



ORLANDO COLLEGE OF OSTEOPATHIC MEDICINE

Orlando College of Osteopathic Medicine

Policy Order Number: D0054  
Effective Date: April 12, 2023  
Revised Date: May 27, 2025  
DEAN APPROVED: May 27, 2025

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**Policy Title: Policy on Assessment Administration and Analysis**

1. Purpose

This policy details the way in which OCOM uses written exams within its semester curriculum, particularly in years one and two of the program.

2. Policy

The Orlando College of Osteopathic Medicine (OCOM) has an integrated approach to examinations. While systems exams will focus on material covered in the system being covered, any exam may cover material from a previously-covered system or course. Longitudinal course exams will be cumulative but will focus on the material covered since the last examination was held.

2.1. Number and Frequency of Exams

Each systems-based course will have one or two exams based upon the number of weeks duration. In general, if a system course is 4 weeks in duration or longer, there will be two exams, one at the midpoint, and another at the end. If a system is 3 weeks in duration or less, there will be one exam at the end of the course. In the case of an 8 week course, exams would be every two weeks.

The exam frequency and type of exam will vary in the longitudinal courses, which may include practical, SIM, standardized patient, and oral, in addition to written and other exam modalities.

2.2. Exam Duration and Content



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For all multiple-choice questions, each OCOM exam or quiz uses the COMLEX-USA 2026 standard of 1.5 minutes given per question; the number of questions and duration of the exams will vary from exam to exam, with a target of 1-5 questions per hour of content delivery (be it self-directed learning, case-based learning, anatomy, etc.).

### 2.3. Question Types and Rules

Approved questions are to be loaded into ExamSoft *at least* 10 working days prior to the date the exam is scheduled, with the strong preference being 20 working days.

Question guidelines include the following:

- All questions are to be multiple choice in format and have a *minimum* of 4 answer options, with 5 *strongly* preferred.
- Questions may *not* have answer choices such as “all of the above,” or “none of the above,”
- K-type questions are not allowed, such as “both a and c,” “both a and c but not b,” etc.
- True-false questions are not allowed.
- There should be no question stems that include verbiage such as “all of the following *except*.”

### 2.4. All examination and quiz questions must be approved by the Assessment Review Team (ART)

- A minimum of four weeks prior to the examination or quiz, all examination items must be placed in the course folder for viewing by the ART
- The ART will review the items and either make edits or ask the original author to make edits following their suggestions, then return the question to the course folder
- Once the ART team approves of the question, it will be placed in the final questions course folder for use by the MedEdOps team for examination administration

### 2.5. Question Categories and Rationale

When loading a question, the appropriate categories must be added. The minimum categories are:

- Session ID;
- Question Author (Faculty who provided the material);



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To facilitate the internal exam review process, each question should contain the *rationale* explaining why the expected answer is the correct one and why the other answer choices are not.

## 2.6. Exam Creation, Review, and Publication

Three working days prior to the scheduled date of the exam, the Medical Education Operations Department (MedEdOps) will compile the exam using the ExamSoft application.

MedEdOps will use the approved questions loaded in each course for sessions to be included in the exam.

MedEdOps will build the final version of the exam, incorporating the elapsed time, exam password, etc. While every effort is made for students to use ExamSoft, paper copies of the exam with separate answer sheets will be created in case of unresolved technical difficulties during the exam.

A delayed review will be scheduled for the Friday following the exam to allow students a secured and proctored review of their submitted answers.

On the last working day prior to the scheduled date of the exam, MedEdOps will release the exam for student download.

## 3. Examinations and Proctoring

### 3.1. Exam Day

All students are to have downloaded the exam and be sitting in their seats 10 minutes prior to the start of the examination.

Each student should ensure that the only things they have at their desk are the following:

- iPad;
- Power cord;
- Drink (must have a secure lid) if required;
- Scratch paper and pencil and
- Earplugs (provided) if required.

All backpacks, bags, phones, electronic devices: smart watches, glasses, earbuds etc. must be left either in a locker or outside of the lecture hall.



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The exam password will be given to the students up to 5 minutes prior to the start of the exam and will log in to the exam ready to start.

At the designated start time, the Proctors (or MedEdOps) will inform the class to begin the exam.

Once the exam has commenced, the proctors will walk around the room to ensure that all students have begun the exam.

If a student has any issues or questions, they should raise their hand and the proctor will assist them.

During the exam, the proctor should scan the students to ensure that there is no impropriety going on. This includes, but is not limited to, the following acts:

- a) Looking at another student's iPad screen
- b) Using other electronic devices other than the iPad
- c) Talking or communicating non-verbally with anyone other than the proctor
- d) Leaving the room prior to completing the exam

Bathroom breaks are allowed during exams, but only two students may be out of the room at any time. Should any student have a technical issue with their iPad, which cannot be rectified quickly, they may be given a paper version of the exam.

All examinations will end at the scheduled time. If any students have not completed the exam at that time, they will be asked to save their progress and submit their answer files.

Should a student deliberately ignore the request to close their exam and submit their answer file, MedEdOps may exclude any questions answered after the time called and the student grade will reflect a 0 for these questions. Dependent upon the single issue, or if the action is repeated, MedEdOps may refer the student to SPPC as a breach of the established professionalism protocols.

### 3.2. Exam Tardiness

If any student is late for an exam, or fails to start on time, they will lose that time from the exam as all exams will start and end at the specified times. Tardy students will be required to sit in a designated area at the rear of the auditorium. Any student that is more than 15 minutes late for a scheduled exam will not be allowed to take the exam at that time and must meet with Student Services to discuss how to proceed.



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While the ExamSoft application will automatically submit the answer files once the limit is reached, any students still working at the designated end time will be asked to save and exit and submit their answer files, without exception.

### 3.3. Exam Completion

Once a student has completed the exam, they may save, exit and upload their answer files. Once they have received the confirmation screen confirming that the answer file has been uploaded, they must show the confirmation screen to a proctor, then quietly leave the lecture hall.

Once a student has left their seats and/or the lecture hall, they may not come back until the exam is over for all students.

### 3.4. Missed Exams

Any student who misses an exam due to acceptable reasons, as defined in the *Excused Absence Policy*, may be granted the opportunity to take a make-up exam. See *Remediation and Re-examination Policy*, OCOM Policy #D036.

## 4. Exam Grading and Analysis

Once all exam answer files have been submitted, MedEdOps will grade the exam.

### 4.1. Item (Question) Statistical Analysis

Once graded, each question is reviewed by MedEdOps and the Associate Dean for Pre-Clinical Education to identify any questions which are statistically questionable. Any question with poor statistical value is highlighted for item review. Any in-exam comments regarding questions are also noted.

### 4.2. Item Review

The initial question analysis is completed by the MedEdOps department, the Course Director, and the Associate Dean for Pre-Clinical Education. Decisions are made from statistical analysis and student feedback regarding post-exam edits. (see below for optional outcomes). Following this initial review, the exam is edited and finalized. After the exam is finalized and grades are posted, exam results and student feedback are given to the Course Director(s) for review. The options for post-exam item changes are:

- 1) Make no changes: the question is sound (if highlighted, this may indicate that students did not understand the core concepts being tested);



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- 2) Allow more than one answer as correct (Question needs to be updated in ExamSoft for future use with comments);
- 3) Allow all answers to be correct (If the question is bad, decide to either remove from the question bank or to rework it)

Reviews should be completed within 24 hours of receipt so as to allow the answer key to be updated and the questions regraded.

#### 5. Completed and Final Grades

Once all amendments are completed and the exam is re-graded, the course level results will be loaded to Leo for release to the students.

#### 6. Final Grade Analysis

Once a course is completed and all grades from Exams, Quizzes, etc. are loaded, the final course grade is analyzed to identify the Average, Mean, and Standard Deviation (and then rerun excluding outliers).

All courses from all years are to be initially reported as a percentage so that the following analysis can be performed. As courses in the first and second years are Pass/Fail (with third and fourth years being Honors, Pass, Fail), the grades still need to be represented as a percentage to determine if a student has reached those delineations.

#### 6a. Final Grade Analysis and Reporting

The Course Director(s) has/have overall discretion to make adjustments to individual items based on item performance and psychometric analysis; in some cases, they may allow multiple answers to a question, discard questions that performed poorly or adjust grades in a manner that is based on objective item analysis, as highlighted in this policy, Section 4.2.

The Associate Dean for Pre-Clinical and Clinical Education for their respective years has the final authority surrounding grade determination and dissemination and shall review grade analyses before they are finalized and released to the students.

This policy and all OCOM policies shall be posted at [ocom.org/policies](http://ocom.org/policies).