

Orlando College of Osteopathic Medicine

Policy Order Number: D076
Effective Date: March 25, 2025
Revised Date: March 25, 2025
DEAN APPROVED: March 25, 2025



Robert T Hasty, DO, FACOI, FACP
Dean & Chief Academic Officer

Policy: Exam Review Policy

Purpose:

This policy outlines the procedure for students to review their examinations and quizzes administered through ExamSoft. This policy aims to provide students with a learning opportunity to review exam questions, while maintaining the integrity and security of the examination process. The exam review session is not an opportunity to request changes to questions and/or scoring, and any concerns should be addressed during scheduled office hours.

Policy:

1. Exam/Quiz Review Availability:

- Students will be granted access to review their completed examinations and quizzes administered through ExamSoft.
- These optional review sessions will typically be conducted on Friday or at the reasonable discretion of MedEdOps following the administration of the exam or quiz. Only one review session will be scheduled per quiz/exam.
- Specific review times will be communicated by the Medical Education Operations (MedEdOps) team.
- Review sessions will be conducted in a location (e.g., auditorium), as determined by MedEdOps.
- Length of review is determined by MedEdOps and will vary according to the length of the quiz/exam

- Students who are required to take a make-up exam must complete it before participating in the review session.
- No accommodations will apply to this review process.

2. Access and Procedure:

- Attendance is optional and in-person at the designated time and place.
- The review will be timed and closed at the specified time. Late arrivals must end the review at the same time.
- Review will be conducted on the same iPad as the quiz or exam was taken. No scratch paper will be provided.
- Access to ExamSoft review will be proctored under exam conditions (see exam day rules provided in all exam/quiz emails).
- Students will be permitted to review their submitted answers and the correct answers along with any rationale, if provided (at the discretion of the course director and/or faculty).
- Students will be permitted to review the answer choices for each question.
- Students will be permitted to review their individual performance in each knowledge area that is tracked by ExamSoft.
- Students will not be permitted to take screenshots, notes, photographs, or make any other form of digital or physical copies of exam content. Furthermore, any memorization, recording, and/or distribution of questions or assessment elements is strictly prohibited and will result in disciplinary action.

No Challenge Provision:

- No challenges to examination or quiz questions will be permitted during or after the review session.
- The purpose of the review is solely for students to understand their performance and identify areas for further study.
- MedEdOps/Faculty decisions regarding examination content and scoring are final.
- Any questions regarding content should be brought up during scheduled office hours with the relevant course director and/or assigned faculty.

3. Policy Violations:

- Any violation of this policy, including but not limited to unauthorized copying or distribution of examination materials, will be considered a violation of OCOM policy and will be referred to the Student Progress and Professionalism Committee and may result in disciplinary action.

4. Exceptions:



- In the event of technical difficulties with ExamSoft, or other unforeseen circumstances, Medical Education Operations, in consultation with the relevant course director, may adjust the review schedule or procedure.
- Students who took a paper exam will be provided with a paper copy of the exam with answers and rationales included. Please note that no individual educational record will be made as a result of this review. These will be collected at the end of the session.

5. Confidentiality:

- Students are expected to maintain the confidentiality of all examination content. Discussion of specific exam questions outside of the review session is prohibited.