

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Quiz Procedures		SOP #: AA.015.00
Effective Date	1/06/2019	
Last Revision/Review	8/17/2022	

1. Purpose

This SOP describes the procedures for utilizing quizzes as summative assessments that count toward the total points within a course (points included within the course grading policy of the syllabus).

This SOP does not include procedures for use of quizzes for formative assessments that do not count for points within the course grading policy. Any not-for-points, formative quizzes are at the discretion of the faculty member and/or Course Director.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Academic Affairs Department/Course Directors/Faculty

--follow consistent procedure for delivery of quizzes that are graded components of a course.

4. Definitions/Abbreviations

5. Procedural Steps

1. Quizzes which count toward the total points within a course:
 - need be accounted for in the course syllabus grading policy.
 - will be announced to the class (no pop quizzes unless used on a no-points, formative basis)
 - will typically be worth fewer than 30 points.
2. Various formats can be utilized for quizzing, including:
 - Multiple choice, written exams
 - Short answer/essay with rubric
 - Fill-in-the-blank, written exams
 - Team-based learning assessment
 - Other formats, as approved by the Curriculum Committee
3. The suggested formats for delivery of quizzes include:
 - ExamSoft
 - Scantron
 - Learning Catalytics
 - If/At scratch cards
4. Retention of Quiz records
 - All records of administered quizzes must be retained and archived in the Office of Academic Affairs
 - Electronic records must be saved in a format that can be securely archived.
 - Hard-copy documents (answer sheets, scratch cards, etc.) must be retained in a secure location within the Office of Academic Affairs.
 - Record retention will follow the procedures outlined in the SOP on Record Retention.

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

7. Maintenance

The policy will be maintained by the office of Academic Affairs and reviewed by Curriculum Committee as needed.

8. Signature

Approved by	8/17/2022
Department Head of Evaluation and 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
7/15/22		Updated to change all pre-clinical reference to Academic Affairs		8/17/2022