Policy Title
Formative and Summative Student Feedback within Biomedical Science Modules

Identifier
USCSOMG – ACAF – 7.03

Prepared by: Office of Academic Affairs
Reviewed by: Assistant Dean of Academic Affairs
Approved by: USCSOMG Policy Review Committee
Communicated to: USCSOMG Students

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LCME Standards
9.7 – Formative Assessment and Feedback

Scope
University of South Carolina (USC) School of Medicine Greenville M1 and M2 Curriculum Coordinators.

Policy Statement
The Department of Biomedical Sciences is tasked with providing formative and summative feedback via standard reports from ExamSoft. This policy ensures student feedback reports are consistent, secure, and utilized as an avenue by which to improve academic outcomes.

Reason for Policy
The purpose of this policy is to provide formative feedback within modules and summative feedback upon conclusion of each module in a consistent, secure manner by allowing students to review written exam reports.

Procedures
1) Designated Biomedical Sciences M1 or M2 Coordinators will provide students feedback reports from ExamSoft within 2 business day of formative upload deadline and within 2 business days of summative upload deadline.

2) Formative feedback reports include:
   a) Category Performance
      i) Objectives (Module level and Longitudinal)
      ii) Organ Systems
      iii) Primary Disciplines
   b) Number of Questions per Category
   c) Student Score (percentage)
   d) Student Points
   e) Class Average Score
   f) Questions and Corresponding Answer Choices
   g) Faculty Rationale
   h) Student’s Name and Answers
   i) Exam Statistics
3) The following options should be enabled for formative feedback reports:
   a) Category Performance
      Magnifying Glass Icon
      iv) Objectives (Module level and Longitudinal)
      v) Organ Systems
      vi) Primary Disciplines
   b) Number of Questions per Category
   c) Display Score (percentage)
   d) Display Points
   e) Average Score
   f) Question Text
   g) Answer Choice Text
   h) Answer Key
   i) Rationale
   j) Exam Taker Name
   k) Exam Taker Answers
   l) Statistics

4) Summative feedback reports include:
   a) Category Performance
      i) Objectives (Module level and Longitudinal)
      ii) Organ Systems
      iii) Primary Disciplines
   b) Number of Questions per Category
   c) Student Score (percentage)
   d) Student Points
   e) Class Average Score
   f) Student’s Name
   g) Exam Statistics

5) The following options should be enabled for summative feedback reports:
   a) Category Performance
      Magnifying Glass Icon
      i) Objectives (Module level and Longitudinal)
      ii) Organ Systems
      iii) Primary Disciplines
   b) Number of Questions per Category
   c) Display Score (percentage)
   d) Display Points
   e) Average Score
   f) Exam Taker Name
   g) Statistics

**Sanctions**
None

**Additional Contacts**
Office of Academic Affairs
Related Information
USC School of Medicine Greenville Student Handbook
ExamSoft Assessment Software

History
- Date of Creation: 09/12/2018
- Date of Change: 09/25/2018