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I. PURPOSE

This policy is intended to protect the integrity of each examination and to ensure that students receive constructive feedback in a timely manner. This policy provides guidance to course and clerkship directors on design and implementation of examinations, and to students who desire to request a delay in a summative assessment.

Internally-developed written examinations and quizzes that count towards a grade are to be created and deployed online via the exam software. Exam software allows for: immediate scoring and feedback to students, ability to assign multiple tags to items and generate reports by those tags, and ability to develop an item bank of reliable test items.

Prior to the start of a section/course, section/course directors should decide how many examinations and quizzes will be given, and how those assessments will be factored when determining a final grade. Content of the examinations should align with the course learning objectives.

Examinations and quizzes will open with the following statement:

“By completing this examination or quiz, I acknowledge and agree to abide by the honor code. All work on this exam or quiz is solely mine, and I will not give or receive any assistance from unauthorized sources. I will do my part to maintain the honor code myself and among my peers.”

II. POLICIES AND PROCEDURES FOR COURSE, SECTION, AND CLERKSHIP LEADERS

A. Timeline for Examination/Quiz Preparation
   1. Three weeks prior to an examination/quiz date, or prior to the start of a section (whichever is longer), the Office of the Medical Student Curriculum (OMSC will provide section/course directors with a copy of last year’s assessment(s).
   2. Section/course directors will review the items and based on last year’s item analysis report (typically provided by the OMSC) and decide which items to use for the current year’s testing. Any revisions or additions must be submitted to the designated OMSC staff at least five business days (Monday-Friday) prior to the exam/quiz date.
   3. For each item, section/course directors must provide: point value, correct answer (key), and tags. The four sets of tags are content keywords, Bloom’s taxonomy categories, competencies (Physician Competency Reference Set), and horizontal strands.
   4. Imaging or video must be provided in a separate file(s) from the text items. Images should be sent as jpeg or png files. Videos should be sent as Internet ready files (the Office of Academic Computing (OAC) will assist with any conversions necessary).
   5. After the OMSC designated staff enters the examination items into the exam software, the section/course director will be notified and asked to review and proofread the examination.

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6. At this point, the section/course director can only edit items; new items cannot be added to the assessment.
7. Staff from the OMSC will provide a final editing check of the examination.

B. Format of the Examination
1. Each question should align with iden
2. Proctors
   1. It is recommended that all non-National Board of Medical Examiners (NBME) summative examinations should have proctors.
   2. Section/course directors who use an NBME subject examination must abide by the NBME’s rules for proctors.
   3. The Office of Academic Computing (OAC) provides staff for computer support during the summative examination or quiz. These staff members are not to be viewed as proctors.
   4. The OMSC has limited ability to provide proctors for examinations; course directors should arrange for course faculty to proctor examinations.

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D. Student Feedback on Summative Examinations/Quizzes
1. Students will have access to their overall score immediately upon completion of the summative examination or quiz.
2. Immediately upon completion, 30 minutes will be allotted for students to review all items, including those they missed (as well as the correct responses) and those they answered correctly. Students are not permitted to take notes during this time period.
3. Summative examinations/ quizzes will not be returned to students, and correct responses to individual questions are not provided to students for their use after they leave the examination room.
4. In order to maintain the integrity of test items, no additional review sessions will be held for computer-graded questions.
5. In lieu of providing more detailed and specific feedback on summative assessments, section/course directors should provide formative quizzes with more detailed feedback.
6. Summative examination and quiz scores are stored in the exam software and the learning management system (Blackboard) and are accessible to students. Students and section/course directors can also see individual performance in each tagged area on the assessment (e.g. pharmacology).

E. Item Analysis
1. Section/course directors will receive descriptive statistics (mean, standard deviation, etc.), each student’s overall scores, and an item analysis report from the OOC within 4 hours of the summative assessment end time. The item analysis report will provide guidelines for which items to keep, omit, or revise when calculating overall scores.
2. If any item(s) is/are to be omitted based on the item analysis results, the OMSC will recalculate scores and send these “corrected” scores to the section/course director.
3. Course directors should use the item analysis report to improve their examination or quiz for the next year. Guidance for improvement is available from the OMSC and the Office of Assessment and Evaluation (OAE).
III. POLICY FOR STUDENTS

F. Delaying a Summative Examination/Quiz
   1. Students must submit their requests to delay taking an examination/quiz prior to the summative examination/quiz date to both the section/course/clerkship director and the Office of Medical Student Affairs (OMSA). This also includes requests to delay NBME Subject Exams and Standardized Patient exams for clerkships. Requests should be submitted as far in advance of the examination/quiz as possible.
   2. Permission to delay a summative examination or quiz is granted only for exceptional circumstances (e.g., severe illness, death of a family member).
   3. The Formational Committee will receive documentation of any student who has been granted two or more delays.
   4. If the OMSA approves delay of a summative examination or quiz, the student must communicate to the OMSC the need for a makeup. Re-scheduling a confirmed makeup time is strongly discouraged.
   5. If a student is not present for the scheduled exam, or arrives beyond the 15 minute grace period, the student will be required to take a makeup exam. Makeup examinations may not conflict with other required curricular events.

IV. REMEDIATION AND MAKE UP EXAMS

G. Remediation and Make Up Examinations
   1. Refer to the Remediation and Make-Up Exams Policy (MSPP016) for details on policy and procedures for Year 1-2 courses.
   2. Procedures for scheduling off-cycle NBME Subject Examinations. Students may need to take NBME Subject Examinations on dates other than those administered by the course or clerkship for different reasons. In some cases, a student has failed the first administration, and needs to retake the examination to remediate the grade for the course/clerkship in a timely manner. The School of Medicine recognizes that students in this situation might prefer to retake the examination on a day when another clerkship is not administering the Subject Examination in order to optimize performance. At other times, students might request to take the examination on other days for pre-approved personal reasons. Students are responsible for seeking pre-approval for off-cycle exams due to personal reasons, as above. Students who have to remediate and retake a clerkship exam must contact the clerkship director and coordinator to make arrangements for remediation and retake of an exam.

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