

Instructions for Delivering the Final Exam

1- Before the exam:

- Instructors must make sure that exam papers are printed at least 24 hours before the exam.
- Answer booklets are to be picked up from the chair of RTE committee at least 24 hours before the exam.
- In order to avoid any discrepancies, Instructors are kindly requested to check the proctors and supervisors duty list enough time before the exam.

2- During the exam:

- Proctors, Supervisors and Instructors must be in the exam room(s) at least 10 minutes before the exam starts
- The Supervisors have to be available around exam room(s) all the time.
- Instructors must provide proctors with all documents required for administering the exam properly (Question papers, answer booklets, attendance sheets, absence reports and cheating incidence form). All the necessary forms are available on the college web-site.
- Proctors are responsible for all documentations and have them signed by the supervisor.
- Students should be denied entrance to exam after 30 minutes from the start of the exam.
- Students are not allowed to submit the exam paper and leave the exam room during the first half of the exam time.
- Immediately after the exam, instructors are responsible for collecting all exam papers from the proctors.

3- After the exam:

- Marking of exam papers must be completed within 3 working days after the exam.
- Mark sheets (from edugate) along with the final result statistics sheets must be approved by the Vice Dean
- The answer booklets, model answer, copy of the approved final result along with statistics sheet, and copy of the attendance sheets must be submitted to RTE committee (Mr. Alaa Al-Bargash) within 4 working days after the exam.