Policy: Post-Exam Review

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE
2009	June 2025	• Curriculum Committee o Foundational Education Subcommittee

POLICY STATEMENT

The Assistant Director of Assessment and Evaluation conducts a detailed exam review with the course or unit director at the end of each exam before releasing grades. Questions not meeting HWCOM standards are adjusted. Any adjusted questions may not be reused without modification.

SCOPE

This policy applies to all courses in Academic Years 1 and 2.

REASON FOR POLICY

To support curricular management and assessment processes.

DEFINITIONS

TERM	DEFINITIONS

RESPONSIBLE PARTIES

Course Directors (for courses) or Unit Directors (for units)
Course Coordinators
Assistant Director of Assessment and Evaluation
Associate Director for Academic Support Services
Assistant Dean for Foundational Education
Foundational Education Subcommittee

RELATED RESOURCES

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: 2009 **Review Dates** (*review performed, no updates*): **Revision Dates** (*updates made to document*): November 13, 2023; June 2025 **Comments on Revision** (*if applicable*):

Procedure: Post-Exam Review

INITIAL EFFECTIVE DATE: 2009	LAST REVISION DATE: June 2025	RESPONSIBLE DIVISION/DEPARTMENT/COMMITTEE • Curriculum Committee o Foundational Education Subcommittee

PROCEDURE STATEMENT

A. At the end of each examination, the Assistant Director of Assessment and Evaluation (ADAE) conducts a detailed exam review with the Unit (for units, UD) or Course (for courses without units, CD) Director within three days of examination to discuss questions "flagged" based on item psychometrics. This applies to both internally generated exams and NBME exams.
 	
    o Multiple choice questions (MCQ) are "flagged" based on poor item psychometrics: an item difficulty of less than 0.4 or item discrimination/point biserial values under 0.15.
 	
          ■ For NBME exams, item psychometrics are provided by NBME website, which can take up to 48h.
          ■ For faculty-generated exams, item psychometrics are provided by Office of Assessment and Testing (OAT) within the Office of Medical Education (OME).

- o The ADAE flags MCQs with an item difficulty between 0.2–0.4 or poor discrimination. The UD/CD, in consultation with course faculty, decides whether adjustments like those above are needed, taking into consideration the question's discrimination index/p-value, point biserial, the appropriateness of content covered in class, and recommendations from the ADAE.
- o For written exams, the Course Coordinator sends the grading book to the ADAE as well as the grade distribution per questions of prior year(s) in which the same exam was administered. The ADAE provides feedback to the UD/CD, which includes correlations and comparisons of questions used in the past.

B. Adjustment of questions

- o The OAT automatically adjusts any MCQ with an item difficulty of less than 0.2 by adding a point to any student who answered the question incorrectly.
- o The UD/CD decides of any adjustment needed and notifies the OAT, who proceeds with adjustments.

    - Adjustment consists of giving all students credit for the selected question, rather than adding a point to all students.
    - The UD/CD notifies the Exam Review Sub-Committee (ERC) and the ADAE of any questions that have been eliminated from exams.

- o Without appropriate modifications, questions that have been discarded may not be used in exams administered to subsequent cohorts.

C. When adjustments are made, the UD/CD must inform the class via CanvasMed.

- o Responses should aim at clarifying content without divulging details of the question itself.

D. Grades are released after the post-exam review is complete.

- o The CD/UD authorizes the release of exam grades after the reviews are completed.
- o The Course Coordinator releases exam grades via CanvasMed.
- o Exam grades are not released during class time or the weekend.
- o Exam grades should not be released until the review is completed. The exception will be for "end-of-block" exams where final grade needs to be released, as a remediation may be scheduled for the subsequent week(s). This includes:

    - Pathology Unit in Foundations II course
    - Foundations III course
    - Pulmonary Unit- Organ System IV
    - Psychiatry Unit- Organ System V