1. Purpose

This procedure is designed to define the process for conducting Collaborative Examinations for years 1 and 2 Systems Courses. Collaborative exams have been shown to enhance long-term retention of instruction material.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Office of Curriculum Effectiveness & Evaluation

Directors of Systems Courses of both Years 1 & 2

4. Definitions/Abbreviations

5. Procedural Steps

1. Teaching faculty will be asked to select ½ of their questions for use on the Collaborative exam. Selected questions should pertain to key concepts and be of higher cognitive complexity.

2. Course directors may consider including cumulative questions on Collaborative exams (The total number of questions is limited to half the number of questions on the individual exam.

3. Time in between Individual exam and Collaborative exam will be ≈15 minutes.

4. Collaborative exams will be administered through InteDashboard.

5. Each team receives a folder with 3 printed exams, pencil, and sign-in sheet.

6. All students must attempt to sign-in to InteDashboard as soon as the exam begins. If there is a problem signing in, the student is to make sure they have signed the sign-in sheet.

7. After the student sign-in, all students close their laptops except for the team reporter.

8. As the teams completed the Collaborative exam, students are to place all paperwork back in the folder.

9. All team members and their laptops must leave the exam room.

10. Partial credit will be awarded (based on number of “scratches” per question) as follows:
    1 scratch – 1 point
    2 scratch – ½ point
    3 scratch – ¼ point

11. The number of students per group is determined by the Office of Curriculum Effectiveness & Evaluation. Heterogenous groups are assigned at the beginning of each semester.

12. Assignment of points will be as follows:
    Individual exam worth 100% of its total points
    Collaborative exam worth 10% of its total original points
    (e.g., if Individual is 50 points = max of 5 points can be earned on Collaborative)
13. Students granted an Excused Absence from the regularly scheduled Individual exam will not take nor receive any points for the Collaborative exam.
14. This will apply to testing procedures across the curriculum in both years 1 & 2. Trs 1 & 2.

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

7. Maintenance
On a yearly basis, this procedure will be reviewed in collaboration with the Office of Curriculum Effectiveness & Evaluation and the Curriculum Committee

8. Signature
Approved by
Department Head of Curriculum Effectiveness & Evaluation
Date: 6/5/2023

9. Distribution List
Internal

10. Revision History

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