

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Vetting Questions and ExamSoft Exams		SOP #:AA.016.00
Effective Date	11/28/2018	
Last Revision/Review	8/17/2022	

1. Purpose

This SOP describes the procedures to be followed to ensure quality assessment practices for written exams.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Department Head 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 provides 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. A calendar appointment for the exam inspection is sent to the Course Director and all faculty who have submitted questions for the exam.
7. Once a written exam is compiled, a DRAFT copy is placed in Yr 1 and Yr 2 exams folder in Microsoft Teams. Prior to the calendar appointment, these individuals vet the entire exam for overall appropriateness and quality, as well as providing an additional level of vetting of each test question. Comments are made on the electronic version of the exam in Microsoft Teams

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

- All comments are addressed and discussed during the exam inspection. The Testing Center will make edits as identified during the inspection, and ensure they are 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

8/17/2022

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		6/29/2021
6/29	3, 5, 7, 8	Updated Assistant Dean Title and Department title, Signature name		6/29/2021
6/29/2021	5.7	Added Course Director, or designee		6/29/2021
7/15/2022	All	Grammar updates; updating dean title, spelling updates.		8/17/2022
	5	Clarification of procedure steps.		