

Memo

To: Course Directors

From: Ellen Roberts, PhD, OED Interim Director

Re: Current AIMS Policies

Date: September 15, 2008

It has come to our attention that the most recently approved assessment preparation and use of AIMS policy, as passed by the CMPC this summer, may not have been circulated to all of you. Therefore, the purpose of this memo is to inform you of the current AIMS policies (attached and included below in the body of this message). These guidelines were designed in consultation with key people who use or work with the AIMS system: Course Directors, Course Coordinators, OED faculty and staff, and MSTL staff. If you have any questions or concerns please feel free to contact me, or the AIMS Coordinator, Mari-Wells Hedgpeth at 843-9217 or mari-wells_hedgpeth@med.unc.edu.

Assessment Preparation and Use of AIMS* Disclaimer

OED staff will work on AIMS activities during normal business hours (Monday through Friday, 8:00am - 5:00 pm) except in cases where prior arrangements have been made between a Course Director and the AIMS Educational Consultant. If overtime is required for the AIMS Educational Consultant, the Course Director will need to make prior arrangements with the Director of the Office of Educational Development (OED).

Assessment Preparation

- It is suggested that Course Directors and AIMS personnel should meet prior to the beginning of the course in order to discuss the needs and expectations of the AIMS system.
- OED requests that a full draft of all AIMS assessment items be submitted to OED no later than **five** business days before the exam date (e.g., if you are planning on administering a 50-item test, the complete set [all stems, answer choices, correct answers, categories, etc.] of all 50 items should be received by OED no later than five business days before the test date unless prior arrangements have been made).
- In the event that a complete draft exam is not received by OED five business days prior to the exam date, and the Course Director has not made prior arrangements with the AIMS Educational Consultant, the Course Director will have a choice as to whether last year's exam is to be uploaded (in total), or whether the partially submitted exam will be uploaded as complete. If the Course Director is unavailable for contact, the partially submitted exam will be uploaded.

Assessment Modifications

- Modifications to existing narrative exam items (text) that are already in the exam may be submitted no later than **one** full business day before the exam date.
- Modifications to exam images (previously submitted) may be submitted no later than **two** full business days before the exam date (exception: to delete an item with an image).
- OED requests that images be submitted in JPEG format (for photographs) or GIF format (for diagrams), with a resolution of between 400 and 800 pixels and an appropriate height to maintain aspect ratio. If this is not possible, OED will provide assistance in converting to the correct format and size. Depending on the condition of the image and time constraints within OED, this service could take several days to complete.

Technical Requirements

- No programming modifications will be made during the time that a course is active. (This means both the exam builder and the feedback system.)
- No manipulation of student answers will be permitted for any reason
- (e.g., no hand-altering of student answers in order to have two correct answers to an item).
- The only modification permitted after an exam has been administered is to drop the item.
- All answers must be submitted by students through the AIMS system except in the case of technical difficulty.

Student Affairs Considerations

- Make-up exams must be approved by the Office of Student Affairs.
- All excuses should be received prior to the start of the exam, barring extenuating circumstances.
- Students who are late for an in-class exam will not receive additional time.
- Requests for information about a student's past performance should be referred to Student Affairs.
- Staff and exam space are both limited, so Course Directors should
- consult with Student Affairs, who in turn will consult with OED, before scheduling the make-up exam.

Student Responsibilities

- In cases where a student is having any type of technical difficulty with the AIMS program during an exam, it is expected that the student will notify one of the proctors or MSTL staff immediately, not after completing and submitting exam scores. The student should remain with the proctor until the problem is resolved or a solution has been approved by the Office of Student Affairs. Students should not, at any time, open any other program on their computer (e.g., students should not open their e-mail program and send a message to the CD stating that they are experiencing a technical problem), open any of their course materials, or walk away from the exam site or proctor until the problem has been resolved or an appropriate solution has been authorized by the CD and the Office of Student Affairs.
- Students should be aware that when they report technical problems with the AIMS program during an exam, if any time greater than ten minutes is needed to fix the technical problem(s), the Office of Student Affairs will be notified for approval for extending the time for the student(s).
- In instances where a student suspects that the AIMS program is failing, s/he should report the problem(s) to a proctor and/or MSTL staff immediately. Failure of the AIMS has occurred when a student receives an error message that has been verified by a proctor and/or MSTL staff.