

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Post Examination Review		SOP #: AA.025.03
Effective Date	1/7/2019	
Last Revision/Review	10/20/2023	

1. Purpose

This SOP describes the procedure for analysis of a written exam's statistical data (measures of central tendency, reliability coefficient, and individual item performance) after delivery of a written examination. This procedure is in place to assure a valid, reliable, and fair assessment process across all first- and second-year courses.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Office of Curriculum Effectiveness & Evaluation/Course Directors/Faculty/

- Analyze exam statistics to identify low performing questions according to these procedures.
- Communicate with the Testing Center on any changes necessary to the exam's scoring.

Testing Center personnel will

- Deliver a list of low performing questions (defined below) to faculty and course directors.
- Make modifications to exam scoring based on faculty feedback and the exam analysis process.

4. Definitions/Abbreviations

Examination Item - a question prepared and submitted for use as part of a graded assessment tool (examination, test, quiz, or other).

Flawed Item - a question deemed to have multiple correct answers; no correct answer; insufficient information provided to determine a correct answer, or other errors that prevent the item from effectively assessing student knowledge of associated objectives.

Low Performing Question (LPQ): any item for which the student performance falls below 0.7 (70% correct) and a Point Biserial below 0.2.

Point Biserial (PBS) – a correlation statistic indicating correlation between item performance and overall examination performance.

5. Procedural Steps

1. After students have completed an assessment and the submitted assessment has been scored by ExamSoft, the Testing Center personnel creates a Low Performing Question (LPQ) report for all exam faculty. Appropriate faculty/administration will receive an email with a link to the LPQ report, and a deadline for when responses are due. The question creator must respond within the indicated time frame with a recommendation to remove or retain the question in the exam, along with a specific justification of their recommendation. Any item deemed to be unanswerable, for any reason, including, but not limited to, absence of correct answer choices; multiple correct answers; major typographical mistakes in the item; insufficient.

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information provided in the item stem; omission of an image, data table, or other addendum that provided necessary information in the published exam; etc., will be removed from the exam thus decreasing the point value of the assessment by one point for each deleted item.

2. Upon receiving responses from the question creator, LPQ recommendations will be reviewed by both the Course Director and the Office of Curriculum Effectiveness and Evaluation. The Course Director(s), in collaboration with the Office of Curriculum Effectiveness and Evaluation, will make the final determination of the status of any LPQ item(s).
3. As a result of this review, any item deemed to be flawed will be dealt with in the following manner:
 - Question mis-key: When an incorrect answer is keyed as correct
 - Action: Correct the mis-key item and rescore the exam. After fixing the key, students who got the question right will get the point and those who got it wrong will not, even if the change results in a failing score.
 - Flawed question: the question is deemed to be unanswerable. The following is a list of possible reasons for a question to be deemed flawed: absence of correct answer choices; multiple correct answers; major typographical mistakes in item; insufficient information provided in the item stem; omission of an image, data table, or other addendum that provided necessary information in the published exam, other as determined by faculty member.
 - Flawed questions are removed from the exam. No students receive credit for correctly answering the question, and the exam is reduced in point value for every flawed question.

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

7. Maintenance

The policy will be maintained by the Office of Curriculum Effectiveness & Evaluation and reviewed by Curriculum Committee as needed.

8. Signature

Approved by	10/20/2023
Office of Curriculum Effectiveness & Evaluation	Date

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection	Summary of Changes	New/Cancellation/Replacement of Procedure? (If applicable)	Approval Date
7/23/19	All	Update to change from Academic		7/23/19

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		Affairs to Pre-Clinical Education; includes change in numbering (from AA to PCE)		
6/29/21		Change Title		7/1/21
6/29/21	1	Removed “clinical”		7/1/21
6/29/21	3,7,8	Updated Department title		7/1/21
6/29/21	3,5	Added “personnel” to Testing Center		7/1/21
8/24/22	5	Added additional verbiage – 5.5		8/25/2022
8/16/2023	All	Changed title to reflect Office of Curriculum Effectiveness & Evaluation, revised for clarity.		8/18/2023
10/20/2023	All	Corrected typos.		10/20/2023

