

Electronic Exam Guidelines

In an effort to facilitate the use of electronic exams within the School of Medicine's curriculum it is imperative that the following guidelines are followed. These guidelines are necessary to ensure that we The Office of Medical Education and you the Faculty collectively deliver to our students, fair and quality assessments in a professional manner.

1. The bulk of the questions for a given exam (~85% of the total) must be provided to the Office of Medical Education **at least 10 working days prior** to the actual exam date (using existing questions from the questionbank can fulfill this requirement). Additional "new questions" for the questionbank must be received by OME **at least 5 working days prior** to the exam date. (Note: Do not wait until final cutoff time to send materials if at all possible!)
2. The questions should be reviewed by the faculty prior to submitting them to the Office of Medical Education.
3. Questions should be sent to the Office of Medical Education as a Word document.
4. Once questions have been received by the Office of Medical Education they will be reviewed individually prior to adding them to the digital question bank. (Note: this review is not for content - it is focused at formatting, grammar, and spelling issues)
5. During our review process any questions that are identified as questionable will be sent back the Course Master or designated exam coordinator for clarification.
6. It is imperative that the list of questions to be included on an exam is submitted to the Office of Medical Education **no later than 3 working days prior** to the actual exam date. This will give the Office of Medical Education ample time to finish adding the questions to the digital question bank and produce the live exam. Once the live exam is produced it will be made available for the exam coordinator as well as designated staff within the Office of Medical Education to test (perform trial runs) as a means of quality assurance.
7. Only those questions identified during the trial run testing period as needing modifications or corrections will be addressed by the Office of Medical Education. New questions are not to be added at this time.
8. The Office of Medical Education will not be responsible for proctoring electronic exams. It is the responsibility of the Exam Coordinator to provide exam proctors.

The Office of Medical Education believes that electronic exams greatly enhance our Medical School curriculum and with the use several of the features that are readily available not only assess student knowledge but also continue to facilitate learning.

NOTE -

Please bear in mind that we are working with a **database** of questions - online exams are creating by selecting questions from that database. It is imperative that questions exist only once in the actual database - thus, do NOT turn in existing questions as new questions simply because you want them included on the exam. You are not creating a paper-based exam as in the past where you had to re-type and re-number all your questions - for online exams, you must follow exactly the instructions provided on the next page.

Electronic Exams – Working with the Existing QuestionBank

Step 1) Review the existing questions for accuracy (file will be provided by OME)

Typos, corrections, or the addition of feedback (explanations) are the ONLY acceptable changes to existing questions (example correction is “H2O” to “H₂O”). Either highlight any corrections or new feedback in **green** or enable “track changes” in the document.

Note: DO NOT otherwise modify existing questions - Changes to the body of the question (i.e. the addition or deletion of text), changes to the text of answer choices, or the addition or deletion of answer choices constitute a **NEW** question. If you wish to make such changes to an existing question, submit that as a **NEW** question using the existing question number with an “a” appended to it (i.e., new question based on existing “R042” should be “R042a”)

Step 2) Submit new questions –

New questions must pick up numbering from the **LAST** question in the bank (unless based on an existing question, as noted above), submitted as a separate document or at the end of the existing questions under the heading “**New Questions,**” and should be formatted as follows:

New Questions

<Q>Question (any images should be inserted after the question and before the choices)

<C>Choice A

<C>Choice B

<C>Choice C

<C>*Correct choice - with an asterisk at the **beginning** of correct answer

<C>Choice E

<F>Correct Answer - followed by any explanation (Note: a copy of the correct answer **MUST** precede the explanation as this is the only indication to the student of the correct choice)

Important - additional notes regarding new questions

- Highlight any Greek characters, equations, or other symbols in **yellow** (i.e., **anything** other than the letters and symbols found on a standard keyboard).
- Subscripts and superscripts must be formatted using “format/font/sub- or superscript” (as opposed to using the “raised” or “lowered” position under “character spacing”).
- All coding within the brackets (“<Q>”) must be capital letters.
- In the online display, answer choices are preceded by only a radio button () , they are NOT automatically lettered “a, b, c, etc.” - if you need the lettering to be displayed (i.e., when one of the answer choices refers to the others, as in “A and C are both correct”), then you must include that lettering at the beginning of your answer choices, after the <C>. For example -

<C>a) the stomach

<C>b) the intestine

<C>c) the colon

<C>*d) A and B

<C>e) B and C

Step 3) Submit list of questions to be used on the exam

Simply send via e-mail or in a document the total number of questions per topic and the list of specific question numbers to be included on the exam - listed in the same order you wish them to be delivered (e.g., 27 Endo questions -- E001-E019, E042, E021a, E025a, E026-E030).