Assembling An ExamSoft Exam		SOP #: AA.18.01
Effective Date	2/1/2019	
Last Revision/Review	7/13/2023	

1. Purpose

The "Assembling-An-Exam" process has been established to guide all appropriate Faculty and Staff on due dates for exams.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Faculty members are responsible for submitting/entering questions in a timely fashion; notifying other Faculty that their questions require vetting; and addressing the comments made by vetting Faculty.

The Testing Center personnel are responsible for assembling each exam.

Office of Curriculum Effectiveness and Evaluation supports the Testing Center personnel in assembling exams.

IT is supporting the testing center with automated workflows and dataflows and the Curriculum Coordinators will provide support as needed.

4. Definitions/Abbreviations

Faculty Hours Spreadsheet (FHS) – the Excel spreadsheet which details the distribution of lecture hours for each course exam, and the number of questions required is to be submitted by the faculty teaching in the course.

Exam Time Calculation Spreadsheet (ECS) – the Excel spreadsheet used by the Testing Center personnel to calculate the time required for the delivery of each exam, and the time required for the delivery of each exam to students receiving accommodations.

5. Procedural Steps

The Testing Center personnel assembles exams based on the information furnished by the Course Director.

The Testing Center personnel create a FHS for each course based on the course/lecture information on the official academic calendar. Each course's FHS has a separate tab for each exam in the course.

The Course Director will review and notify the Testing Center personnel of any adjustments to be made to the FHS as appropriate to obtain the correct number of questions for the exam, as outlined in the course syllabus. The Course Director notify the Testing Center within the designated time.

NOTE: If a lecture is changed, those changes must be reported to the Testing Center as soon as possible and may require a session change request form to document the change.

The Testing Center personnel will revise the FHS, as requested by the Course Director in Teams

Exam items must be entered, vetted, and "Internal Comments" addressed appropriately prior to assembling the questions into an exam.

Each session Instructor enter the question #s (unique identifier #), in Teams, for all questions (both individual and collaborative exams) they request to be included on the exam.

The Testing Center personnel assembles the exam based on the question ID #s provided on the FHS and then completes the Exam Time Calculation spreadsheet (ECS), which calculates how much time is required for each exam.

The timing on ALL exams is calculated at 82 seconds per question.

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

7. Maintenance
Testing Center

8. Signature

Approved by
_____
Department Head of Curriculum
Effectiveness & Evaluation

9. Distribution List
Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
6/20/2019	5	Addition of timing calculation for exams		6/20/2019
7/15/2019	5	Added information about time per question on exams in Year 1 and 2		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	Update to reflect process		5/10/2020
6/29/21	3, 4, 5	Added 'personnel' to Testing Center		7/1/2021
6/29/21	7, 8	Change Assistant Dean title and changed Signature name		7/1/2021
7/15/2022	All 5	Grammar updates. Removed a couple sentences there were irrelevant to the process. Changed Dean to Department Head.		8/17/2000

7/13/2023	All	Revisions made for clarification		7/14/2023