

ST. GEORGE'S UNIVERSITY

ASSESSMENT POLICY

SCHOOL OF VETERINARY
MEDICINE

Updated
9-14-2022

Assessment policy

Table of Contents

Introduction	2
Definitions of types of assessment	2
Formative Assessment	2
Summative Assessment	3
Scheduling of Examinations	3
Pre-requisites for assessment.....	3
Student responsibilities	3
Course Director responsibilities	3
Midterm and Final Computer based exams (e.g. MCQ and similar)	4
Examination procedures	4
Pre-examination announcement.....	4
On the day of examination	6
During the examination	7
After Exam Day	7
Completion and Re-sit Examinations	8
Completion examination.....	8
Re-sit examination.....	8

Introduction

This document (hereinafter referred to as “Policy”) was developed to guide new and existing faculty in producing high quality assessments appropriate for the intended level and for the teaching method used in each individual course. These Policy will ensure transparency and consistency as well as quality assurance of assessment throughout the DVM program at SGU SVM for both faculty and students and are based on current best practice in the literature on assessment.

It also contains guidance on the conduct of examinations within the School in order that faculty and students can be apprised of the rules and regulations, and understand the policy for the efficient administration and performance of examinations and the timely production of results.

An abridged version will be made available for students (this document). Special examination needs are not covered by this document, but such students requiring special accommodations will not be penalized by the Policy and must be borne in mind when implementing the Policy.

For all ExamSoft examinations students must have a laptop computer that meets the requirements for electronic examinations. Requirements can be checked with the IT Department while trying the mock examination under the ExamSoft website.

These Policies supplant the “St. George’s University School of Veterinary Medicine Examination Policy with ExamSoft Update” from May 10th 2022

Definitions of types of assessment

Formative Assessment

The goal of a **formative** assessment is to *monitor student learning* to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. More specifically, formative assessments:

- help students identify their strengths and weaknesses and target areas that need work
- help faculty recognize where students are struggling and address problems immediately

Formative assessments are generally *low stakes* (e.g. clicker questions), which means that they have no or low point value (no more than 10% - 15% of the overall point value for the course).

It can include students assessing themselves, peers, or even the instructor, through writing, quizzes, discussions, etc. In short, formative assessment occurs throughout a class or course, and seeks to improve student achievement of learning objectives through approaches that can support specific student needs.

Summative Assessment

The goal of **summative** assessment is to *evaluate student learning* at the end of an instructional unit by comparing it against some standard or benchmark.

Summative assessments are *high stakes*, which means that they have a high point value. Because of this, it is important that the summative assessment aligns with the goals and learning outcomes of the course:

- Design clear, effective questions (see 'Producing appropriate examinations')
- Assess comprehensiveness (demonstrate synthesized skills and broad connections of course material)
- Make parameters clear (length of assessment, depth of response, grading standards, use of a rubric or table of specification)

Scheduling of Examinations

Examination schedules will be published along with the lecture and laboratory schedules and will also be included in each course syllabus. These schedules are fixed and may not be changed by the class or faculty without the approval of the Department Chair.

Pre-requisites for assessment

Student responsibilities

Students (examination takers) are responsible for keeping the Bradford download agent up-to-date for use in the Firefly network. This agent lasts for 2 months. Examinees are also responsible for downloading and registering the latest version of Examplify to their laptop prior to examination and quiz day.

It is the student's responsibility to know and comply with the University's Student Code of Conduct and to know the University Examination Policy and Procedures, as outlined in the Student Manual. Students must read the Honor Code Statement at the start of the examination

A valid SGU student ID needs to be displayed at the start of the examination. No entry will be permitted after the password has been announced. The password must not be written down.

Course Director responsibilities

Course Directors shall provide written materials at the commencement of each course outlining procedures for the assessment of students, as well as any books and materials used within a course (course syllabus). The document shall include course and lesson learning outcomes (CLO and LLO) for the course since assessments are aimed at outcomes. The length of an examination and quiz must be stated in the course syllabus. Departures from requirements and procedures stated there-in will

only be allowed in exceptional circumstances. Department Chairs will submit all such course documents to the Office of the Dean every term.

Responsibility for any assessment is borne by the Course Director, who will resolve any grading matters. Further avenues of redress will be through the Chair of the Assessment Committee to the Associate Dean of Academic Programs, although responsibility for course matters remains with the Course Director.

Midterm and Final Computer based exams (e.g. MCQ and similar)

Examination procedures

Pre-examination announcement

The Course Director (or a designee) will make an announcement to students via MyCourses three days prior to the examination including the following:

- Time Sequence (including download window, when students enter the assigned venue, and when the doors will be closed)
- Examination Specifications (including number of questions and duration)

Example:

The [course number] quiz/midterm/final is scheduled for [day], [date] from [time]. This quiz/midterm/final covers lectures [enter lecture numbers] and is comprised of [number of] questions.

The quiz will be administered in [venue].

Time sequence:

Download window opened: [day, date and time]

Download window closed: [day, date and time]

Doors closed, and password provided at [time].

Standard disclaimers:

No hats, no bags, no cell phones (be prepared to empty your pockets), no wrist watches will be allowed in the venue. Please bring an ethernet cable and appropriate connector in case of Wi-Fi failure in the examination hall.

For examinations scheduled on Mondays, and all occasions where the download window includes weekends or public holidays, students will be informed of the following:

If you are encountering technical issues relating to Exemplify including the inability to download your exam file, please send an email to Tellexaminationservices@sgu.edu for assistance in resolving the issue. If your issue requires more in-depth troubleshooting, you will be invited to a Zoom call with our technical support team.

We also have a wealth of resources online to support you through your test taking process. These resources can be found on our Training Resources Page.

FOR RESIT EXAMS ONLY:

Prior to starting the ExamID personal identification process, you must make sure all the requirements for online proctoring are met, including:

1. Making sure the room is well lit (not backlit), and the camera is taking a frontal view, with the examinee's face in the center.
2. The entire face of the examinee must be visible, especially eyes and mouth, at all times.
3. The examination room must be consistently well-lit, with a plain background, avoiding dark shadows across the examinee's face.
4. Hair long enough to cover the eyes and ears must be pulled back. Hats or other headwear are prohibited.
5. Reading glasses with clear lenses are acceptable, but tinted glasses or sunglasses are prohibited.
6. Personal Student ID issued by SGU ready for display. A government-issued photo ID is the only permitted alternative.
7. Talking is not permitted for the whole duration of the examination. You are not allowed to read aloud any parts of the question or the question choices, and you are not allowed to express your thoughts in spoken language.
8. Leaving the examination desk, no matter how brief, is not permitted during an examination block.
9. Bathroom breaks are limited to the times prior to the examination, after the examination, or during the breaks between examination blocks.
10. Items banned from regular, on-site examinations, are also banned during online examinations. This includes, but is not limited to:
 - Cell phones
 - Other electronic or communication devices
 - Wrist watches
 - Hoodies or hats covering ears
 - Scrap paper
 - Pens, pencils, or stylus
 - Food or beverages
 - Water bottles
 - Headphones, earphones, headsets
 - Earplugs
 - White boards – you will be able to use the “Notes” function within ExamSoft instead

Emptions may be made if agreed with Accommodations, or in the case of earplugs with the course directors.

If you do not comply with any of the above you will be flagged and potentially penalized:

- Reduction of 5% of the exam grade in the courses you are escalated for review
- Escalation to the Dean of Students' Office for investigation of a breach of examination rules and regulations and a score of “zero” (0) points for the examination.

On the day of examination

All students are responsible for knowing and complying with the University's Code of Conduct and the guidelines. Students must read and then sign the Honor Code statement at the start of examinations to indicate that they will comply with the University Code of Conduct

The Course Director will bring the exam password as well as alphabetical sign out sheets to the venue.

Preparation of venues for examination, following standard procedure (signs on doors, making sure no study material is in the venue, checking bathrooms, bathroom forms ready, tables ready for seating, distribution of white boards, pens, erasers, etc.) by the designated proctors.

NO hats, NO bags, NO cell phones (examinees will have to empty their pockets), NO wrist watches are permitted inside the venues.

Proctors will check student IDs and will also ensure that the exam has been successfully downloaded on their device before entry to the venue.

No students are allowed to enter the exam venue after the password has been announced. They will be escorted by a proctor to examination services to take the exam if they are late. No guarantee will be made that they have the full time or will be able to complete the exam in a quiet environment.

An exam irregularity report will be issued, and the Course Director will report the incident to the Associate/ Assistant Dean of Students for SGU SVM: Dr. Bhaiyat (mibhaiyat@sgu.edu) as soon as possible who will advise on how to proceed depending on the circumstances.

Students with computer issues that cannot be resolved will be escorted to the trouble shooting venue by a proctor.

Students must show the successful upload screen to the proctors before signing out. If they cannot, a proctor will escort them to IT or Examination Services until the upload is successful.

If there are any issues with accessing the examinations (lack of internet access, difficulties with the software, etc.) then it is advisable to immediately contact Examination Services at TellExaminationServices@sgu.edu, for assistance with resolving the problem. If the problem cannot be resolved in a timely manner to administer the exam, then it is advisable to also notify the Dean of Academic Programs and the Dean of Students to discuss how to proceed. This will aid in the resolution of similar or ongoing problems that may affect additional exams within other courses.

During the examination

Remember: examination conditions are in effect from the time the first examinee enters the venue until the last examinee has left

Examination takers must use their university credentials, username and password to access www.examssoft.com/sgu.

Examinees must bring any necessary power cords and other needed accessories to the examination venue. Clocks on laptops should be set to local time Atlantic Standard time (AST).

Examinations and quizzes will be conducted in silence, with no communication between students. Other rules regarding permitted items, dress and food are covered in the University Procedures in the Student Manual, which is updated from time to time.

Bathroom breaks are permitted during this period, following standard procedure (examinees get the attention of a Proctor; sign out / sign back in list).

A student who is unable to be present to take an examination or quiz due to illness shall inform the school on, or before, the morning of the examination and must subsequently complete the on-line form for permission to be excused from the examination, as soon as possible (as per student manual).

Once finished, the students must show the completion screen "Congratulations! Your answer file(s) uploaded successfully" to a proctor before exiting the room.

Students found violating any of the Examination Policy will be subject to academic disciplinary action.

After Exam Day

Grade release for all summative assessments (those administered via Examssoft, including DOPS, and OSCEs) will be delayed by a certain amount of time. This serves many purposes, including, amongst others, quality assurance of the questions on the assessment.

Assessment grades for midterm and final exams are released to the students three (3) working days after the last examination of the testing window. Assessment grades for quizzes are released no sooner than forty-eight (48) hours after each scheduled quiz.

1. All examination materials are the intellectual property of St George's University. Reproduction and/or distribution of examination materials, by any means, including reconstruction through memorization, are strictly prohibited.

2. If a student becomes aware of any suspicious activity related to an SGU examination, please notify the Course Director immediately.

3. Examination irregularities, including falsely reporting technical difficulties, potential violations of the honor code, or other breaches of the examination rules and regulations, will be investigated.
4. The Course Director may withhold the examination scores during an ongoing investigation.
5. Once a violation of the examination rules and regulations has been confirmed, the Course Director may impose a score of “zero” (0 points) for the examination.
6. In cases of severe violations of the examination rules and regulations, the Dean may initiate disciplinary action, which may ultimately result in dismissal.
7. When cheating is suspected, it is not the obligation of the University to prove violation beyond a shadow of a doubt, but rather by a preponderance of the credible evidence submitted. Any suspected violations are reviewed by a university panel.
8. Once the exam has been completed the Course Director may post initial grades in Gradebook. These grades are **not** final until confirmed at CAPPS. The student may appeal the CAPPS decision.

Completion and Re-sit Examinations

Completion examination

When a student is excused from taking an individual exam or receives an approved grade if Incomplete (I) for missing a final examination, they must take a completion exam as soon as possible. The completion exam should have a similar format and content as the original exam and **be taken within one week of the deferment and before CAPPS.**

Re-sit examination

Students who fail the course (D+ or D) may be given the option by CAPPS to take a **re-sit examination** to be able to progress. The examination should be comprehensive (representative of all exams) and therefore cover all the intended course LLOs. Upon obtaining a grade of “C” or better on the re-sit exam, the maximum course grade earned is a “C”.

Re-sit examinations will be taken **two weeks prior to the following** term as scheduled by the school (CAPPS letter), except for students in term six where the exam will be scheduled within 3 weeks of CAPPS. These exams will be delivered via ExamSoft using online proctoring (see instructions above).