



Examination guide

(rules, instructions, procedures)

University Vice Presidency for Educational Affairs
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Introduction:

There is no doubt that the examination period is a crucial period for everyone involved in the educational process, whether for the student, the professor, or even parents and educational leaders. Because it is the result of what was previously done throughout the semester in terms of monitoring teaching methods, methods, and activities to ensure the success of the educational process and the achievement of its goals. Therefore, this short period needed more planning, organization, and preparation in order to bear fruit in a safe and stable atmosphere.

Based on the importance of improving the administrative processes for tests and their conduct in accordance with educational directives, this guide was issued according to unified standards to objectively evaluate administrative procedures, according to unified frameworks and standards that reduce effort and time, facilitate work, and control its mechanisms.

We hope that colleges and academic departments will take into account the rules, instructions and procedures contained therein, and work in accordance with them.

God bless

Chapter one

Exams quality rules

First: Exam paper specifications and answer form.

- Unifying the part related to identifying data in terms of: university logo, university name, college name, program name, semester and academic year, course name and symbol, section/divisions, test date, test location, time, number of students.
- Print the questions on the computer, with the font clear and in appropriate font.
- Leave a suitable space for the answer if the answer is on the same paper, so that the size of the answer is proportional to the size of the space left for the answer.
- The wording of the questions is clear and free from any ambiguity.
- Consider separating each question from the next with an acceptable distance.
- Avoid making spelling, typographical, or similar errors.
- Note that the phrase (the exam consists of two or more papers...) is written at the top of the question paper next to the course name, or put (the word “follow” or “turn the paper”) at the bottom of the question paper if the exam consists of two or more papers, along with the numbering.
- The test material should highlight the expected learning outcomes and be related to what was taught.
- The adequacy of the questions to measure the learning outcomes (knowledge, skill, values) according to the course description and objectives.
- Diversity of questions between objective and essay questions.
- Distributing grades among the main and sub-test questions, taking into account the balance between the grades of the questions and their paragraphs.
- Prepare an answer form showing the course information and the distribution of grades for the questions and submit it to the examination committee, along with the answer sheets after they are corrected.
- Writing the name of the subject professor at the end of the paper, or the names of the professors if they participate in teaching the course.
- The process of correcting answer papers should be carried out according to an answer form with grades distributed, taking into account that more than one grader participates in correcting one paper.

- That the answer papers be reviewed internally at the department level among faculty members, taking into account that the review is carried out by those with the most experience in the specialty, and that the review is carried out according to the answer form. The review may also take place externally in what is called peer review and document this (writing a report, signing). ..).
- The faculty member must write a report on all the courses he teaches according to the model of the National Authority for Evaluation and Accreditation and keep it in the course file.

Second: Forming and approving review and audit committees.

- Announcing the test instructions in prominent places to all students, faculty members, and invigilators, including sanctions regulations.
- Announce the final schedule well before the test date and in prominent places.
- Forming and approving testing and monitoring committees.
- Preparing information signs for students in the corridors and examination committee locations.
- Preparing a hall for people with special needs.
- Determine a headquarters to guide and guide students regarding exams, and allocate an employee to respond to their inquiries.
- Prepare a form for the signature of observers in the presence of the test.
- Preparing exam places in accordance with the number of students in each committee and taking into account (cleanliness, ventilation, lighting, and provision of drinking water).
- Preparing a file of student violations that includes the penalties imposed on violating students.
- Preparing a daily report on the progress of exams that includes the name of the course, the course professor, the number of enrolled students, the number of students attending, the number of absentees, the number of violators, and the type of recommended punishment.
- Announcement of test results on the specified dates.
- Each department prepares a qualitative report on the test results for each course and for the department's tests in general.
- Preparing a database of students, their results, and success rates at the course and department levels.

- Preparing a file for feedback during tests that includes (cases of students inquiring about the difficulty of test questions and the course professor's answer to them, applying the course evaluation questionnaire two weeks before the test date, and preparing a statistical report on it with the knowledge of the quality unit in the relevant department and sending it to the course professor to include his results in the course report, a report prepared by him The head of the committee sends to the course professor about the progress of the test during his course.
- In the event of a complaint or grievance from a student, a committee is formed to review the correction of the student's answer.
- Documenting all examination work, writing daily and final reports on the conduct of examinations and the strengths and weaknesses of performance and retention in the college.
- Announcing the grades of the year's work to students on transcripts approved by the department head and delivering a copy thereof to the examinations committee sufficiently before the final examination date.

Third: The mechanism for conducting Exams.

In order for the exams to be successfully carried out on time, the following must be adhered to:

- The college provides suitable places to hold exams, taking into account the technical specifications of the exam hall (capacity, lighting, ventilation...).
- The course professor is fully responsible for the test in terms of preparation, photocopying, and bringing question papers and the answer form, and the department head delivers a copy of it at least two days before the final test is scheduled.
- The professor must print a copy of the student lists through his website on the electronic portal and attach it to the test envelope for the students to sign and prove their attendance or absence from the test.
- Unified questions are set for the course from multiple sections for the final exam, and course professors participate in preparing the questions.
- The examination committee must ensure that invigilators are provided for the various tests in the event that there is a professor who has multiple tests at one time, and his task is to visit the committees for his courses.
- At least two observers are allocated to each hall to monitor, and they must follow up on the entry of students, and ensure that disadvantaged students do not enter.
- The observer matches the university card or national ID with the student's name listed on the signature sheet, to prevent a student from impersonating a colleague, or the

entry of someone from outside the university to take the test on behalf of a student, especially in programs with large numbers.

- The transcripts and answer sheets are reviewed with the department head before confirming the results.
- The professor must quickly correct, monitor the test results, save them in the system, and deliver the answer sheets to the test conduct committee (no more than two days from the date of his test).

Fourth: Some subjects for the study list and exams for the university stage.

The provisions contained in Articles (29-36) of the university study and examination regulations and their executive rules at Majmaah University must be taken into account.

Article Twenty-Nine:

- The University Council, based on the recommendation of the college or institute council, and the proposal of the department council in which the course follows, determines the mechanism for calculating the semester work grade, the final exam, and the evaluation method according to the nature of the course.
- The final exam for the course is held once, and the University Council may, based on the recommendation of the College Council and the proposal of the Department Council, make an exception to this depending on the nature of the course.

Executive rules:

- The college council to which the course follows determines, based on the department council's proposal, the division of the semester work grade between (40%) and (60%).
- The course professor is committed to calculating the grade specified by the college and department councils for the semester work.
- The course professor is obligated to announce how grades for semester work will be distributed to students from the beginning of each semester, according to what is stated in the course description and the date of semester exams.

Article Thirty:

The college or institute council shall organize the final examinations in a way that ensures the proper conduct of the educational process, provided that the final examination score and the final grade are monitored within a period determined by the executive rules of these regulations.

Executive rules:

- The college or institute council organizes the conduct of the exams and delivers the results to the Deanship of Admissions and Registration according to the instructions issued by it within a period not exceeding two days from the date of testing for any course.
- Final exams will be held during the specified period according to the approved academic calendar.
- The college is committed to holding final exams on the dates specified in the registration period for each course, and the college council may, based on the recommendation of the department council, make an exception to this.
- The course professor prepares the test questions and an answer model and delivers a copy of them to the department head no less than two days before the final exam.
- For the multiple-section course, unified questions are set for the final exam, and the course professors participate in preparing the questions, and the College Council, which offers the course in multiple sections based on the recommendation of the Department Council, may make an exception to this.
- The faculty member is obligated to be present during the examination of the course he is teaching.
- The faculty member is committed to monitoring the results of tests and semester work no more than two days after the end of the course test.
- In the event that it is not possible to hold the exam on its scheduled date due to a compelling reason, the department head shall determine an alternative date for holding the final exam, approved by the college dean or his authorized representative.

Article Thirty-One:

A student who is absent from the final examination will have a score of zero in the examination of the course from which he was absent, and his grade in that course will be calculated on the basis of the grades for the semester work he obtained.

Article Thirty-Two:

If the student is unable to take the final exam due to an excuse, the student's college or institute council may accept his excuse and allow him to take an alternative exam, no later than the end of the next academic level, the next semester, or the following academic year for the college or institute that applies the full academic year system. It gives the grade that the student gets after taking the alternative test, or a failing grade (E) or (F) if he does not take the alternative test.

Executive rules:

- The excuse must be presented within a week of the disappearance of the reason for it.
- If the student is unable to attend the final exam in any of the semester's subjects due to an excuse, the student's college council or his authorized representative may accept his excuse and agree to give him an alternative exam within a period not exceeding the end of the next semester, and the grade he obtains after taking the alternative exam will be given. .
- The alternative test may be administered to students who qualify for graduation in the summer semester.

Article Thirty-Three:

The department council that is teaching the course may, based on the recommendation of the course professor, allow the student to complete the requirements for any course in the next academic level, the following semester, or the following academic year for colleges or institutes that apply the full academic year system. The student's academic record will be credited with a grade of Incomplete (I) or (IC) and it is not counted toward the semester or cumulative average unless the requirements for that course are completed. If the period referred to in this article passes, and the incomplete grade (I) or (IC) is not changed in the student's record for not completing it, then it will be replaced with a failing grade (F) or (F) It is calculated within the semester and cumulative average.

Executive rules:

The department council that is teaching the course may, based on the recommendation of the course professor, allow the student to complete the requirements of any course at the next academic level, and grant him an incomplete grade (I) or (IC) according to the following controls

- Giving an incomplete grade (I) or (IC) is limited to courses: graduation projects, cooperative programs, and field training.
- If one semester has passed and the incomplete grade (I) or (IC) has not changed in the student's record because he did not complete the requirements for that course, and the student was not excused or postponed for that semester, it will be replaced with a failing grade of (F) or (F), and it is counted toward the average. Quarterly and cumulative.

Article Thirty-Four:

If studying courses of a research nature requires more than one semester, the student will be given a continuous grade (P) or (IP), and after the student finishes studying the course, he will be given the grade he obtained. If the course is not completed in the specified time, the department council may The teacher is responsible for agreeing to record an incomplete grade (U) or (IC) on the student's record.

Article Thirty-Five:

The University Council may, based on the recommendation of the college or institute council that follows the full academic year system, determine the number of failure units in the courses in which the student can take a final exam (second round) in the course in which he failed.

Article Thirty-Six:

The student may appeal the final grade of the course within a period not exceeding fifteen days from the approval of the result. The executive rules of these regulations specify the mechanism and procedures for the student to appeal the final grade of the course.

Executive rules:

- The student has the right to submit a request to appeal the final grade of the course or to re-correct his answer sheets within fifteen days from the date of approval of the result, and the request is submitted electronically through the academic system portal.
- The maximum limit for submitting re-correction requests should be three times during his university studies.
- The department head must request testimony from the course professor, and in the event of an error the result is amended electronically. However, in the event of a statement that the correction was correct and the student does not accept it, the department head must form a committee of two members in the department, not including the course professor, and its report is submitted to the department head for action. His decision to modify the student's grade, or reject the application, provided that this is done within a maximum period of ten working days, and the student is informed of the decision.
- If the department head is the course professor, the college dean for educational affairs and development carries out the previous procedures.

Chapter II

Appendices

Kingdom of Saudi Arabia

Ministry Of Education

Majmaah University

University Vice Presidency for



المملكة العربية السعودية

وزارة التعليم

جامعة المجمعة

وكالة الجامعة للشؤون التعليمية

Form No. (1)
Providing Exams' needs and supplies

The College		Program/department	
Academic year		Semester	
N	Item	Number	Notes
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

Head of Department:

Name:

Signature:

Kingdom of Saudi Arabia

Ministry Of Education

Majmaah University

University Vice Presidency for



المملكة العربية السعودية

وزارة التعليم

جامعة المجمعة

وكالة الجامعة للشؤون التعليمية

Form (2)
Question paper cover

The College			Program/department		
Academic Year			Semester		
Course Name		Course code and number		section number	
Day and date of the Exam		Exam time		Number of test pages without cover	
Student's Name			Academic number		

Testing instructions:

Dear student, you should take care to read the following paragraphs:

- 1- Read the question more than once, and paying attention to correct and clear spelling is an important requirement, so take care of that.
- 2- Cheating, attempting or attempting to do so, or disrupting the conduct of the tests, exposes you to taking legal action.
- 3- It is prohibited to carry a mobile phone during the test for any purpose, and removing it during the test exposes you to taking legal action.
- 4- It is forbidden to leave the test before half an hour from the start of the test, and after the observer's permission to do so. A student who is late for more than half an hour is not entitled to take the test under any circumstances.
- 5- You must write in blue pen, and use pencil when drawing.
- 6- Books, notes, papers, and any publications are prohibited from entering the examination hall.

Learning outcomes

Knowledge				skills				values		
K1	K2	K3	K4	S1	S2	S3	S4	V1	V2	V3

Question number	learning outcomes	grade assigned to	grade obtained	Course work grades
the first				
the second				Final exam grades
the third				
the fourth				Grand total 100
The Fifth				
The sixth				
the total				
The name and signature of the reviewer			Course professor and his signature	