



Policy Title

Student Feedback for Pre-clerkship Multiple Choice Exams

Identifier

USCSOMG – ACAF – 7.05

Prepared by: Office for Academic Affairs	
Reviewed by: Curriculum Committee	Approval Date: 04/10/2025
Approved by: USCSOMG Policy Committee	Approval Date: 04/30/2025
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LCME Standards

11.6 Student Access to Educational Records

Scope

University of South Carolina (USC) School of Medicine Greenville faculty, staff, and students in Pre-clerkship modules multiple choice summative exams in ExamSoft

Policy Statement

The Department of Biomedical Sciences in conjunction with the Office for Medical Education standardizes exam policies and procedures for the modules delivered in the pre-clerkship phase. This policy provides a process to collect student feedback on summative exam questions that is consistent and considers the resources necessary to fairly address student comments.

Reason for Policy

This policy provides a manageable and fair feedback process that gives students the opportunity to notify faculty of exam question concerns. Moreover, faculty have a standard expectation regarding adjustments, responses, and student notification of exam question updates.

Procedures

1. During summative exams for pre-clerkship modules, students are allowed to provide feedback for up to 10% of the exam via ExamSoft assessment software. Comments regarding exam questions are expected to be professional, per the [Expectation of Personal and Professional Conduct](#) policy.
2. Due to the timing and nature of make-up and remediation exams, the opportunity to challenge questions will not be available to students.
3. Student feedback on summative exam questions are de-identified, collated and distributed to relevant module faculty for review.
4. Faculty will review student feedback along with test item statistics to determine if test items are kept as is or if an adjustment should be made; however, faculty will only need to provide a rationale when an adjustment to an exam item is made. Faculty will provide a written response if the grading of a question

was adjusted in one of the following ways: bonus, eliminated, multiple correct answers accepted or all answers accepted. Any adjustments are reflected in the Exam Soft grade report.

5. As an educational opportunity, the Office for Medical Education will host an optional Exam Review Session for students. To maintain the integrity of the exam, a review can only take place in an in-person [proctored environment](#) under the same testing conditions. The review typically occurs within 15 business days after the exam administration.

Technical issues are reported following the policy: [Exam Incident Reporting](#), USCSOMG – ACAF – 7.01.

Sanctions

NA

Additional Contacts

Office for Medical Education
Department of Biomedical Sciences

Related Information

USC School of Medicine Greenville Student Handbook
USCSOMG – ACAF – 7.01 [Exam Incident Reporting](#)

History

Date of Change	Change
March 2025	Updates to branding and titles, strengthened language in response to policy audit.
June 2022	Clarified expectations and timing for exam feedback and review session
April 2020	Clarified expectations for remediation and make-up exams as well as the expectation for in-person review sessions
June 2019	Editorial changes made due to branding updates and titles; formal approval not required.
Dec 2018	Policy formalized into standardized template, LCME CQI
2017	Policy created by PEAS in 2017 based on input from faculty, students and Assistant Dean of Academic Affairs