

 QUILLEN COLLEGE of MEDICINE EAST TENNESSEE STATE UNIVERSITY	Policy/Process/Procedure Name:	QCOM Exam Question Rebuttals
	MSEC/ADMIN Number:	MSEC-1212-5
	Approving Officer:	Kenneth Olive, MD / MSEC Chair Ramsey McGowen, PhD / MSEC Chair
	Agent(s) Responsible for Implementation:	Course Directors
Original Approval Date: 12/18/12 Effective Date(s): Spring 2013; 4/4/17; 7/16/19	Originator Name/Committee:	MSEC
<input type="checkbox"/> New Policy/Process/Procedure Proposal	<input checked="" type="checkbox"/> Revision of Existing Policy/Process/Procedure	
Revision Date(s): 4/4/2017; 7/16/2019	LCME Required Policy/Procedure/Process: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> LCME Element(s) Number and Description: <small>[Also include the LCME Element number in (B) Purpose of Policy/Procedure/Process statement below].</small>	
<i>All policies/processes/procedures will be reviewed during the MSEC Evaluation of the Curriculum as a Whole unless an earlier review is identified.</i>		

(A.) Policy/Process/Procedure Statement:

QCOM policy requires that student concerns or feedback about any exam questions must be presented through: i) the exam software feedback functions or on scratch paper provided during the exam; or ii) immediately after an exam in an exam review session moderated by course faculty. Which of these feedback mechanisms will be used in a course is at the discretion of the course director. Allowing student feedback on specific questions is intended to help faculty improve exam effectiveness. Student feedback during or immediately after the exam will be used by course faculty in conjunction with psychometric information to make decisions about inclusion of or modification of exam questions or scoring. Question challenges for the purpose of changing individual student grades is prohibited. This policy does not preclude the AERC from discussing general student feedback, collected as described above, on exams with course directors. It also does not preclude a course director from discussing with a student an analysis of that student's exam performance in order to advise that student on academic performance.

(B.) Purpose of Policy/Process/Procedure:

The policy will prohibit question challenges for the purpose of changing individual student grades.

(C.) Scope (applies to):

M1 and M2 students enrolled in the Quillen College of Medicine MD Program.

(D.) Process/Procedure:

Course directors will be responsible for having exam questions vetted by at least one other faculty member prior to their use. Additionally, course directors are to review response statistics to determine whether individual exam questions should be included in determining the exam grade. Student feedback on any exam question will be allowed; questions regarding exam questions during an exam should be discouraged.

Policy Name: QCOM Exam Question Rebuttals

Approved by: Name / Title: Kenneth Olive, MD / MSEC Chair Date: 12/18/12 Name / Title: Ramsey McGowen, PhD / MSEC Chair Date: 4/4/17	Policy/Process/Procedure Superseded by this Current Policy/Process/Procedure (name and number): <i>(List only if a name change is involved)</i>
Review/Revision Completed by: <input type="checkbox"/> Office of the Dean	Date
<input type="checkbox"/> Academic Affairs	12/18/12; 4/4/17; 7/16/19
<input type="checkbox"/> Student Affairs	
<input type="checkbox"/> Student Promotions Committee	
<input type="checkbox"/> Faculty Advisory Council	
<input type="checkbox"/> Administrative Council	
<input type="checkbox"/> M3/M4 Clerkship/Course Directors	
<input checked="" type="checkbox"/> M1/M2 Course Directors	04/05/17; 7/19
<input checked="" type="checkbox"/> Medical Student Education Committee	12/18/12, 04/4/17; 7/16/19
<input type="checkbox"/> Student Groups/Organizations (describe):	

Notifications of New or Revised Policy	Method of Notifications and Date
<input checked="" type="checkbox"/> Medical Students	8/19
<input type="checkbox"/> All QCOM Faculty	
<input type="checkbox"/> All QCOM Staff	
<input type="checkbox"/> Admissions Office (catalog)	