



Phase 1 Examination Regrading Policy

Section: 4
Policy number: 4.4
Responsible Office: Student Affairs and Admissions
Issued: 07.29.16
Latest Review: 06.2024

POLICY STATEMENT

In Phase 1 of the medical curriculum, students who have received a score on a written examination consistent with an “Unsatisfactory” grade and meet the criteria for examination rescoring will automatically have their examination rescored prior to the release of their final Unit grade.

REASON for POLICY

Examination questions are sometimes scored incorrectly, either because 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’ examinations will be regraded to ensure accuracy and fairness.

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 Examination (CE)	The examinations taken during mid-unit and end of unit 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.
Medical Science exam components	The combined percentage score from the multiple choice question, case-base, laboratory (gross anatomy, histology, pathology, microbiology) and customized assessment service examinations.

RELATED INFORMATION	
Student Grievance Policy	https://med.und.edu/about/policies/files/docs/3.9-student-grievance-and-appeal-final.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 and Admissions	777.4221/777.4942	saa@UND.edu
Policy format	Dean's Office	777.2514/777.3527	judy.solberg@UND.edu

PROCEDURES

- I) In the event of an overall Medical Sciences unit grade below 74.5%, but still within 5 examination points from passing, the case examination (CE) is automatically and independently reviewed and rescored by two expert faculty members prior to reporting of the unit score to the student. If a student needs more than 5 examination points to pass, their CE will not be eligible for review. Should both reviews and rescores result in a failing unit score, the original failing score is recorded as the official unit score. Should the primary review and rescore result in a passing score, the second review and rescore is necessary to confirm and finalize a unit score. If the second review and rescore results in a passing score, the result of the primary review and rescore is recorded as the official unit score; if the second review and rescore results in a failing score, the original failing score is recorded as the official unit score. The purpose of this process is to be as fair as possible to the student by having the scoring independently reviewed by expert faculty members in a closed environment, using a model answer.

- II) The clinical skills examinations (CSE) 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).

- III) Only students who have received an unsatisfactory unit grade are eligible for CE and CSE regrading.
- IV) Regardless of the outcome, if regrading of an examination has occurred the student will be informed through a comment included in the gradebook in the learning management system.
- V) 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 3.9](#).

RESPONSIBILITIES	
Assistant Dean for Assessment	Seek necessary assistance from expert faculty members to make appropriate determinations on regrading of examinations. Report outcomes of regrading to students.

FORMS	
	Intentionally left blank

REVISION RECORD

06.28.17 – Minor Edits

02.10.21 – Edit to include Phases and replace “appeal” with “challenge”

05.09.22 – No changes to policy or procedure—multiple edits for clarity of policy, procedures, and processes

06.10.24 – Changed to Phase 1 Examination Regrading policy