

HSOP EXAMINATION POLICY

Responsible administrator: Associate Dean for Academic Programs

Last updated/reviewed: 7/5/2019

Purpose: It is becoming increasingly important to collect, analyze, and report data related to student learning outcomes (SLOs) at both the course and program levels. Many university, state, and national offices and organizations, including the Auburn University Office of Assessment and the Accreditation Council for Pharmacy Education, require detailed information about student performance. Students have also come to expect and rely on timely, detailed data related to their performance on assessments to improve their mastery of course objectives. The use of computer-based assessment tools (i.e., ExamSoft), makes the collection, analysis, and reporting of detailed data more efficient. Therefore, it is in the best interests of everyone within the Harrison School of Pharmacy to use ExamSoft as an assessment tool in the Professional Program whenever possible. This policy outlines the examination expectations for different assessment areas within the school.

Core Didactic Courses in the Doctor of Pharmacy Curriculum

(Core courses in the didactic portion of the Doctor of Pharmacy curriculum are: Orientation, Integrated Learning Experiences 1-12, Workshops 1-6, and Longitudinal Experiences 1-6.)

- All core courses in the didactic portion of the Doctor of Pharmacy curriculum will develop and administer all examinations that will be used to calculate a student's grade in ExamSoft.
- All exam items will be tagged to relevant standards, competencies, and other frameworks used by the Doctor of Pharmacy program.
- Scores on assessments in core didactic courses in the Doctor of Pharmacy Curriculum will not be unilaterally adjusted to alter the score or grade distribution of the assessment ("curved") except under extraordinary circumstances with the consent of the Associate Dean for Academic Programs.
- Scores on all assessments and other assignments in core didactic courses in the Doctor of Pharmacy Curriculum will be entered into the Canvas Gradebook in an expeditious manner to ensure students have a clear and up-to-date indication of their standing in the course. (As a guiding rule, scores should be entered into the Canvas Gradebook within 1 week and not later than 2 weeks of the assessment or assignment due date)
- The results of all examinations, to include an item-by-item analysis where possible, will be reviewed by the Instructor of Record and others to improve the examinations and inform curricular revisions
- The Director, Professional Program, in consultation with the Director of Assessment and others, will develop and distribute guidelines for instructors and students necessary to implement this policy
- The exam guidelines will specify processes for instructors and students related to: Exam Item Preparation; Exam Preparation; In-Class Exam Administration; Out-of-Class Exam Administration; Technical Issues and Troubleshooting, Make-Up Exams and Accommodations; Score Release, Grievances, and Exam Review; and Gradebooks.
- All exam guidelines pertaining to students will be included in the course syllabus and easily accessible in the Canvas course.
- The Associate Dean for Academic Programs will serve as the final arbiter for any questions or concerns related to this policy.

Elective Courses in the Doctor of Pharmacy Curriculum

- All elective courses in the didactic portion of the Doctor of Pharmacy curriculum are encouraged, but not required, to develop and administer all examinations that will be used to calculate a student's grade in ExamSoft.
- If ExamSoft is used, all exam items should be tagged to relevant standards, competencies, and other frameworks used by the Doctor of Pharmacy program.
- It is strongly recommended that scores on assessments in elective courses in the Doctor of Pharmacy Curriculum not be unilaterally adjusted to alter the score or grade distribution of the assessment ("curved") except under extraordinary circumstances
- Scores on all assessments and other assignments in elective courses in the Doctor of Pharmacy Curriculum should be entered into the Canvas Gradebook in an expeditious manner to ensure students have a clear and up-to-date indication of their standing in the course. (As a guiding rule, scores should be entered into the Canvas Gradebook within 1 week and not later than 2 weeks of the assessment or assignment due date)
- Instructors teaching courses in the 1st Elective Block each semester have an increased responsibility to keep the Canvas Gradebook updated or to otherwise inform students of their standing in the class because final grades will not be officially due until the end of the semester.
- Whether conducted in ExamSoft or not, the results of all examinations to include an item-by-item analysis where possible, will be reviewed by the Instructor of Record and others to improve the examinations and inform curricular revisions
- The Director, Professional Program, in consultation with the Director of Assessment and others, will develop and distribute guidelines for instructors and students necessary to implement this policy.
- The exam guidelines will specify processes for instructors and students related to: Exam Item Preparation; Exam Preparation; In-Class Exam Administration; Out-of-Class Exam Administration; Technical Issues and Troubleshooting, Make-Up Exams and Accommodations; Score Release, Grievances, and Exam Review; and Gradebooks.
- All exam guidelines pertaining to students will be included in the course syllabus and easily accessible in the Canvas course.
- The Associate Dean for Academic Programs will serve as the final arbiter for any questions or concerns related to this policy.

Experiential Courses in the Doctor of Pharmacy Curriculum

- Introductory Pharmacy Practice Experience (IPPE) courses, including the StEPs program, are encouraged, but not required, to develop and administer all examinations that will be used to calculate a student's grade in ExamSoft.
- Because 4th Year PharmD students would have to pay an additional fee to use ExamSoft for assessments, instructors & preceptors should not, as a general rule, use ExamSoft for assessments in Advanced Pharmacy Practice Experience (APPE) courses.
- If there is a compelling need to use ExamSoft in an APPE course or for a programmatic assessment with 4th year students, the Instructor of Record should contact their Department Head, the Executive Director of Clinical Affairs, and the Director of Assessment well in

advance of the assessment date to determine how the additional fees will be paid and discuss other logistical matters.

- If ExamSoft is used in either IPPE or APPE courses, all exam items should be tagged to relevant standards, competencies, and other frameworks used by the Doctor of Pharmacy program.
- Whether conducted in ExamSoft or not, results of all examinations, to include an item-by-item analysis where possible, will be reviewed by the Instructor of Record and others to improve the examinations and inform curricular revisions
- The Executive Director of Clinical Affairs, in consultation with the Director of Assessment and others, will develop and distribute guidelines for instructors, preceptors, and students necessary to implement this policy.
- The exam guidelines will specify processes for instructors and students related to: Exam Item Preparation; Exam Preparation; In-Class Exam Administration; Out-of-Class Exam Administration; Technical Issues and Troubleshooting, Make-Up Exams and Accommodations; Score Release, Grievances, and Exam Review; and Gradebooks.
- All exam guidelines pertaining to students will be included in the course syllabus and/or otherwise provided to the students well in advance of the assessment.
- The Associate Dean for Clinical Affairs and Outreach will serve as the final arbiter for any questions or concerns related to this policy.

Clinical Examination in the Doctor of Pharmacy Curriculum

- Whenever possible and practical, all clinical examinations, both at the course level and program level, should use scoring or rating procedures in ExamSoft.
- Whenever possible and practical, all clinical examination rating items will be tagged to relevant standards, competencies, and other frameworks used by the Doctor of Pharmacy program.
- Scores on clinical examinations in the Doctor of Pharmacy Curriculum, both at the course level and program level, will not be unilaterally adjusted to alter the score or grade distribution of the examination (“curved”) except under extraordinary circumstances with the consent of the Associate Dean for Academic Programs.
- When practical, all clinical examination scoring/rating guidelines will be made available to students well in advance of the relevant clinical examination.
- Whether conducted in ExamSoft or not, results of all examinations, to include an item-by-item analysis where possible, will be reviewed by the Instructor of Record and others to improve the examinations and inform curricular revisions
- The Director, Professional Program, in consultation with the Director of Assessment, Clinical Skills Coordinator and others, will develop and distribute guidelines for instructors and students necessary to implement this policy.
- The Associate Dean for Academic Programs will serve as the final arbiter for any questions or concerns related to this policy

Graduate Courses

- Because graduate students would have to pay an additional fee to use ExamSoft for assessments, instructors in graduate courses should not, as a general rule, use ExamSoft for their assessments.
- If there is a compelling need to use ExamSoft in a graduate course or for a programmatic assessment, the Instructor of Record should contact their Department Head, the Director of Graduate Programs, and the Director of Assessment well in advance of the assessment date to determine how the additional fees will be paid and discuss other logistical matters.
- Whether or not ExamSoft is used, all exam items in graduate courses should be aligned to relevant standards, competencies, and other frameworks used by the respective graduate programs.
- It is strongly recommended that scores on assessments in HSOP graduate courses not be unilaterally adjusted to alter the score or grade distribution of the assessment (“curved”) except under extraordinary circumstances
- If Canvas is used for the course, scores on all assessments and other assignments in HSOP graduate courses should be entered into the Canvas Gradebook in an expeditious manner to ensure students have a clear and up-to-date indication of their standing in the course. (As a guiding rule, scores should be entered into the Canvas Gradebook within 1 week and not later than 2 weeks of the assessment or assignment due date)
- Whether conducted in ExamSoft or not, results of all examinations, to include an item-by-item analysis where possible, will be reviewed by the Instructor of Record and others to improve the examinations and inform curricular revisions
- The Director of Graduate Programs, in consultation with Department Heads, Graduate Program Officers, the Director of Assessment and others, will develop and distribute guidelines for instructors and students necessary to implement this policy.
- Whether or not ExamSoft is used, exam guidelines will specify processes for instructors and students related to: Exam Item Preparation; Exam Preparation; In-Class Exam Administration; Out-of-Class Exam Administration; Technical Issues and Troubleshooting, Make-Up Exams and Accommodations; Score Release, Grievances, and Exam Review; and Gradebooks.
- All exam guidelines pertaining to students in graduate courses will be included in the course syllabus and, if applicable, easily accessible in the Canvas course.
- The Associate Dean for Academic Programs will serve as the final arbiter for any questions or concerns related to this policy.