

## Policy: Exam Review

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE</b>
2017	June 2025	<ul style="list-style-type: none"> <li>• Curriculum Committee               <ul style="list-style-type: none"> <li>○ Foundational Education Subcommittee</li> </ul> </li> </ul>

### POLICY STATEMENT

The Foundational Education Subcommittee oversees the exam review process for internally developed examinations prior to administration and provides recommendations to course and unit directors to ensure quality of examinations.

### SCOPE

This policy applies to all Academic Year 1 and 2 courses.

### REASON FOR POLICY

To support curricular management

### DEFINITIONS

TERM	DEFINITIONS

### RESPONSIBLE PARTIES

Course Directors (for courses) or Unit Directors (for units)  
 Course Faculty  
 Assistant Dean for Foundational Education  
 Foundational Education Subcommittee  
 Associate Director, Academic Support Services

#### RELATED RESOURCES

TBD

#### CONTACTS

Questions about this procedure should be directed towards the Assistant Dean for Foundational Education and Associate Director, Academic Support Services, Office of Medical Education.

#### POLICY HISTORY

**Initial Effective Date:** 2017

**Review Dates** (*review performed, no updates*):

**Revision Dates** (*updates made to document*): November 13, 2023, June 2025

**Comments on Revision** (*if applicable*):

### Procedure: Exam Review

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#### PROCEDURE STATEMENT

- A. All internally developed exams (non-NBME) that are new and account for 10% or more of the final grade must be reviewed by the Foundational Education Subcommittee (FEC) prior administration.
  - This includes multiple-choice question exams or quizzes, diagnostic reasoning exams, critical thinking exams and other open ended question exams.
- B. Procedure for reviewing exams is as follows.
  - The Associate Director for Academic Support Services coordinates this process with the Unit Director (for units, UD) or Course Director (for courses without units, CD) and Coordinators.
  - Internal exam review: UD/CD meets with course faculty and conducts an internal exam review to vet all questions (see exam development policy).

- Draft submission: After review with course faculty, the UD/CD submits the exam to the Associate Director for Academic Year 1 and Year 2 for review by the FEC.
  - Exam questions that have been used in exams given to previous cohorts of students must include psychometrics (provided by the Office of Assessment and Testing after each exam).
  - Exam questions that have been previously eliminated cannot be included without modifications. Modifications should be submitted for review.
    - Exam questions that have been adjusted must be specified by changing the version number.
- Initial editorial review: The Associate Director for Academic Year 1 and Year 2 sends the draft exam to the Copy Editor for initial editorial review.
  - Copy Editor sends initial editorial review to the Associate Director for Academic Year 1 and Year 2, who in turn sends the new recommendations to the CD/UD.
  - CD/UD revises questions considering editor recommendations and sends the revisions back to the Associate Director for Academic Year 1 and Year 2.
    - Suggestions not accepted must be kept in the document (track changes) until the final step in the review process.
- FEC review: Second draft is sent to the FEC members assigned to review the exam.
  - i. At least three members of the FEC review each exam. Scheduled is selected by the Assistant Dean for Foundational Education.
  - ii. Exams are reviewed for the following: clarity, syntax, logic, correct use of distractors, meaningful stem, style consistency, and tagging with learning objectives, type of questions, errors or omissions and performance statistics (when available). NBME Item writing guidelines should be followed. [NBME Item-Writing Guide | NBME](#)
  - iii. The Associate Director for Academic Year 1 and Year 2 collects the recommendations from the FEC and sends them to the CD/UD for review and revision.
- The CD/UD reviews recommendations and resubmits the exam to the Associate Director for Academic Support Services using track changes.
  - When changes are made, the finalized exam is reviewed by the Editor.
  - When necessary, the CD/UD meets with representatives of the ERC to discuss recommendations rejected.
  - Recommendations that are rejected are documented, together with documentation of the rationale.
- Any additional edits, deletion, or additions of new questions to the exam after this time must be reported to, and approved by, the Assistant Dean for Foundational Science Curriculum.
  - Additional new questions should not exceed 5% of total test items.
  - New questions must be submitted at least 5 working days prior to the examination date.

B. Deadlines:

- i. Submission of exam draft by CD/UD: 5 weeks before course starts.
- ii. Editorial review due: 4 weeks before course starts.

- iii. CD/UD revisions to editorial review due: 3 days after receiving editorial recommendations.
- iv. External exams review due: 1 week after receiving CD/UD editorial revisions.
- v. Course director and FEC (if needed) meeting to discuss changes: 3-4 days before the course starts.