



## Pre-Clinical Curriculum Exam Review and Assessment Item Appeal Process

Exam Review Process: After each exam, there will be an exam review session in which students will have the opportunity to view and discuss exam questions, and to appeal questions if needed. The exam review will be setup as detailed in the MS1 and MS2 EXAMINATION POLICY (<https://icesom.marshall.edu/media/56606/ms1-ms2-joint-exam-policy.pdf>). Briefly, students will have 45 minutes to review the exam. Individual student scores will be released as part of the review process.

After the 45-minute review session ends, students will have an additional 45 minutes to compose assessment-item appeals. The purpose of this appeal process is to allow students to review questions with input from the peers and the course directors, and to appeal questions meeting one or more of the following criteria—

Medical students may appeal an assessment item, in writing, to the course director in case of one or more of the following:

1. An assessment item is scored incorrectly i.e. incorrect choice is marked as the correct answer.
2. More than one answer is correct.
3. No correct answer.
4. The question has missing data and/or figures.

Assessment items may NOT be appealed on issue of clarity or syntax alone.

Appeal Process: Students must appeal as a group (unless there is only one appellant) and names of ALL appellants must be clearly noted on the appeal form. All appeals must be submitted to the course director using the “Pre-Clinical Assessment Item Appeal Form” form only, during the formal exam review session. Incomplete appeals or appeals with insufficient supporting evidence will NOT be considered. Course directors or the instructor

who submit the question will provide a response to every appeal, in writing, explaining their rationale for denying or accepting the appeal. In cases where the appeal is accepted, the course director will provide a resolution e.g. giving credit for more than one answer. The decision of the course director on question appeals is final. Any changes to final scoring/grading will be applied to the entire class and must be completed within 10 business days of the examination. All appeal forms will be tracked by the Office of Medical Education to discourage misuse of the process. Appeals of course letter grades are subject to the JCESOM Grade Appeal Policy.

Frivolous appeals, lacking supporting evidence are against the spirit of this policy and will be considered infractions of professional conduct expected of our students. Students will receive a written warning from the Block Director, copied to the Associate Dean of Medical Education, on their first infraction. Repeated attempts at such appeals will be reported to the Office of Academic Affairs and the Academic Standards and Professionalism Committee for institutional action.

Approved by the Pre-clerkship subcommittee, JCESOM – July 12, 2019

Approved by the Curriculum Committee, JCESOM – July 18, 2019

Approved by the Dean, JCESOM -