**ABSN Post-Exam/Quiz Review Process**

**Exam** items may only be clarified by submission of the completed *Request for Item Clarification Form*. The form must be completed and submitted to the course facilitator within 4 business days of the exam grades being released or by midnight on the date of the site specific exam review.

**Quiz**: Faculty will select one of the following statements to include in syllabus if quizzes are used:

- Quiz items may only be clarified within 2 business days of release of quiz grades by submission of *Request for Item Clarification Form*.
- Quiz items may only be clarified within 2 business days of release of quiz grades by formal written communication within the course between the student and the course facilitator.

*Valid forms and student clarification requests: Student completed all areas of the Request for Item Clarification form and presented rationale based upon evidence from learning materials.*

**Exam** items may only be clarified within 2 business days of the exam, grades are finalized in the gradebook and released to students by Course Facilitators with key content/frequently missed areas from the exam addressed.

*Teaching Moment*

---

**CLG**: 12/16/15 HR; revised 1/26/15 LO, 9/19/17 LO
Reviewed/Revised: 4/16/19 ABSN Policy Review Taskforce/
CLG 9/3/19