

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Exam Day Reporting</b>		<b>SOP #: PCE.020.03</b>
Effective Date	11/28/2018	
Last Revision/Review	5/10/2020	

### **1. Purpose**

The After Exam Reporting process has been established to ensure reports have been generated, including:

- Low Performing Questions Report,
- Exam Summary Reports,
- Exam Taker Results Report
- Faculty Item Analysis Reports,
- Release Exam Taker Results Reports
- Student Feedback and Notes Reports, and
- Strength and Opportunities Reports.

This process also describes how seat assignments and IF/AT answer cards (scratch cards) are saved.

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

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

The Testing Center is responsible for ensuring exam scores have been uploaded and Low Performing Questions have been identified.

The Assistant Dean of Student Assessment supports the Testing Center Manager and staff in generating exam reports.

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

Low performing questions (LPQ) are identified by their Difficulty Index (percent of students answering correctly). Any question with a Difficulty Index falling below 0.50 (50%) will be identified as an LPQ

### **5. Procedural Steps**

The Testing Center verifies all completed exams have been uploaded into ExamSoft. All Reports are saved to a secure location in the Testing Center folder in the secure Pre-Clinical Education shared drive. Reports are saved to folders designated by the appropriate academic year and course title.

- 1.1. Once the exam is completed, LPQ reports are generated for each faculty member having low performing questions on the exam, and reports are forwarded to the appropriate faculty member for review.
  - 1.1.1. Faculty will respond by the time and date designated in the e-mail to which the LPQ Report is attached, outlining the action to be taken for each identified LPQ.
  - 1.1.2. The Testing Center will make the necessary adjustment to the exam scoring in ExamSoft.

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

- 1.1.3. The Testing Center will mark appropriate questions as LPQs in the Internal Comments section of the appropriate question, in ExamSoft, for future revision.
- 1.2. When LPQ analysis is complete, and decisions made as to the management of the “flawed” questions from the exam that may have been on the Collaborative exam, the IF/AT answer cards (scratch cards) from the Collaborative component are graded.
  - 1.2.1. If there are questions that have been adjusted on the Collaborative exam, a note will be attached to the IF/AT cards identifying which question(s) was(were) adjusted and how.
- 1.3. Once the Collaborative exam IF/AT cards are graded, the cards are delivered to the appropriate Curriculum Coordinator for grades to be entered in the learning management system gradebook.
  - 1.3.1 After data entry, the Curriculum Coordinator will return the graded IF/AT cards to the Testing Center
    - 1.3.1.1 The Testing Center will scan and save each IF/AT cards to the appropriate course folder on the shared drive, and will store the hard copy of the IF/AT cards in a secured archive for retention.
- 1.4. When grades have been posted in the learning management system, the Exam Taker Strengths and Opportunities Reports will be provided to students, at the direction of the Assistant Dean of Student Assessment.
  - 1.4.1 No information on the Course or identity of the Faculty Creator are included in the report
  - 1.4.2 The Assistant Dean of Student Assessment will be copied on the e-mailed version of the report
- 1.5. A Summary Report (ExamSoft format) will be generated and saved in the appropriate course folder on the shared drive
  - 1.5.1 The section identifying At-Risk Students will be deleted from the report before saving.
- 1.6. Faculty Item Analysis reports will be generated for each faculty member involved in the exam, and will be saved to the appropriate course folder on the shared drive.
- 1.7. Student Feedback and Notes Reports will be generated and saved by exam title, to the appropriate course folder on the shared drive.
- 1.8. Strength and Opportunities Reports will be generated and saved in a secure S & O Reports shared drive. This report will be accessed only by Education Specialists to assist students in their learning.
- 1.8. Individual Exam Seat Assignment sheets will be scanned (front and back) and saved individually, by student name, to the appropriate course folder on the shared drive.
- 1.9. Collaborative exam sign-in sheets will be scanned and saved individually, by group number, to the appropriate course folder on the shared drive.

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

N/A

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

### **7. Maintenance**

Student Handbook and the Assessment/Exams Desktop Instruction will be updated as necessary.

### **8. Signature**

Signature on File

5/26/2020

Cindy Funk, Ph.D.

Date

Assistant Dean of Student Assessment

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
7/15/2019	1	Added additional reports that are generated post-exam		7/15/2019
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
5/10/2020	5	Changed to reflect addition of S/O reports		5/10/20