



NOORDA COLLEGE
of OSTEOPATHIC MEDICINE

Policy Name:	Quiz and Exam Policy
Approval Authority:	Curriculum Committee
Responsible Executive:	Associate Dean for Academic Affairs
Responsible Office(s):	Academic Affairs
Effective:	December 2023
Last Revised:	December 2023

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

Daily 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 there is a problem with uploading quiz, send a screenshot of upload denial to assessment@noordacom.org.

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

- Certifying the student has 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.

- Averages below 50% student will be notified via Noorda-COM email that they are encouraged to attend review session(s).

Multiple Choice Examinations

Students are required to attend exams on the day scheduled. Students requesting an Excused Absence must fill out the Excused Absence Request Form with documentation, where appropriate, indicating the valid reason for the request. 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. (*See Absences in Catalog for Exceptions*).

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 venue. Coats, jackets, hoodies with pockets, hats, and water bottles are not allowed into the testing venue during an exam.

Midterm Examinations

- For all OMS I and OMS II courses, with the exception of Clinical Management-I, 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%
- 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 Clinical Management-I, 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. (See Grades in Catalog)
 - A passing score is 70%

If a student fails a final exam but passes the course, they may request 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 Preclinical Exam Retake Policy)

Incomplete Grades

- The student will work with SPC, Academic Affairs and the Course Coordinator to complete any required course components. (See Incomplete Grades in Catalog)

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 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.

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. (Refer to the Catalog for more information).

Definitions

SPC

Student Promotion Committee

Responsibilities

Students

Academic Affairs

Clinical Affairs

Policy Violations

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

Interpreting Authority

Curriculum Committee

Statutory or Regulatory References

Relevant Links

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

Policy Adoption Review and Approval

Dean's Council