

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Collaborative Examinations		SOP #: AA.012.00
Effective Date	8/12/18	
Last Revision/Review	8/17/2022	

1. Purpose

This procedure is designed to define the process for conducting Collaborative Examinations 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. Selected questions should pertain to key concepts and be of higher cognitive complexity
2. Course directors may consider including cumulative questions on Collaborative exams (The total number of questions is limited to half the number of questions on the individual exam.
3. Time in between Individual exam and Collaborative exam will be \approx 15 minutes.
4. Collaborative exams will be administered through InteDashboard
5. Each team receives a folder with 3 printed exams, pencil and sign-in sheet.
6. All students must attempt to sign-in to InteDashboard as soon as the exam begins. If there is a problem signing in, the student is to make sure they have signed the sign-in sheet.
7. After the student sign-in, all students close their laptops except for the team reporter.
8. As the teams completed the Collaborative exam, students are to place all paperwork back in the folder.
9. All team members and their laptops must leave the exam room.
10. 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
11. Number of students per group is determined by the Department Head of Evaluation & Assessment.
12. 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)

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13. Students that are granted an Excused Absence from the regularly scheduled Individual exam will not take nor receive any points for the Collaborative exam.

13. his 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

Approved by	8/17/2022
Department Head 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		6/29/21
6/29/21	3, 5, 7, 8	Updated Assistant Dean Title and Department title, Signature name		6/29/21
7/15/2022	All	Grammar and formatting updates		8/17/2022