

# COLLEGE OF VETERINARY MEDICINE ASSESSMENT POLICY FOR THE PROFESSIONAL PROGRAM OF VETERINARY MEDICINE

## Background

Courses in the College of Veterinary Medicine (CVM) include various assessments to evaluate student learning. Course assessments and strategies generally fall under the purview of faculty and academic freedom yet are constrained by campus policy and AVMA Council on Education (AVMA COE) accreditation criteria. This policy addresses those constraints and sets uniform expectations for assessments and their scheduling within the DVM professional program while aiming to maintain academic freedom of faculty. This policy will replace the previous Class Examination and Make-Up Examination Guidelines.

## Campus Policy

According to the Mizzou Office of the Registrar, assessments of 30 minutes or longer count as contact hours for the course. These must be accounted for such that the number of contact hours recorded for the course does not exceed the assigned credit hours.<sup>1</sup>

## AVMA COE Policies

The AVMA sets distance education (DE) policy for accredited professional programs, which dictates that a curriculum cannot contain more than 15% DE. DE is defined as *any* information delivery when a content expert is not physically present with the students.<sup>2</sup>

Although not codified in the DE policy, The AVMA states assessments should take place in seat whenever possible and that no course should have the *entirety* of its assessments virtual/remote. Although virtual or remote assessments are not counted as DE, because of campus policy, remote assessments will count as course contact hours if they are 30 minutes or longer in length.

## Definitions

For the purposes of succinctness and clarity within this policy the following terms are defined and used as such:

- **Assessments** are activities intended to evaluate student learning and may take many forms—e.g., quizzes, examinations, assignments, portfolios, case-based discussions— based on the course plans and academic freedom of the instructor.
- A **quiz** is a formative assessment that is open or available for ≤ 29 minutes (not including accommodations).
- An **examination** (henceforth referred to as an exam) is a summative assessment open and available to students for ≥ 30 minutes (not including accommodations).

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<sup>1</sup> [Office of Registrar definitions of credit hours.](#)

<sup>2</sup> See AVMA Standards of Accreditation [2.6 Policy on distance education.](#)

- A **classroom assessment** is one that occurs in person and in-seat on the CVM campus.
- A **remote assessment** is one that occurs virtually.
- A **laboratory practicum** is a practical assessment administered in a course with laboratory sessions.
- **“Shall”** denotes a requirement. **“Should”** denotes a best/ preferred practice. **“May”** denotes an optional response. This wording was selected to remain congruent with MU main campus wording.

## CVM Assessment Policy

This policy applies to scheduled assessments timed for > 10 minutes and intended to evaluate student learning in a course.

### Pre-Planning

1. The Office of Academic Affairs shall notify all course directors at least 16 weeks in advance of an Instructional Period (IP) of college-wide or national student-centered events (e.g., SAVMA Symposium or Open House).
2. Course directors for a given IP should submit their proposed assessment schedule to the Educational Program Manager no less than four weeks prior to the start of the IP.
3. A Pre-IP Planning Meeting coordinated by the Educational Program Manager shall be scheduled prior to the start of the IP wherein the final assessment schedule for the IP will be decided. If deemed necessary by attendees, this may be delegated to subsequent meetings prior to the beginning of the IP.
4. Course director attendance at the Pre-IP Planning Meeting is strongly encouraged; however, a designated proxy who is given decision-making authority can attend in place of the director as needed.
5. These meetings may also be attended by the CVM Associate Dean for Academic Affairs and at least one faculty member of the CVM Teaching Committee.

### Assessment Scheduling

1. Ideally, at least three assessments should occur in each course assigned > 1 credit hour, with no single assessment comprising more than 34% of the total number of points in a course.
2. Ideally, no more than 1 assessment ± 1 laboratory practicum, the latter as applicable, will be scheduled per course per week. Quizzes that provide an opportunity for students to re-take the quiz are counted as one quiz.
3. The assessment schedule shall be such that students can choose to, but shall not be required to, complete more than one exam per weekday or complete any assessments over the weekend (i.e., Saturday and Sunday). Assessments may overlap a weekend if they are open on at least two weekdays as well as the weekend.
4. Course directors should avoid assessing students on material delivered less than 24 hours prior to the assessment.

5. No more than one exam per day will be scheduled across all courses in an IP for a given class year. An exception to this exists during the last week of each IP when two exams in a day may be necessary given the number of courses in an IP, but should be avoided if possible.
6. More than one quiz, as defined above, may be scheduled per weekday for a given class year. Changes to the exam schedule after the start of the IP will not be entertained except in response to campus closure. If the campus transitions to remote work and a classroom assessment is scheduled, it is left to the course director's discretion whether the assessment will be held remotely at the scheduled time or rescheduled for a different date (see Make-Up Assessments, below).
7. Quiz dates may be changed by unanimous class vote and agreement of the course director.

## Classroom Assessments

1. Classroom assessments administered online shall use a campus-approved web browser or extension, e.g., Lock Down Browser, to ensure assessment integrity.
2. A proctor shall be present for every classroom assessment. A proctor does not need to be the course director. Any individual who has participated in the course as an instructor or teaching assistant is permitted to act as a proctor. Proctors are expected to circulate around the room and observe the students' computer screens to discourage cheating.
3. If someone other than the course director serves as the proctor, the course director is asked to provide the alternative proctor's name and contact information to the Educational Program Manager when the assessment materials are provided, typically one week in advance of the assessment.
4. The course director should establish expectations for questions that arise during an assessment.
5. The consequences of late arrival on assessment days are at the course director's discretion and should be outlined in the syllabus.
6. The option to allow scratch paper for assessments will be determined by course directors. If scratch paper is allowed, it will be supplied by the CVM in a random non-white color and must be returned to the exam proctor when the assessment is completed and before the student leaves the room. Dry-erase boards shall not be used.

## Remote Assessments

1. Remote assessments shall use campus-approved proctoring/security software (e.g. HonorLock).<sup>3</sup>
2. The course director is expected to review incidents flagged by the virtual proctoring software prior to issuing grades for the assessment.

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<sup>3</sup> AVMA Distance Education Policies. Standard 9, F: "The College implements clear and transparent guidelines for student assessment, utilizes methodologies to authenticate the identity of the student, minimize academic dishonesty, and offer equitable opportunities for all students to demonstrate knowledge. There must be a clear policy and process for reviewing student concerns regarding fairness in the assessment process."

3. Remote assessments shall open at 0500/5AM and close at 2200/10PM.

## Make-Up Assessments

1. Scheduling whole-class make-up assessments shall be coordinated with the Educational Program Manager.
2. The format of the make-up assessment is up to the discretion of the course director.
3. Individual make-up assessments for pre-planned excused<sup>4</sup> absences: Students shall avoid taking an excused absence on assessment dates whenever possible. If an excused absence falls on an assessment date, the student will notify the course director within the first 7 weekdays of the course (IP) start date. If an excused absence is approved, the student will take the assessment before their absence. The format of that assessment is at the discretion of the course director and need not be the same format as the whole-class assessment.
4. Individual make-up assessments for unplanned excused absences: Students will notify the Office of Academic Affairs as soon as possible when encountering an unplanned absence and the Office of Academic Affairs will notify the course directors and Educational Program Manager. When the student is able, they will contact the course director for the course in which the assessment was missed. The course director, student and Educational Program Manager will develop a plan for a make-up assessment as soon as possible. The format of that assessment is at the discretion of the course director and need not be the same format as the original assessment.
5. No public discussion or communication of assessment content should take place until the course director informs students that all students have taken the assessment. Any discussion of assessment content prior to all students completing the assessment may constitute an Honor Code violation.

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<sup>4</sup> [Student Absence Policy](#)