Keywords: computer-based, examination, make up exam, paper-based, quiz, remediation

<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. PURPOSE</td>
<td>1</td>
</tr>
<tr>
<td>II. POLICY</td>
<td>1</td>
</tr>
<tr>
<td>III. PROCEDURES</td>
<td>2</td>
</tr>
</tbody>
</table>

I. PURPOSE
A. Outline procedures to schedule remediation (after exam failure) and make-up (after exam missed due to absence) examinations.
B. Assist students in obtaining competence through the remediation process.
C. Promote only those students who have demonstrated their competence.

II. POLICY
A. Policy for Remediation after Exam Failure
   1. If a student fails the first test administration or other requirements of the course or required section of a course (see Grading Policy) the grade of U will be reported to the registrar. Upon successful remediation, the U would be changed to a P on the transcript.
   2. The second attempt (exam administration) will be no sooner than one week after the failed exam.
   3. For first year students, the latest that remediation can be completed is August 1 prior to the beginning of the second year. For second year students, remediation must be completed successfully prior to beginning any core clerkship.
   4. Whenever possible, remediation testing should be postponed until after a vacation (spring break, etc.) to prevent students from falling behind in ongoing work.
   5. Students failing any end-of-section exam will speak with the section leader or course director to discuss potential reasons for the failure and to establish a learning plan. The course director or section leader will inform the student’s Colleges advisor of the student’s need to remediate. Referral to the Learning Specialist will be made.
   6. The first remediation requirement will be to retake a proctored exam (second attempt), and will require a 70% to pass.
   7. The exam will be in a closed book format.
   8. If banked exam questions are available, new questions should be substituted in this first remediation exam.
   9. If the first remediation exam (second attempt) is failed, the student will meet again with the course director. The learning plan will include Learning Specialist follow up and may include scheduled tutoring sessions. The learning plan will also include writing one or more essays of up to 2 pages in length, on topic(s) assigned by the section leader. Topics will be based on test questions that were missed and the associated course/section objectives, with the total page requirement of less than or equal to five pages. The student will meet with the course director or section leader to review responses to the essay questions and to confirm adequate understanding of the material.
10. The next step in assessing competence in the content area (second remediation requirement) will be to retake the exam (third attempt, with new questions if available), requiring 70% correct to pass.
11. All students who require remediation for failure of an exam will be referred to the Preclerkship Student Assessment and Formational Committee for discussion.
12. If a student does not pass the third attempt at the exam, the student will be referred to the Promotions Committee.
III. PROCEDURES

A. Procedure for scheduling computer-based remediation (after an exam failure) exams
   1. Office of Curriculum (OOC) instructional designer informs course/section director and course coordinator of a student failure.
   2. Course/section leader informs student of need to remediate and process to arrange this.
   3. The student chooses one of the pre-determined remediation dates listed in OASIS (and listed in the Transition to Medical School folder on Blackboard) and notifies course coordinator, who notifies the OOC instructional designer and Office of Academic Computing (OAC) staff. Students must make every effort to utilize the predetermined remediation exam dates.
   4. OOC instructional designer checks with section leader on which examination will be used to remediate. If necessary, a new exam is created.
   5. OOC instructional designer schedules launch of online exam for appropriate time frame.
   6. OAC staff prepares computers in assigned exam room and provides tech support.
   7. After the student takes the exam, OOC instructional designer informs course/section director of student performance, and copies the course coordinator who enters score into preliminary grade spreadsheet.
   8. When a student achieves a passing score on a remediation exam and the course director approves, the final grade of P is sent to Registrar; the U is removed and is replaced by a P for that course on the official transcript.

B. Procedure for scheduling make-up (re-scheduled after absence) exams
   1. When a student has missed an exam due to absence, the student chooses one of the pre-determined remediation exam dates listed in OASIS (and listed in the Transition to Medical School folder on Blackboard) and notifies course coordinator, who notifies the OOC instructional designer and Office of Academic Computing (OAC) staff. Students must make every effort to utilize the predetermined remediation exam dates.
   2. OOC instructional designer schedules launch of online exam for appropriate time frame.
   3. OAC staff prepares computers in assigned exam room and provides tech support.
   4. If a make-up exam is paper-based, the course/section director will arrange for administration of the make-up exam, and the course/section director grades the paper-based exam and informs the OOC of exam results.
   5. After the student takes an online make-up exam, OOC instructional designer informs course/section director of student performance, and copies the course coordinator who enters score into preliminary grade spreadsheet.

C. Procedure for scheduling paper-based remediation exams
   1. While the School of Medicine is moving toward elimination of paper-based exams, procedures for notification and scheduling of paper-based remediation exams will be as follows:
      a. In cases where the initial exam was computer-based, the OOC instructional designer informs course/section director and course coordinator of a student failure of an initial exam. In cases where the initial exam was paper-based, the course/section director informs the OOC of a student failure of an initial exam.
      b. Course/section leader informs student of need to remediate and process to arrange this.
      c. The course/section leader and the student agree upon a date for the remediation exam that will be no sooner than one week after the failed exam (see above, Policy for Remediation after Exam Failure, for additional guidance on timing of remediation exams). The course/section leader identifies a proctor for the exam. The course/section leader notifies the course coordinator of the date of the scheduled remediation exam.
      d. The course/section leader designs the remediation exam.
      e. After the student takes the exam, the course/section leader grades the exam and informs the course coordinator of the result; the course coordinator enters the score into preliminary grade spreadsheet.
f. When a student achieves a passing score on a remediation exam and the course director approves, the final grade of P is sent to Registrar; the U is removed and is replaced by a P for that course on the official transcript.