

Group Exam Review Guidelines

In courses where group exam reviews are offered or possible, these sessions are currently conducted in various formats by different instructors, leading to confusion in student expectations.

Goal to develop College-wide guidelines that provide students with feedback on their performance that maximizes the learning of course/module/session objectives.

1. Exam review objectives

- a. Goal of faculty run exam review sessions to help students understand complex topics and clarify areas of confusion.
- b. Exam review sessions are NOT an opportunity to argue for marks.
- c. Ensure fair and valid questions – exam item performance and student comments submitted regarding question format/accuracy are reviewed by the Course/Module Chair and Assessment Specialist and may be adjusted as needed.
- d. Goal of sessions to supplement individualized information to be received by students regarding their own performance related to each assessed objective.

2. Exam security and professionalism standards

- a. Respectful communication between students and faculty is essential.
- b. Faculty may terminate sessions where there is confrontational or other unprofessional behaviour.
- c. When questions are not shown, students may take notes during the review session.

3. Suggested format

- a. Recommended format is a day or more following the exam, and, where possible, before mark release, offering the course/module director the opportunity to review areas students struggled, as well as any flagged questions
- b. Exam review objectives to be outlined at orientation and reviewed prior to each exam review session
- c. The course director will review the concepts covered in questions that were challenging for a significant portion of the class.
- d. Questions themselves are typically not reviewed, but may be shown in specific situations.
- e. Sessions are time limited and not all concepts will be reviewed.
- f. Given that the goal is to review problematic concepts, students are permitted to take notes, in written or electronic format, however are not permitted to record the review session.
- g. In the RARE situation where the instructor chooses to review specific questions, students are NOT permitted to copy questions in any format.

No electronics (cell phone/computers/tablets) and no written materials (paper, writing implements) may be present during this portion of the review.

- h. In the above circumstance, monitors must be present in each site where the review is conducted to ensure that during the time examination questions are reviewed, no notes, written or electronic, are taken.

Modified from: Foundations Exam Review Guidelines Jackie Perrot, Foundations Co-Chair