

Professional Course Exam/Assignment Guideline for Students

Purpose: To establish expectations for students dealing with exams procedures in Doctor of Pharmacy Courses.

- I. Exam Schedule
 - a. The current policy for exam scheduling can be found in the COP Student

- b. Prior to exam review the course coordinator will notify students of any adjustments already made to the exam. Exam review time is not used for appealing or contesting a question, but for discussing the question rationale with the instructor(s).
- c. All appeals for individual questions should be completed within two weeks of the exam and within one week of the final exam.
- d. Problems or issues with a question should be directed to the course coordinator in writing. In the written challenge, the student is expected to include references or rationale to support their challenge of the question. The faculty member writing the question will review the challenge, and his or her decision will be shared with the course coordinator(s). Discussion of a dispute will occur only after the written query is submitted.
- e. In the event that there is an issue with a particular test question, adjustments to scores will be made based on discussions between the test question writer and the course coordinator