

Exam preparation protocol Clinical Sciences courses

1. The course coordinator or exam administrator is responsible for creating the examination.
Exams: In most instances the examination is prepared with questions from a variety of instructors. Instructors should be informed by the course coordinator the expected timeline for question submission. Questions are submitted to the course coordinator or exam administrator who completes the exam in Word format.
Keys: A second document should be labeled KEY, this form will have correct answers identified by bold letters and asterisk for the correct response.
2. Once the examination has been prepared in Word format it should be sent to the CS office by the course coordinator or exam administrator for a final format review 6-7 business days before the examination date. This review is not for content or accuracy of questions, simply to determine that the examination is in proper format.
3. The CS office will be responsible for the following:

Paper/Scantron Exams:

- a. CS Office will review Exam for Final Approval
- b. CS Office will send Approved Exam to Library for copies to be prepared.
- c. CS Office will copy course coordinator or exam administrator on email.
- d. Course coordinator or exam administrator can pick up the Exam copies and scantrons / pencils from the Clinical Sciences Office the day before the examination administration.
- e. CS Office will give Exam copies and scantron sheets to CVM Testing Center.

Online Exams: Course coordinator or exam administrator needs to communicate with CS office if paper copies of exam will be given concurrently with online exam. This is an option and may be selected by some course coordinators / instructors.

- a. CS Office will review Exam for Final Approval.
- b. CS Office will send Approved Exam to Library for copying.
- c. CS Office will copy course coordinator or exam administrator on email if course coordinator or exam administrator asks for paper copies.
- d. CS Office will send Key to Gina Scott, will copy course coordinator or exam administrator on email.
- e. Course coordinator or exam administrator can pick up the Exam copies from the Clinical Sciences Office the day before the examination if course coordinator or exam administrator asked for paper copies.
- f. CS Office will give Exam copies to Testing Center.

4. Test Format Guidelines:

When submitting exams, please make sure exam questions are prepared using the formatting shown below as this will help the process go smoother.

Images – please provide the images as actual **.jpg** naming them as the question number they correspond with.

Multiple Choice examples:

1. Question

- a. answer wrong
- b. answer wrong
- *c. answer correct**
- d. answer wrong

2. Question

- *a. answer correct**
- b. answer wrong
- c. answer wrong
- d. answer wrong

3. Question

- *a. True**
- b. False

Matching example:

4. Question

Place terms on left and correct match after = sign

- Term1= answer
- Term2 = answer
- Term3 = answer

(You can provide additional distractors separately)