



NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Policy Name:	Quiz and Exam Policy
Approval Authority:	Dean's Council
Responsible Executive:	Dean's Council
Responsible Office(s):	Office of Assessment
Effective:	July 2022
Expires:	July 2025
Last Revised:	N/A
Next Review Date:	N/A

Quiz and Exam Policy

Policy Statement

This policy describes Noorda College of Osteopathic Medicine's (Noorda-COM) Quiz and Exam requirements.

Entities Affected by the Policy

Students

Policy Procedures

Daily Quizzes

Depending on the schedule and material, quizzes may not be provided every day.

- Consist of questions derived from all core courses.
- Will be comprised of both foundational questions and board-style questions.
- The first attempt must be completed on ExamSoft/Examplify
- Must be submitted on Sunday by 11:59 pm MT each week.
- If having a problem with uploading quiz, send screenshot of upload denial to assessment@noordacom.org.

Once completed students may retake "quiz" in Canvas after:

- Certifying have completed the ExamSoft/Examplify through the checkpoint question in Canvas within course.
- Points from retake will not contribute to your total course scores

Daily Quiz Scores

- Used to identify opportunity for academic interventions
- Week 1 performance is utilized in determining required end-of-cycle review and tutoring sessions.

- Averages below 50% student may be notified via Noorda-COM email of required review sessions.
- Failure to attend required review/tutor session, can result in referral to PACC.

OMM and Clinical Exam Labs

Lab grade will be from two (2) components (maximum of 10 points)

- A quiz at the start of each lab. (when applicable)
- A skill/technique performance rubric. (when applicable)

Examinations

Students are required to attend exams on the day scheduled. (*See Absences in Catalog for Exceptions*)

Students requesting an Excused Absence must fill out the [Excused Absence Request Form](#)

Students requesting an exam delay must fill out the [Exam Delay Request Form](#)

- The form must be submitted at least three (3) days before the exam.

Day of Examination

- Tardiness for exams will result in referral to PACC.
- If late, additional time will not be granted to complete exam.
- No reference materials are allowed.
 - i.e. notes, books, cellular devices, smart watches, tablets, laptops, or smartphones
- In cases of same day exam emergencies or illness, students should complete Excused Absence Form from the QR Code on the back of the badge.

Midterms

- For all OMS I and OMS II courses
- Four weeks or greater in length. No midterm will be administered for courses less than four (4) weeks
 - A passing score is 70%
 - Failure requires retake of exams
 - See Remediation Policy

Final Exams

- For all OMS I and OMS II courses

Shelf Exams

- For all Core clinical rotations

Final Course Grade

- Cumulative performance on all graded content within course.
 - A passing score is 70%
 - See Grades in Catalog
- Failure of course requires retake of final exam
 - See Remediation Policy

Incomplete grades

- The student will work with PACC to remediate incomplete grades.
 - See Incomplete Grades in Catalog

Exam Reviews

Occurs at the end of the 2-week cycle following the scheduled exam.

- No reference materials are allowed.
 - i.e. notes, books, cellular devices, smart watches, tablets, laptops, or smartphones

Question Challenges

- Must be submitted in writing to the Assistant Dean of Assessment (assessment@noordacom.org) within two (2) business days of the exam review.
- The Assistant Dean of Assessment will respond to any challenge within three (3) business days of submission.

Academic Accessibility

Exam Accommodations

Noorda College of Osteopathic Medicine provides reasonable and appropriate accommodations for students with documented disabilities. The intent of the policy is to provide each student with an opportunity to excel academically while creating an equitable environment conducive to learning. The policy will be administered consistently, fairly and in a non-discriminatory manner. The policy complies with the Americans with Disabilities Act (ADA) of 1992 and any other applicable state and/or federal laws.

Any student who feels they may need an accommodation based on the impact of a learning, psychiatric, physical, or chronic health diagnosis should contact Learning Services at learningservices@noordacom.org and fill out the Accommodation Request Form at <https://app.smartsheet.com/b/form/50497fb2b79e4adbbe736fe72d53e5d5>.

Accommodations must be requested by the student, and be pertinent to the student's documented disability, and must not substantially alter the educational program, intent, process, nor be an administrative burden to execute for the parties involved.

Definitions

Responsibilities

Students
Department of Learning Services
Office of Assessment

Policy Violations

Interpreting Authority

Dean's Council

Statutory or Regulatory References

Relevant Links

<https://app.smartsheet.com/b/form/50497fb2b79e4adbbe736fe72d53e5d5>.

Policy Adoption Review and Approval

Dean's Council