

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Exam Day Reporting</b>		<b>SOP #: AA.017.01</b>
Effective Date	11/28/2018	
Last Revision/Review	7/18/2023	

### **1. Purpose**

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

- Low Performing Questions
- Summary Report, before adjustments
- Summary Report (after adjustments)
- Faculty Item Analysis, all-inclusive before adjustments
- Individual Faculty Item Analysis (after adjustments)
- Exam Taker Results
- Student Feedback and Notes
- Strength and Opportunities for Education Specialists
- Release Exam Taker Results to students
- Discipline Reports

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

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

The Testing Center personnel are responsible for ensuring exam scores are available in ExamSoft and low performing questions have been identified.

Pre-Clinical Curriculum Coordinators are responsible for transferring exam scores from ExamSoft to the college's LMS (LEO).

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

Exam Taker Results Report: Summarizes the students' performance on Session Objectives and Disciplines; provided to students through ExamSoft

Exam Summary Report: Summarizes the overall class performance on an exam for faculty review

### **5. Procedural Steps**

Low performing questions (LPQ): Any question with a Difficulty Index <0.70 (70%) and a Point Biserial <0.2  
The Testing Center verifies all exams –ready to be released to students- have been uploaded into ExamSoft. All reports are saved to a secure location in the Testing Center shared drive. Reports are saved to folders designated by the appropriate academic year and course title.

- 1.1. Once the exam is completed, the Testing Center generates LPQ reports and shares them with respective faculty members.
  - 1.1.1. Testing Center personnel will inform faculty and Course Director that faculty item analysis and LPQ report are available for review. Faculty will respond by the designated time and date for recommendations for resolving any LPQs.
  - 1.1.2. The Testing Center personnel will make the necessary adjustments to the exam scoring in ExamSoft.
  - 1.1.3. The Testing Center personnel will mark LPQs in the Internal Comments section of the respective question in ExamSoft.

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

- 1.1.4. The Faculty item writer is responsible for revising LPQs as necessary in ExamSoft.
- 1.2 If a question is thrown out and is also part of the Collaborative exam, the question will be removed from the Collaborative exam, and, once adjustments have been made, the Testing Center notifies the appropriate Curriculum Coordinator and the Office of Curriculum Effectiveness & Evaluation, identifying the total number of questions on the Individual Exam and on the Collaborative exam. All thrown-out questions will be identified by number.
- 1.3 The OCEE will identify all students with Excused Absences and their projected makeup exam date.
- 1.4 When grades have been posted in the LMS the OCEE will share the Exam Taker Results Report with students. An Exam Summary Report (PDF format) will be generated before and after adjustments and saved in the appropriate course folder on the shared drive AND saved in Yr 1 and Yr 2 exam folders in Microsoft Teams. The section identifying At-Risk Students will be deleted from the report before saving.
- 1.5 Reports of Faculty Item Analysis after adjustments will be generated for each faculty member involved in the exam and will be saved to the appropriate course folder on the shared drive.
- 1.6 Student Feedback and Notes Reports will be generated and saved by exam title, to the appropriate course folder on the shared drive AND saved in Yr 1 and Yr 2 exams in Microsoft Teams.
- 1.7 Discipline Reports will be generated and saved in the Discipline Reports folder on the shared drive and saved in Faculty shared drive in a Discipline Statistics Report folder.
- 1.8 Release Exam Taker report to students as requested by Office of Curriculum Effectiveness & Evaluation.
- 1.9 Individual sign-in sheets will be scanned (front and back) and saved individually, by student name, to the appropriate course folder on the shared drive.
- 1.10 Collaborative exam sign-in sheets will be scanned and saved by each individual student's name, to the appropriate course folder on the shared drive.

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

N/A

### **7. Maintenance**

Student Handbook and the Testing Center/ExamSoft Desktop Instruction will be updated as necessary.

### **8. Signature**

Approved by  
Department Head of  
Curriculum Effectiveness and Evaluation

Date:  
7.31.2023

### **9. Distribution List**

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

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
6/29/21	1	Identified additional reports		6/29/21
6/29/21	3, 5	Added 'personnel' to Testing Center		6/29/21
6/29/21	5	Added reports and more clearly identified existing reports		6/29/21
6/29/21	8	Updated Signature name		6/29/21
7/15/2022	All	Grammar and spelling corrected, formatting edits, removal of sentences due to grammar updates or not relevant to the procedure. Updated Dean to Department Head.		8/17/2022
7/18/2023	All	Revised for clarity		7.31.2023