

## **CAC Policy on Student Access to Review Multiple Choice Exams and Grade Appeals**

Following each CPC end-of-block or PCC end-of-quarter multiple choice exam, student exams and answer keys will be available for student review in the Curriculum Graduate Assistant's office for 4 weeks following date of the exam. The following two protocols will be followed:

- To identify *content deficiency*, students will be allowed to review their responses to test items for a period not to exceed 60 minutes. This one-time opportunity for review must be scheduled with the Curriculum Graduate Assistant (GA) and will be conducted in his/her presence. Students will be permitted to write down Learning Topic numbers (CPC) or learning issue numbers (PCC) for follow-up study.
- The Curriculum GA will maintain a record of individual activity. For the purpose of identifying a pattern of problems with test taking, students may also review exams with a learning specialist. A single needs assessment for *process difficulty* will be allowed per exam and will not exceed 60 minutes. Students are not allowed to record exam content during this session. The learning specialist will maintain a record of individual activity.

Following CPC mid-block written exams or PCC mid-term exams, students are permitted up to 60 minutes to review their responses to test items for a period of 1 week following the test date. This review must be scheduled with the Curriculum Graduate Assistant (GA) and will be conducted in his/her presence. Students will be permitted to write down Learning Topic/Issue numbers.

This exam review policy does not apply to multiple choice reassessment exams. Students will not have access to *reassessment* exams for review. Under no circumstances will the actual exams or answer sheets be allowed to leave the Curriculum GA's office.

Grade appeals from students must be made within 5 academic days of receiving their exam grade and/or course grade from the COM Records Management Associate. To appeal a grade, a student must submit in writing to the Instructor of Record their reason for appealing the grade and specify any exam questions that should be considered for rescoring and their reasons for rescoring. A student is permitted only one appeal to a course Instructor of Record. The decision to accept or reject a grade appeal resides with the Instructor of Record.