



**NOORDA COLLEGE**  
of OSTEOPATHIC MEDICINE

Policy Name:	Quiz and Exam Policy
Approval Authority:	Dean's Council
Responsible Executive:	Dean's Council
Responsible Office(s):	Academic Affairs
Effective:	July 2023
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  
Academic Affairs  
Clinical Affairs

### Policy Procedures

#### Cycle Quizzes

*Depending on the schedule and material, quizzes may or 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](mailto: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 the highest retake will contribute to your total course scores.  
Points from the highest retake must be submitted by the Sunday after the course ends to be counted in course grade.

#### Quiz Scores

- Used to identify opportunity for academic interventions

- Week 1 performance is utilized in determining required end-of-cycle review and tutoring session requirements.
  - 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 Academic Affairs-

### **OMM and Clinical Labs**

Each CEPA Lab will have a grade associated with it that is part of the overall course grade. Each lab grade will be determined from two (2) components (normally a maximum of 10 points per lab)

- A quiz at the start of each lab. This quiz will be based on the lectures and/or materials provided to help prepare for the lab topic (normally worth 6 of the 10 lab points)
- Full participation in the lab (normally worth 4 of the 10 lab points)
- When the lab time is used for full sign-offs or similar, those unique labs will have their own grading rubric that is used to determine points for that specific lab

### **End of Semester Practical Exams (Clinical Skills Assessment (CSA))**

- Each CSA will have a unique rubric that scores each section of a CSA for a particular course.

### **Multiple Choice 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](#) with documentation, where appropriate, indicating the valid reason for the request as outlined in the [Catalog](#) (including but not limited to illness, academic conflict, civil service, or family emergency). If a student will be missing an exam and an excused absence is approved, the student is responsible for contacting the Assessment team to schedule a makeup exam.

### **Day of Examination**

- Arriving after the designated start time for an exam will result in referral to Academic Affairs.
- 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 other than school issued tablets, or smartphones
- In cases of same day exam emergencies or illness, students should complete the [Excused Absence Request Form](#) from the QR Code on the back of the badge.
- Students must leave backpacks and other personal belongings outside of the testing center. Coats, jackets, hoodies with pockets, hats, and water bottles are not allowed into the testing center during an exam.

### **Midterm Examinations**

- For all OMS I and OMS II courses, with the exception of Longitudinal Community Medicine, Clinical Management Review, and Transitions to Clinical Care.

- 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 exam
    - See Remediation Policy
- Courses longer than four weeks in duration will administer one or more midterm exams.

### **Final Examinations**

- For all OMS I and OMS II courses, with the exception of Longitudinal Community Medicine, Clinical Management Review, and Transitions to Clinical Care.
- Elective courses do not administer final examinations.

### **Subject Exams**

- Required 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
- If a student fails a final exam but passes the course, they may choose to retake the final exam in order to attempt to achieve a score of 70% on the exam and increase their final course grade.
  - See Remediation Policy
- Failure of course resulting from the failure of a final exam requires a retake of final exam
  - See Remediation Policy

### **Incomplete grades**

- The student will work with PACC (should this be PACC or should this be elevated to SPC immediately since this is an incomplete grade) to remediate incomplete grades.
  - See Incomplete Grades in Catalog

### **Question Challenges**

- Must be submitted in writing to the Assistant Dean of Assessment ([assessment@noordacom.org](mailto:assessment@noordacom.org)) within two (2) business days of the exam review or through the feedback option within ExamSoft during the exam
- 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](mailto: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

### **PACC**

Professionalism, Academics, and Clinical Committee

### **SPC**

Student Promotion Committee

## Responsibilities

Students

Academic Affairs

Clinical Affairs

## Policy Violations

Violation of the policy can result in a student referral to PACC, SPC, or SAC.

## 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