POLICIES AND PROCEDURES

SUBJECT: EXAM/QUIZ REVIEW PROCEDURE
ISSUE DATE: 8/20/19
SUPERSEDES ISSUE DATE: 5/10/18

Policy Title: Exam/Quiz Review Procedure

Policy & Procedure Statement:

1. Following an exam or quiz, the Director of Educational Evaluation and Implementation will provide a report detailing the exam statistics as well as a report detailing any student comments to the Course Director.

2. The course director will review these reports to identify
   A. exam questions that have a poor point biserial or a poor performance
   B. questions with valid student comments for further review by the appropriate faculty member.

3. Course Directors will consult with faculty content experts regarding identified problematic questions. The questions with valid issues will be resolved in one of the ways described below:
   A. the exam question is ok - i.e. student misread or simply picked the wrong answer. This will result in no change.
   B. There was an issue in assigning the correct answer on a question - the exam question will be updated in the Learning Management System (LMS) and exam grades will be adjusted to compensate.
   C. The exam question is not appropriate or needs to be rewritten - the exam question will be removed from the exam and grades will be adjusted to compensate.

4. Following the exam review, Course Directors will work with the Director of Educational Evaluation and Implementation or Course Coordinator to ensure the
exam grades are properly updated. This process should be completed no later than one business week following an exam or quiz. Course faculty are encouraged to complete the review as quickly as possible to ensure students receive their final grades in a timely manner.

5. Students will be notified via the LMS regarding the results of the exam review.

Approved by:

[Signature]

CAO/Dean

8/20/19

Date