

**POLICY TITLE**

End of Rotation Examination Policy

**PURPOSE AND SCOPE**

This policy advises students regarding the Physician Assistant Education Association (PAEA) End of Rotation (EOR) Examination Policy for all seven core supervised clinical practice experiences (SCPEs).

**RESPONSIBLE PARTY AND REVIEW CYCLE**

This policy will be reviewed in odd-numbered years by the Clinical Affairs Committee.

**ARC-PA REFERENCE(S)**

A2.05: Principal faculty and the program director must be responsible for, and actively participate in the processes of:

- d) evaluating student performance,
- e) academic counseling of students,
- f) assuring the availability of remedial instruction,
- g) designing, implementing, coordinating and evaluating the curriculum.

A3.02: The program must define, publish, make readily available and consistently apply its policies and practices to all students.

A3.15: The program must define, publish, consistently apply and make readily available to students upon admission:

- a) any required academic standards,
- b) requirements and deadlines for progression in and completion of the program,
- c) policies and procedures for remediation and deceleration,
- d) policies and procedures for withdrawal and dismissal.

B4.01: The program must conduct frequent, objective and documented evaluations of student performance for both didactic and supervised clinical practice experience competencies. The evaluations must align with what is expected and taught, as defined by the program's instructional objectives and learning outcomes.

B4.02: The program must monitor and document the progress of each student in a timely manner and according to its defined and published policies and procedures, to identify and address any deficiency in meeting program competencies in:

- d) medical knowledge.

**DEFINITION(S):**

Core supervised clinical practice experiences (SCPEs):

- Emergency Medicine
- Family Medicine
- Internal Medicine

- Pediatrics
- Psychiatry & Behavioral Health
- Women's Health & Prenatal Care
- Surgery

## POLICY

PAEA EOR exams are a set of objective, standardized evaluations intended to serve as one measure of the medical knowledge obtained during SCPEs based on the PAEA Core Tasks and Learning Objectives provided in the course syllabus. Questions on the exam are considered only a sample of all that might be included for the clinical experience, they are not intended to be all-inclusive, and may not reflect all content identified in the Topic Lists. It is important to note PAEA's goal is not to provide a list of all the topics that might be on the exams, but rather to provide students with a resource when preparing for the exams. PAEA and the UNC PA program recommend that students review the Topic List, Blueprint, and Core Tasks and Objectives in conjunction when preparing for exams.

### [PAEA End of Rotation Exams](#)

EOR exams will be administered on the final day of each core SCPE unless otherwise specified and attendance for all exams is mandatory with make-up exams given only at the discretion of the Director of Clinical Education (DCE). Late arrival to exams is not allowed unless due to extenuating circumstances approved by the DCE; unexcused tardiness in excess of 15 minutes will result in the student not being allowed to take the exam and a resultant score of "zero". PAEA exams will be administered in a remote proctored setting (secure, web-based platform) overseen by the PA program, PAEA, and a third-party monitoring service. Students are required to follow PAEA and UNC PA program exam policies and violation of same will be referred to the Academic Excellence Committee (AEC) for review of possible honor code violations. Failure to take a scheduled exam and/or unexcused tardiness will result in review by the DCE for determination of best course of action to include referral to the AEC with recommendation for academic probation and/or program dismissal (if applicable due to prior occurrence/probation).

PAEA EOR exams each consist of 120 questions and two hours (120 minutes) will be allotted for each exam. Students who have approved academic accommodations (through UNC ARS) are required to confidentially provide documentation of same (via the UNC ARS office secure portal). Additional information can be found at: [UNC Accessibility Resources and Service](#)

Additional information regarding PAEA and accommodations can be found on the PAEA website (Exam Policies): [PAEA Exam Policies](#)

### **Additional PAEA and UNC PA program policies related to EOR examinations**

In order to maintain exam integrity and to maximize the administration process, the following rules apply to any student taking an EOR exam. UNC PA program students must acknowledge the PAEA Assessment Exam Policies upon setting up their individual account and upon taking a PAEA Assessment Exam each time.

☎ 919-962-8008

Bondurant Hall | Suite 2083 | Campus Box 7121  
321 South Columbia Street | Chapel Hill, NC 27599-7121  
pa.unc.edu

- Students are required to follow pre-exam procedures prior to examination including computer updates, disabling firewalls, checking compatibility, etc. with failure to do so resulting in exam delay and/or lost exam time.
- Students are required to adhere to the PAEA Assessment academic integrity instructions and procedures for the exam as outlined in the PAEA Assessment Exam Policies.
- Students must adhere to all policies and procedures as required by the third-party remote proctor to include providing to the proctor a valid ID that includes the test taker(s) name and photograph.
- Students are required to arrive promptly at least 15 minutes before the designated exam start time. See absence and tardiness policy above.
- Students are only allowed to have the following resources allowed in the exam room (per PAEA End of Rotation Assessment Policy):  
Laptop computer, pen/pencil and one blank scratch sheet of paper which is required to be verified by the remote proctor for use during the exam. All other belongings, coffee mugs, water bottles, tissue boxes, etc. must be left outside the examination room.
- Students are required to make sure the test area is well lit and the room should be quiet with no outside disruptions.
- No other person is allowed to be in the same room with the student (or enter the room) during the PAEA exam. If another person enters the room, the test will be terminated by the proctor and the student will be referred to the DCE for review of the matter and determination of best course of action to include but not limited to referral to the AEC.
- Students are required to make sure their phone is fully charged and plugged into its charger as required by the third-party monitoring service for assessment monitoring. The phone must be in proximity of the student for active monitoring.
- Students are not permitted to leave the room once the examination has started, except at the discretion of the proctor in the case of an emergency. If a student leaves the room once the exam has started the exam will be terminated, and the student will be referred to DCE and AEC for further action.
- As the exams are conducted on a laptop and remote proctored should a student attempt to look at any screen other than the exam screen, a “lost focus” alert will appear on the proctor’s screen. Similarly, should a student attempt to take a screen shot while taking an exam, an “inappropriate key stroke” alert appears on the proctor’s screen. These alerts will trigger the student’s exam to automatically pause until the proctor investigates the situation.
- Talking is not allowed during the exam.
- Wearing smart watches/devices to include wrist devices and virtual glasses and headphone devices of any type is not permitted during examinations. These items must be left outside of the exam room.
- All students must take the exam on the designated date and in the designated time slot. See above.

- Unless other accommodations have been approved, students will have 2 hours to complete each PAEA EOR exam. See above regarding accommodation policy. There are no breaks permitted during the exam.
- No questions will be answered during the exam. If a student experiences technical difficulty, the student must raise their hand and the proctor will assist them.
- Any duplication, copying, or distribution of content of any PAEA exam, including key-word feedback provided in the results is considered an Honor Court Violation; this also includes any PAEA Exam Honor Code Violations. Students who are found in violation of any of these policies will be referred to the AEC for discussion and possible disciplinary action (i.e., failure of the course, probation, possible dismissal dependent upon prior occurrences) as described in the UNC PA program Student Handbook.

Additional information regarding PAEA Exam Policy can be found in the student section at: [PAEA Exam Policy](#)

#### Grading Policy for EOR exams

Scores will be reported on a scale from 300-500 with the following breakdown:

<370	FAIL
370-389	LOW PASS
≥390	PASS

\* For the purposes of course grades, scaled scores will be converted to a point value (out of 100). A score conversion chart is available on each course syllabi.

#### **PROCEDURES**

Failure/Low Pass on EOR examinations

##### **I. Low Pass (370-389) on an EOR (first or second only) – pertaining to the first two low pass exam scores only**

- The student will be required to review their PAEA exam performance report identifying the “keyword feedback items” within 72 hours of receiving their results and sign attestation affirming same.
- The student will be required to meet with the DCE (virtually, in person or telephonically) within 5 business days to discuss exam performance and improvement strategies.
- The student will be required also to meet with their academic advisor (virtually, in person or telephonically) within 5 business days to discuss exam performance and improvement strategies.
- The student will be provided the option to retake the exam (second version) for their own educational purposes- on the second Monday of the following rotation unless specified otherwise by the DCE. Failure or low pass of the repeat EOR exam will not count against the student in terms of the policy and the highest score will be utilized for course grading.

**II. Low Pass (370-389) on a third EOR exam (and additional low pass > 3 EOR exams)**

- The student will be required to review their PAEA exam performance report identifying the “keyword feedback items” within 72 hours of receiving their results and sign attestation affirming same.
- The student will be required to meet with the DCE (virtually, in person or telephonically) within 5 business days to discuss exam performance and improvement strategies.
- The student will be required also to meet with their academic advisor (virtually, in person or telephonically) within 5 business days to discuss exam performance and improvement strategies.
- The student has the option of voluntarily sitting out the next SCPE which will delay graduation.
- If the student does not opt out of the next SCPE they will be required to retake the exam (second version) on the second Monday of the following rotation unless specified otherwise by the DCE. Failure of the repeat EOR exam will be addressed per policy below (see “Failure of EOR Exam re-take”).
- Low Pass of the repeat EOR exam will result in referral to the AEC and the student being placed on academic probation. The student will be allowed to progress to the next SCPE while on academic probation.
- Additional Low Pass on a subsequent fourth EOR exam (while on probation) will result in
  - 1) The student being required to forego the next scheduled SCPE and an individualized remediation plan will be devised by the DCE in consultation with the student’s advisor. This will delay the student’s graduation. The student will receive a grade of incomplete for the SCPE until the remediation is successfully completed.
  - 2) Referral to the AEC for further discussion and
  - 3) Possible dismissal from the program dependent upon probation status and/or prior occurrences.

**III. One first-attempt EOR exam failure (<370)**

- The student will be required to review their PAEA exam performance report identifying the “keyword feedback items” within 72 hours of receiving their results and sign attestation affirming same.
- The student will be required to meet with the DCE (virtually, in person or telephonically) within 5 business days to discuss exam performance and improvement strategies.
- The student will be required also to meet with their academic advisor (virtually, in person or telephonically) within 5 business days to discuss exam performance and improvement strategies.
- The student will re-take the EOR exam (second version) on the second Monday of the following rotation unless specified otherwise by the DCE. The re-take End of Rotation exam must be passed with a scale score of 370 or higher.

**IV. Failure of EOR exam re-take**

- The student will be required to forego the next scheduled SCPE and an individualized remediation plan will be devised by the DCE in consultation with the student's advisor. This will delay the student's graduation. The student will receive a grade of incomplete for the SCPE until the remediation is successfully completed. If additional components of the SCPE requirements are not met (e.g., recording patient encounters, completing evaluations, unsatisfactory preceptor evaluation) the student will receive a failing grade and be required to repeat the SCPE.
- The student will be referred to the AEC and placed on academic probation.
- This same policy will apply to a student who fails another re-take EOR exam (in a subsequent course).
- A third re-take EOR exam failure (in a subsequent course) will result in referral to the AEC for program dismissal.

**V. Two first-attempt EOR exam failures (<370)**

- The student will be required to review their PAEA exam performance report identifying the "keyword feedback items" within 72 hours of receiving their results and sign attestation affirming same.
- The student will be required to meet with the DCE (virtually, in person or telephonically) within 5 business days to discuss exam performance and improvement strategies.
- The student will be required also to meet with their academic advisor (virtually, in person or telephonically) within 5 business days to discuss exam performance and improvement strategies.
- The student will re-take the EOR exam (second version) on the second Monday of the following rotation unless specified otherwise by the DCE. The re-take End of Rotation exam must be passed with a scale score of 370 or higher.

**VI. Third first-attempt EOR exam failure (<370)**

- The student will be required to review their PAEA exam performance report identifying the "keyword feedback items" within 72 hours of receiving their results and sign attestation affirming same.
- The student will be required to meet with the DCE (virtually, in person or telephonically) within 5 business days to discuss exam performance and improvement strategies.
- The student will be required to meet with their academic advisor (virtually, in person or telephonically) within 5 business days to discuss exam performance and improvement strategies.
- The student will be required to forego the next scheduled SCPE and an individualized remediation plan will be devised by the DCE in consultation with the student's advisor.
- The student will be required to repeat the SCPE in which they failed the third EOR exam. They will receive a grade of "Incomplete" until they successfully pass the SCPE. This will delay the student's graduation.

☎ 919-962-8008

Bondurant Hall | Suite 2083 | Campus Box 7121  
321 South Columbia Street | Chapel Hill, NC 27599-7121  
pa.unc.edu

- Repeat SCPEs will be scheduled at the discretion of the DCE based upon site availability. If the repeat SCPE is in a core rotation it will replace a scheduled elective rotation.
- The student will re-take the EOR exam (second version) on the final day of the repeat SCPE. The re-take End of Rotation exam must be passed with a scale score of 370 or higher. Failure of this re-take EOR exam will result in referral to the AEC for program dismissal.

### **PUBLISHED**

- UNC PA Program Policies and Procedures web page: <https://www.med.unc.edu/ahs/unc-pa/students/policies-procedures/>
- UNC PA Program Student Handbook
- Initially approved by Clinical Affairs Committee on January 1, 2019.
- Revision approved by Clinical Affairs Committee on January 1, 2021.
- Revision approved by Clinical Affairs Committee on January 2, 2024.