
7. Exceptions to the above described grading guidelines must be approved by the Course Director and the Department of Evaluation & Assessment.

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

7. Maintenance

The policy will be maintained by the Department of Evaluation & Assessment and reviewed by Curriculum Committee as needed.

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	All	Update to change from Academic Affairs to Pre-Clinical Education; includes change in numbering (from AA to PCE)		7/23/19
6/29/21	3, 5, 7, 8	Updated Assistant Dean Title and Department title, Signature name		7/1/2021
6/29/21	3	Added 'personnel' to Testing Center and identified makeup exam delivery		7/1/2021