

Examination Question Challenge Policy

Section: 4
Policy number: 4.4
Responsible Office: Student Affairs and Admissions
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POLICY STATEMENT

In Phase 1 of the medical curriculum, students who have received a score on a written examination consistent with an “Unsatisfactory” grade may submit a written challenge for a limited number of questions that the student contends were scored incorrectly.

REASON for POLICY

Examination questions are sometimes scored incorrectly, either as a result of problems inherent in the question or in the scoring of the question. Incorrect scoring of questions may in some instances result in a student receiving an “Unsatisfactory” grade. In these instances, students should be provided with an avenue to challenge such items and to have their scores adjusted if successful.

SCOPE of POLICY

This policy applies to:

<input checked="" type="checkbox"/> Deans, Directors, and Department Heads	<input checked="" type="checkbox"/> Faculty
<input checked="" type="checkbox"/> Managers and supervisors	<input checked="" type="checkbox"/> Staff
<input checked="" type="checkbox"/> Students	
Others:	

WEB SITE REFERENCES

Policy Office: <http://www.med.und.edu/policies/index.cfm>
Responsible Office: <http://www.med.und.edu/student-affairs-admissions/>

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DEFINITIONS	
Case-Based Examination (CBE)	The examination taken during assessment day in Units 1-8 in Phase 1 of the medical curriculum that contains multiple clinical vignettes from which essay questions are derived. These are constructed response questions.
Clinical Skills Examination (CSE)	The examination taken during Units 1-8 in Phase 1 of the medical curriculum in which students must display mastery of doctoring skills taught during the block.
Multiple Choice Question Examination (MCQ)	The examination taken during assessment day in Units 1-8 in Phase 1 of the medical curriculum that contains selected response questions with several possible answers from which the correct one must be selected.
Medical Science exam component	The combined percentage score from the MCQ, case-base, laboratory (gross anatomy, histology, pathology, microbiology) and customized assessment service exams.

RELATED INFORMATION	
Student Grievance Policy	http://www.med.und.edu/policies/_files/docs/grievance-policy.pdf

CONTACTS

General questions about this policy can be answered by your department's administrative office. Specific questions should be directed to the following:

Subject	Contact	Telephone/FAX	Office/Dept
Policy clarification	Student Affairs	777.4221/777.4942	
Policy format	Dean's Office	777.2514/777.3527	judy.solberg@und.edu

PROCEDURES

- I) In Phase 1 of the curriculum, students who have received a score on a single written examination consistent with an overall "Unsatisfactory" unit grade will have the opportunity to submit a written challenge for a limited number of questions that the student contends were scored incorrectly.
- II) Some questions prepared for written examinations might contain flaws or be scored incorrectly. Given the potential severity of the consequences for failing a unit, students are provided with the opportunity to challenge a limited number of questions that they contend contain errors, have more than one correct answer, or may have been scored incorrectly.
- III) Examination question challenges are subject to the following conditions:
 - A) Students who have earned a "Satisfactory" or "Honors" unit grade derive no benefit from challenging questions, as they are not at risk of failure. Therefore, these students will not be permitted to challenge questions.

- B) Challenges shall only be open to those students who receive a grade of unsatisfactory and for whom a successful challenge would change their grade from unsatisfactory to satisfactory. Challenges are not available for any other purposes or results, including for honors.
- C) Question challenges are permitted for students whose performance would require remediation (i.e., where the exam score would result in failure of the overall Medical Sciences or Clinical Sciences Unit grade) and may begin prior to such remediation. If the challenge is successful and remediation is no longer required, the student receives a grade of S rather than the S/U that would result from a successful remediation.
- D) In the event that a challenge has not been resolved by the time an elective is scheduled to begin, the student may not start the elective. If the challenge is subsequently successful, elective days beyond the allowed absences must be made up.
- E) The clinical skills examinations are captured digitally on video. In the event of a score below 80%, the video is automatically reviewed and rescored by another expert faculty member prior to reporting the score to the student. Should the review and rescore also result in a failing score, the original failing score is recorded as the official score. Should the review and rescore result in a passing score, a second review and rescore is necessary to confirm and finalize a score. If the second review and rescore results in a passing score, the result of the first review and rescore is recorded as the official score; if the second review and rescore results in a failing score, the original failing score is recorded as the official score. The purpose of this process is to be as fair as possible to the student by having the scoring reviewed by an expert faculty member in a closed environment, using the scoring checklist and access to the video (stop/rewind).
- F) The question challenge process shall:
 - 1) Require the student to first meet with the Associate Dean for Student Affairs and Admissions and the Associate Dean for Medical Curriculum where the challenge process is explained in detail and digital copies of Challenge policies and procedures are provided to the student.
 - 2) Allow students to review their examinations to identify questions to challenge. This review must be accomplished in person.
 - 3) Remain private between the student and the involved program personnel; a student must not discuss exam content with others.
 - 4) Be initiated by the student in as timely a manner as possible following examination review and a meeting with the Assistant Dean for Assessment in which a reasonable deadline for submission of the challenge will be established.
 - 5) Be completed in as timely a manner as possible.
 - 6) Require the student to justify their challenge using available evidence-based resources including lectures.
 - 7) Refer challenges to faculty members who are content experts on the subject in question.
- I) Challenge of scoring of written examination question(s) in Phase 1
 - A) Students who have met the examination question challenge conditions above have the opportunity to review their multiple choice, laboratory, case and clinical skills examinations following a scheduled meeting with the Associate Dean for Student Affairs and Admissions and the Associate Dean for Medical Curriculum in which the challenge process is explained in detail and electronic copies of this policy and procedures are provided to the student.

- B) Students who have met the examination question challenge conditions above may challenge a maximum of five (5) MCQ/laboratory items or five (5) points on the Case Exam or five (5) points on the Clinical Skills Exam. If more than 5 MCQ/laboratory questions or more than 5 points on the Case Exam are challenged, only the first 5 submissions will be evaluated. In the event that students fail two exams in a Phase 1 unit, a student will only be allowed to challenge a total of 5 points (e.g., 3 MCQ/laboratory questions + 2 Case Exam points = 5 total).
 - C) Please note that students must NOT at any time remove any examination from Education Resources. Students may not copy or in any other way reproduce exam items and remove them from Education Resources. Therefore, as students construct their written work, their ability to reference the exam item itself will be of necessity confined to rooms and times designated by Education Resources.
 - D) Following the review of examination(s), questions and/or challenges to individual items or answers can be submitted in writing (typed on separate pages) in a single Microsoft Word document and e-mailed to the Assistant Dean for Assessment as an attachment. Upon receipt, the Assistant Dean for Assessment will open the file and reply by stating that the document has been received and accessed successfully.
 - E) The written documentation for a question challenge must include the following:
 - 1) Specific reference to the item in question (e.g., MCQ Item #34; Case Examination Task 3, etc.).
 - 2) A detailed narrative explaining why the student contends the question is flawed or their original response is incorrectly scored.
 - 3) Appropriate, documented and cited support from lecture, textbook or any other resources that were available to the student as they prepared for the examination.
 - F) The Assistant Dean for Assessment will seek the necessary assistance from expert faculty members to make an appropriate determination on all challenges. A written response will be provided by the faculty member conducting the challenge evaluation. The student will be permitted to review each challenge evaluation and decision by meeting with the Assistant Dean for Assessment who, when appropriate, will indicate any scoring or grade changes that will be made on the basis of the challenge.
- II) No question challenge in Phase 2 and 3 written examinations
- A) There is no provision made for challenging any individual examination questions in Phase 2 and 3. The score the student receives on any examination is considered a final score.
- III) Academic Grievance
- A) Students desiring to seek redress where they contend program policy has not been followed with respect to academic matters, such as assessment or grading, will be directed to the School of Medicine and Health Sciences Student Academic Grievance and Appeal Policy.

RESPONSIBILITIES	
Assistant Dean for Assessment	<p>Collect written question challenges from students.</p> <p>Seek necessary assistance from faculty members to make appropriate determinations on question challenges.</p> <p>Report outcomes of question challenges to students.</p>
Student	Must follow each step in the "Procedures" section of this document in preparing written question

FORMS	
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