

GUIDELINES FOR EVALUATION OF STUDENT EXAMINATIONS

A common purpose of any academic environment is to promote professional exchange between faculty and students. The critical evaluation of examinations by students and the resulting positive exchange with the faculty reinforces this goal. These guidelines provide a standard format by which students will work with the faculty to evaluate examinations.

The goal of these guidelines is to establish a formal class committee for each course, the Examination Critique Committee (ECC) and define the relationship between the committee and the course instructor. These guidelines provide a consistent and fair format to accomplish this purpose.

1. For each course an ECC will be formed at the beginning of the semester and shall appoint a chairperson. The committee chairperson must inform the course coordinator of its members in writing.
2. The committee is responsible for providing the class members with appropriate question critique forms, collecting these forms and evaluating them for question presentation.
3. The committee chairperson must contact the course coordinator within three school days of the examination to schedule a meeting date and time.
 - a. In the case of final examination, the meeting will be predetermined by mutual agreement between the course instructors and the ECC chairperson. The chairperson will inform the class prior to the final examination of a deadline for submitting question critique forms.
4. The course coordinator will meet with the student committee or direct the committee to the appropriate faculty members.
5. During the ECC meeting, the results of all presented questions will be finalized within two school days so that the student committee can relay the decisions to the class.
 - a. If the faculty member responsible for the question is present, he or she shall make a decision within two school days of the meeting with the student committee.
 - b. If the faculty member is not present the committee shall meet with him or her as per item 4.
6. In addition to the verbal presentation, the question critique forms will also be made available at the meeting. No more than three committee representatives shall attend the meeting with the course coordinator.
7. After the meeting it is the responsibility of the committee chairperson to inform the class which questions were presented and the results.
8. Students shall not approach the course instructor prior to the ECC committee meeting. In addition students with questions that were not presented by the com-

mittee must wait until after the ECC process is completed to approach the instructor.

9. When the presented question is accepted by a course instructor, the students will either:
 - a. receive credit for alternative answers, or
 - b. all answers will be accepted, or
 - c. if a question is found to have no correct answers, that question shall either:
 - 1) be dropped completely, or
 - 2) be removed and all students given credit for the question.