

Faculty Final Exams Regulations

Dear Colleagues,

In order to have a healthy environment during the finals, please read the following guidelines.

A) Exams Unit

Dr. Ahmed Abo-Bakr

Dr. Sunil Kumar Sharma

Mr. Ahsan Ahmed

B) Exam Papers

1. All information on the cover page of the exam should be fulfilled.
2. Grades should be indicated at every question and every sub-question.
3. Exam questions should be appropriate to time of exam.
4. Deliver the exam papers to the **Exams Unit no later than Wednesday April 10th @ 12 pm.**
5. Exam envelope should include at least one (1) extra exam paper and a list of allowed students.
6. It is advised that the final exam covers as many of the SOs as possible.

C) Graded Papers

1. Deliver the graded exam papers to the **Exams Unit** at most two (2) working days after the exam date, along with the model answer and attendance sheet.
2. Graded exam papers should be signed by the instructor and a faculty reviewer.
3. Make sure to retain a copy of the best, average, and poor answer sheets before returning the graded papers.

D) Entering Grades

1. PLEASE DON'T put any marks in EDUGATE website (<http://edugate.mu.edu.sa/>) until you have the **Result Statistics** form signed by the **Head of Department Offering the course.**
2. After being signed, send the **Result Statistics** form to ccis-ec@mu.edu.sa .
3. Results should be finalized, approved, and logged into the system within three (3) working days after exam completion.

Invigilation Regulations

A) Exam Supervisor Responsibilities

1. The supervisor is expected to pick-up the exam papers from the **Exam Unit** fifteen (15) minutes prior to the exam starts and deliver them back no more than fifteen (15) minutes after the exam ends.
2. Attend in the exam room ten (10) minutes prior to the scheduled beginning of the exam.
3. Enforcing the **Students' Exam Regulations**.
4. In case of cheating, misbehavior, or mischief inside the exam room, the supervisor should do his best to keep such situations under control and alert the **Exam Unit** immediately for proper actions.
5. The supervisor is expected to regularly circulate and monitor all exam rooms under his supervision during the exam's whole period.

B) Exam Invigilator Responsibilities

1. Invigilators are responsible of helping the supervisor enforcing the **Students' Exam Regulations**.
2. Attend in the exam room ten (10) minutes prior to the scheduled beginning of the exam.
3. Checking the identities of the students.
4. Invigilators are not allowed to change rooms without notifying the **Exam Unit** and for good reasons.
5. In case of force majeure reasons for absences, the invigilator must inform the **Exam Unit** and provide written reasons.

C) Instructors Responsibilities

1. Instructors must be available in the college no later than thirty (30) minutes after the exam starts up to the end of the exam period.
2. Deciding (in writing) on the tools needed/forbidden for the exam such as programmable or mathematical calculators, books, or extra blank sheets at least two (2) days prior to the exam scheduled date to the **Exams Unit**.
3. Follow the **Faculty Final Exams Regulations**

Students' Final Exams Regulations

Dear Students, in order to maintain a healthy environment during the finals, you MUST adhere to the following regulations:

1. Mobile phones are strictly forbidden in the exam room.
2. You will not be allowed to the exam room if you are more than 30 minutes late starting from the scheduled beginning of the exam.
3. You will not be allowed to leave the exam room before 30 minutes are passed from the beginning of the exam.
4. Laptops, programmable calculators, mathematical tablets, books, and extra blank sheets are not allowed to be used during the exam without prior permission from course instructor.
5. You MUST adhere to the place specified by the exam room invigilator.
6. Make sure you write your name and your ID number on both questions and answers' sheet.
7. Show your ID to the invigilator if requested.
8. You are to keep silent, and not to look or talk to any student in the exam room, in case of queries ask the invigilator.
9. Bring all tools necessary needed for the conducted exam as you will not be allowed to borrow from others.

Failure to abide to the above rules may lead to depriving you from taking the exam and may be subject to other penalties as well.