Post-Exam/Quiz Review Process

- **Exam/Quiz**
- **Lead Faculty** completes initial item analysis for all sections & provides course faculty with key content areas to address with students.
- **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*

  - Site specific post-exam reviews will be conducted on an as needed basis (group or individual) by Retention Counselor (all students who score less than 80% should review exams with Retention Counselor). Note - Course Facilitators can also support Retention Counselors in providing reviews.
  - Test item clarification forms, if submitted, shall be presented to Course Facilitator within **4 business days** of the grades being released.
  - **Course Facilitators** review submitted forms for their respective sections to identify valid forms* and respond to students for declined forms. **Course Facilitators** then investigate students' rationale and prepares recommendation for Course Team.
    - *Teaching Moment*

  - **Lead Faculty** sets up conference with course faculty to discuss valid student clarification forms*.
  - **Conference Call:** Course Team meets within **2 business days** of submission deadline to discuss validity of student rationale on clarification forms and makes a decision.
  - **Course Facilitators** adjust grades if warranted and notify students and retention counselors within **3 business days** of the conference call regarding decisions, with supporting rationale if clarification request is declined.
    - *Teaching Moment*

* Valid forms and student clarification requests: Student has completed all areas of the test item clarification form and presented rationale based upon evidence from learning materials.