

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Vetting Written Exams</b>		<b>SOP #:PCE.019.03</b>
Effective Date	11/28/2018	
Last Revision/Review	Revised 7/1/21	

### 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 Evaluation & Assessment/Course Directors /Chairs/Faculty

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

### 4. Definitions/Abbreviations

### 5. Procedural Steps

1. Faculty write and enter exam questions (or have questions entered for them) 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.



5. After the initial vetting process, the test question is formatted by Testing Center personnel and is assigned "approved" status within the ExamSoft 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 copy is placed in the Faculty shared folder for the Course Director for review. The Assistant Dean of Evaluation & Assessment also reviews the exam). These individuals vet the entire exam for overall appropriateness and quality, as well as providing an additional level of vetting of each test question. The Course Director and Assistant Dean of Evaluation & Assessment make comments on the electronic version of the exam through Track Changes.

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- Any changes deemed necessary during this final vetting step are addressed with the faculty creator by the Course Director or designee, and the appropriate edits made within the ExamSoft test bank. The Testing Center will make the remaining edits as identified on the reviewed exam, 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 Department of Evaluation & Assessment and reviewed 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		Update to change from Academic Affairs to Pre-Clinical Education; includes change in numbering (from AA to PCE)		7/23/19
5/8/2020	5	Updated to reflect current process in procedure steps 6 and 7		5/8/2020
6/29		Changed Title		7/1/2021
6/29	3, 5, 7, 8	Updated Assistant Dean Title and Department title, Signature name		7/1/2021
6/29	5.7	Added Course Director, or designee		7/1/2021