**Policy Title**  
Student Challenge of Summative Exam Questions

**Identifier**  
UofSCSOMG – ACAF – 7.05

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**Prepared by:** Program Evaluation and Assessment Subcommittee (PEAS)  
**Reviewed by:** Associate Dean for Curriculum  
**Approved by:** UofSCSOMG Policy Committee  
**Review Date:** 12/14/2018  
**Approval Date:** 12/14/2018  
**Effective Date:** 12/21/2018

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**LCME Standards**  
NA

**Scope**  
University of South Carolina (UofSC) School of Medicine Greenville faculty, staff, and students

**Policy Statement**  
The Department of Biomedical Sciences in conjunction with the Office for Academic Affairs standardizes exam policies and procedures for the M1 and M2 academic years. The *Student Challenge of Summative Exam Questions* policy provides an outline for the challenge process that is consistent and considers the resources necessary for fairly addressing student challenges to summative exam questions.

**Reason for Policy**  
This policy provides a manageable and fair challenge 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 M1 and M2 basic science modules, students are allowed to challenge up to 10% of the exam via ExamSoft assessment software.
2. Challenges are collated and distributed to relevant module faculty for review.
3. Faculty will provide a written response to a challenge if the grading of a challenged question was adjusted in one of the following ways: bonus, eliminated, multiple correct answers accepted or all answers accepted.
4. Students are allowed to review an exam and associated faculty responses to challenges 7-10 official school days after the exam administration. The exam review will take place in a proctored environment under the same testing conditions.
Faculty will review student challenges 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 a challenged exam item is made.

**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

**History**

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<thead>
<tr>
<th>Date of Change</th>
<th>Change</th>
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<tbody>
<tr>
<td>June 2019</td>
<td>Editorial changes made due to branding updates and titles; formal approval not required.</td>
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<tr>
<td>Dec 2018</td>
<td>Policy formalized into standardized template, LCME CQI</td>
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<tr>
<td>2017</td>
<td>Policy created by PEAS in 2017 based on input from faculty, students and Assistant Dean of Academic Affairs</td>
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