



### **Policy Title**

Student Feedback for Pre-clerkship Multiple Choice Exams

### **Identifier**

UofSCSOMG – ACAF – 7.05

<b>Prepared by:</b> Program Evaluation and Assessment Subcommittee (PEAS)	
<b>Reviewed by:</b> Curriculum Committee	<b>Review Date:</b> 06/09/2022
<b>Approved by:</b> UofSCSOMG Policy Committee	<b>Approval Date:</b> 06/13/2022
	<b>Effective Date:</b> 07/15/2022

### **LCME Standards**

NA

### **Scope**

University of South Carolina (UofSC) School of Medicine Greenville faculty, staff, and students in Pre-clerkship modules

### **Policy Statement**

The Department of Biomedical Sciences in conjunction with the Office for Academic Affairs 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 should 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 should be

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 Academic Affairs 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.

For technical issues that may occur during an exam, please refer to [Exam Incident Reporting](#), UofSCSOMG – ACAF – 7.01.

## Sanctions

NA

## Additional Contacts

Office for Academic Affairs  
Department of Biomedical Sciences  
Program Evaluation and Assessment Subcommittee (PEAS)

## Related Information

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

## History

Date of Change	Change
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