

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Exam Day Reporting</b>		<b>SOP #: AA.017.00</b>
Effective Date	11/28/2018	
Last Revision/Review	8/17/2022	

### 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

This process also describes how seat assignments and IF/AT answer cards (scratch cards) are saved.

### 2. Related Policy/Authority

### 3. Faculty/Staff Responsibilities

The Testing Center personnel are responsible for ensuring exam scores have been uploaded and Low Performing Questions have been identified.

The Assistant Dean of Evaluation & Assessment supports the Testing Center personnel in generating exam reports.

### 4. Definitions/Abbreviations

Low performing questions (LPQ) are identified by their Difficulty Index (percent of students answering correctly). Any question with a Difficulty Index falling below 0.50 (50%) will be identified as an LPQ.

### 5. Procedural Steps

The Testing Center verifies all completed exams 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, LPQ reports are generated for each faculty member having LPQs on the exam
- 1.2. An email is sent to the appropriate faculty and Course Director. The Department Head of Evaluation & Assessment and the faculty chair is cc'd on the email
  - 1.2.1. Faculty will respond by the time and date designated in the e-mail to which the LPQ Report is attached, outlining the action to be taken for each identified LPQ.
  - 1.2.2. The Testing Center personnel will make the necessary adjustment to the exam scoring in ExamSoft.
  - 1.2.3. The Testing Center personnel will mark appropriate questions as LPQs in the Internal Comments section of the appropriate question in ExamSoft, for future revision.

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- 1.2.4. The appropriate question adjustments are made in ExamSoft.
- 1.3 If a question is thrown out and is part of the Collaborative exam, the question will also be removed from the Collaborative exam, Once adjustments have been made, an email is sent to the appropriate Curriculum Coordinator and the Department Head of Evaluation & Assessment, identifying the total number of questions on the Individual Exam and on the Collaborative exam. Identify any thrown out questions by number Also identify students with Excused Absences and their projected makeup/remote date.
- 1.4
- 1.5 When grades have been posted in the learning management system, the Exam Taker Strengths and Opportunities Reports will be provided to students, at the direction of the Department Head of Evaluation & Assessment
  - 1.5.1 No information on the Course or identity of the Faculty Creator are included in the report
  - 1.5.2 The Assistant Dean of Evaluation & Assessment will be copied on the e-mailed version of thereport
- 1.6 A 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 exams in Microsoft Teams.
  - 1.6.1 The section identifying At-Risk Students will be deleted from the report before saving.
- 1.7 Faculty Item Analysis before adjustments will be save in the appropriate course folder on the shared drive AND saved in Yr 1 and Yr 2 exams in Microsoft Teams.
- 1.8 Faculty Item Analysis after adjustments reports will be generated for each faculty member involved in the exam and will be saved to the appropriate course folder on the shared drive.
- 1.9 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
- 1.10 Discipline Reports will be generated and saved in the Discipline Reports folder on the shared drive AND saved in Faculty shared drive in ADiscipline Statistics Report folder
- 1.11 Strength and Opportunities Reports for Education Specialists will be generated and saved in a secure S & O Reports shared drive. This report will be accessed only by Education Specialists to assist students with future education.
- 1.12 Release Exam Taker report to students as requested by Assistant Dean of Evaluation & Assessment.
- 1.8 Individual Exam Seat Assignment sheets will be scanned (front and back) and saved individually, by student name, to the appropriate course folder on the shared drive.
- 1.9 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

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### 7. Maintenance

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

### 8. Signature

Approved by

Department Head of  
Evaluation & Assessment

Date:

8/17/2022

### 9. Distribution List

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