



جامعة المجمعة  
Majmaah University

# EXAMINATION INSTRUCTIONS STUDENT'S MANUAL (2019-2020)



## Contents

<b>Purpose of This Manual</b>	3
<b>Overview</b>	4
<b>About the Examination</b>	5
<b>Contact Information</b>	6
<b>Key Dates</b>	7
<b>Pre-examination Instructions for Students</b>	8
<b>Examination venue and timetable</b>	8
<b>Proof of Identity</b>	10
<b>Exam starting time</b>	11
<b>Admission to Exam</b>	12
<b>Materials permitted in exam room</b>	13
<b>Conduct during the exam</b>	15
<b>Exam hall movements</b>	16
<b>Queries during the exam</b>	17
<b>Conclusion of the exam</b>	18
<b>Post-exam evaluation</b>	20
<b>Publication of results</b>	20
<b>Post-evaluation clarifications</b>	20
<b>Question booklet</b>	21
<b>OMR Sheet</b>	22

## **Purpose of This Manual**

In taking any examination, you are required to comply with the laws, rules and procedures of college of dentistry, majmaah university.

The main objective of this manual is to make the student understand the assessment process conducted in our institution.

The sequence of events and the conduct expected of a student pre-, during and post-exam will be outlined in this manual.

Please **read them carefully** so you know the procedures and your responsibilities.

## **OVERVIEW OF MANUAL**

Examination Manual' is a very crucial handbook guiding the systematic and lawful conduct of undergraduate exams for Bachelor of Dentistry programme. The acid test of successful functioning of any University is the timely conduct of examinations and timely announcement of results without any room for suspicion, inordinate delay, manipulation and malpractices.

The entire philosophy behind the preparation of this examination manual is 'continuity with change'- retaining the existing provisions supplemented with relevant changes in the context of amendments to statutes, regulations, notifications and syndicate decisions.

At present college of Dentistry, Al Zulfi, Majmaah University conducts examinations for 54 subjects for undergraduate students in dentistry. The examination department conducts exam for midterm exam, mid - year exam and final exam.

The exam manual is structured into twelve chapters which provide required information/ guideline to students regarding the procedure of examination in College of dentistry. It includes the rules and regulations which should be followed by the students before, during and after exam.

## **About the Examination**

### **Eligibility criteria to appear for an exam**

In order to appear for an examination the pre-requisites mentioned for the course should be completed

All the necessary criteria as outlined in the course specification should have been completed

### **Theory Exam**

Written exams will be conducted during the course and at the end of a semester as mentioned in the course specification and in the study guide.

Kindly go through the course manual or study guide for the mark distribution and tentative schedule for the examination.

### **Practical Exam**

All the necessary pre-clinical and clinical requisites proposed by the course director of your respective courses should be completed prior appearing for an examination

## **Contact Information**

All queries pertaining to the exam can be made to the exam committee which functions under dental education department.

All decisions, regulations and authority belongs to the office of vice-dean academic affairs

## **Key Dates**

### **First semester**

As mentioned in the study guide or as notified by the exam committee

(Kindly follow the notice board periodically)

### **Second semester**

As mentioned in the study guide or as notified by the exam committee

(Kindly follow the notice board periodically)

## **Examination Instructions for Students**

### **Pre-Exam:**

NEVER CONTACT THE PROFESSOR or COURSE DIRECTOR ABOUT AN EXAM.

ACTION BY A STUDENT TO DEFEAT THE ANONYMITY POLICY IS A MATTER OF ACADEMIC DISHONESTY.

**Examination venues and timetable:** Students are responsible for ensuring that they present themselves at the correct examination venue on the **correct day and time**.

Venue – College of dentistry, Majmaah university, Az-zulfi

Commencement times are

MIDTERM - **8.00 am (OR) as given in the timetable**

FINAL - **9.00 am (OR) as given in the timetable**

To find these details for the examination timetable:

**Periodically check the notice board or contact the exam committee**

You must check your personal exam timetable. Do not rely on information from other sources.

Please note that dates and times of examinations will not be moved due to work commitments or personal holiday bookings.



## **Proof of Identity**

To enter the examination hall and to attend exam you must have your current Majmaah University student ID card with you.

### **Exam starting time**

You must arrive at the scheduled exam venue early (at least 15 minutes) to be seated and ready to commence at this time.

Reading time for the examination starts as soon as you receive the question booklet.

Kindly go through the question booklet carefully and make note of any clarifications needed for any question.

### **Admission to exam room**

All the seats are arranged in rows with respect to the academic years.

You must sit at a desk allocated to you by the invigilator. Seat allocations are displayed outside the exam room on the notice board.

Students will not be admitted to exam rooms after the first 30 minutes.

Students cannot leave the room before the end of half the duration of the exam (30 minutes if the exam is of 1 hour duration and 1 hour if the exam duration is 2 hours)

## Materials permitted in exam rooms

**Under the University regulations of Student Discipline, severe penalties apply for misconduct, cheating, possession of unauthorised materials, improper use of materials, unauthorised removal of materials from examination rooms or ignoring the instructions given by supervisors. Penalties may include failure for the unit and exclusion from the University.**

Please read carefully the materials permitted for each examination listed on your timetable. **It is your responsibility to comply with this regulation.** Unannotated materials must not contain highlighting, underlining, tabs or notes.

All students may take pens, pencils, erasers and rulers into the examination room. These must be loose or in clear plastic bags **ONLY**. No pencil cases are permitted.

Mobile phones, smart watches and any other electronic devices (excluding calculators where permitted in your exam) are banned from the exam hall. Smart watches are also banned. Students found to be in possession of a mobile phone or smart device, including smart watches, will have a case of formal academic misconduct reported.

**You must remove all other belongings from the vicinity of the exam room. This will be strictly enforced. You will be asked to remove your belongings even if this will delay the start of your exam. Belongings left in unattended areas remain the student's responsibility.** Please note that the vicinity of the exam room includes all areas near the exam room, so you may be directed to remove your belongings to an area some distance away.

Water bottles are permitted into the exam room. All water bottles are to be a clear plastic bottle, without labels, preferably with a pop top lid to avoid spillages and the possibility of destroying the exam scripts and causing a disruption to the exam. However, if an incident like this does occur it will be the responsibility of the student and if the paper is damaged it will be handed in and marked accordingly.

All water bottles are to be placed on top of the desk and will be checked by the supervisor.

### **During the examination**

You must listen carefully to, and comply with, the opening announcements, which will not be repeated. You must read all instructions on the examination paper and answer books. **A copy of the answer book cover and instructions appears on the last page of this document.**

During the allotted reading time you may write notes, including on your exam paper and in your answer booklet. You must not write until instructed that reading time has commenced. The time allotted for the examination is the exact time prescribed after the opening announcements have been made and the question booklets have been received.

**If you wish to leave the room temporarily, or leave the examination early, you must indicate this to a supervisor.**

Use only approved answer books or approved paper for answering. Details required on the front cover of answer books must be completed even if the paper is not attempted. Marks may be deducted for illegible writing. Use any page for rough work, but draw

a clear diagonal line across this page.

If you make an error while filling in your student number on your answer book you must inform a supervisor who will witness any correction. If you require another book, please ask a supervisor. **Answer books and question papers must not be taken from the examination room, whether used or unused.**

### **BATHROOM**

If you must leave the room during the exam, please only one student at a time and only to the bathroom (please write your name and time you leave on the “exam movement register” and time when you return to the exam room). Under no circumstances may a student leave an exam room unless they are going to the restroom. (Cafeteria trips and phone calls are strictly forbidden during an exam)

## **Queries during an examination**

**Students may not communicate with each other in any way in the examination room, whether an exam is in progress or not.**

As a courtesy to students whose exam is still underway, please do not talk near an examination venue, for example, when exiting after a 2 hour exam.

If you wish to talk to a supervisor, raise your hand. If you wish to query an examination question you should raise your hand, explain, then work on other questions. If a correction to an examination paper is necessary, you will be advised. Our supervisors are there to help you, so please raise any questions you may have directly with them. If you don't understand any instructions given, please ensure you seek clarity from a supervisor.

If your lecturer is present in the room during reading time, you may talk directly to your lecturer. Please raise your hand.

### **Fire alarms**

In the event that a fire alarm rings during an examination, you should follow the instructions of the Head Supervisor in the examination venue.

## Conclusion of the examination

All students must cease writing immediately when instructed to do so and must remain seated and silent until all answer books and question papers have been collected and the instruction to leave the room has been given.

**Deferred Examinations:** Students, who by reason of extenuating circumstances (such as the sudden onset of sickness or accident so that they are unfit to sit a scheduled examination or make adequate preparation) may apply to the Academic Vice dean office for a deferred examination. Application must be made as soon as practicable (usually within 24 hours). Documentation to support the application (e.g. Medical certificate) is required.

Tiredness, exhaustion, lateness, or failure to attend an examination, are NOT considered valid reasons for requesting a deferred examination.

Students who fall sick during an examination should apply immediately for a deferred examination. This request can be



made through the supervisor who would be aware of the specifics of the case.

Deferred examinations are normally held the day before the commencement of the next semester or as decided by the course director

**If you have any queries regarding examinations, please contact the Academic vice dean office or the exam committee**

## **Post Exam Evaluation and Publication of Results**

The answer booklet will be evaluated by the course director and the results will be tabulated.

After the approval of the marks from the office of the Academic vice-dean, the results will be published to the students.

During the course, the subject evaluation marks can be obtained from the course director.

At the end of the course the results can be viewed on the edugate through the college portal

### **Post-evaluation clarifications**

A written request should be submitted to the corresponding Head of the department regarding any queries about the published results.

The students will be informed and updated about the further proceedings.

# Question paper sample and instructions for students

Verify the course department


Verify the course name, course code and section

Write your name and university ID


Read all the instructions

This section is for course director/ faculty

This section is for course director/ faculty



**Majmaah University**  
College of Dentistry  
Department of XXXXXXXXXXXXXXXXXXXXX



---

**XXXXXXX EXAM 1440-1441H**

Course Name: xxxxxxxxxxxxxxxxxxxxxxx		Course Code: xxxxxxxxxxx	Section Number: xxxxxxxxx
Date:	Duration:	Total No. of pages:	
Student name: .....		I.D number: <input type="text"/>	

Instructions for examination

**INSTRUCTIONS FOR EXAMINATION**

- Write your Name and University Register Number clearly in the space given.
- Use only blue or black dry pens for writing the answers. Use colors and Pencils for Diagrams.
- The possession of books, notes, papers, any printed materials inside the examination hall are strictly prohibited, and students who are violating the rules will be dealt by disciplinary committee, under the regulations of Majmaah University.
- Students are not allowed to leave the examination hall before 1 hour from the commencement of Examination.  
(Students are **ALLOWED/ Not Allowed** to use calculator for this exam.)

Consistency with Program Outcomes

Knowledge				Skills							Competence			
K1	K2	K3	K4	S1	S2	S3	S4	S5	S6	S7	C1	C2	C3	C4
		X					X			X		X		

Marks:

Sections	CLO's	KPI's	Marks	Verification
Part 1: MCQ (1-19)	K 3.27	K3.27.1	X	
Part 1: MCQ (20-25)	S 4.6	S4.6.1	X	
Part 1: MCQ (26-30)	S 7.11	S7.11.1	X	
Part 2: SEQ (1)	S 7.11	S7.11.1	X	
Part 2: SEQ (2- 5)	K 3.27	K3.27.1	X	
<b>Total</b>			X	

Course Instructor Name:	
Course Coordinator Name:	
Signature of Course Instructor	
Signature of Reviewer	
<b>Total Marks</b>	
X	

# Sample of Answer Sheet and instruction to mark it during exams

المملكة العربية السعودية  
وزارة التعليم العالي  
جامعة المجمعة  
كلية طب الأسنان

Majmaah University  
جامعة المجمعة  
كلية طب الأسنان  
College of Dentistry

Name: \_\_\_\_\_  
ID: \_\_\_\_\_  
Course: \_\_\_\_\_  
Section: \_\_\_\_\_

**Instructions**

- Use pen or pencil
- Erase completely to change
- Make dark heavy marks
- Fill the circle completely
- Make no stray marks
- Do not cut or fold

**Correct Mark**  
A ● B ● C ● D ●

**Incorrect Mark**  
A ○ B ○ C ○ D ○  
A X B X C X D X

Student ID	Section
0000000000	00
1111111111	11
2222222222	22
3333333333	33
4444444444	44
5555555555	55
6666666666	66
7777777777	77
8888888888	88
9999999999	99

Form# 1 2 3 4 5

(T) (F)	(T) (F)
1 A B C D	51 A B C D
2 A B C D	52 A B C D
3 A B C D	53 A B C D
4 A B C D	54 A B C D
5 A B C D	55 A B C D
6 A B C D	56 A B C D
7 A B C D	57 A B C D
8 A B C D	58 A B C D
9 A B C D	59 A B C D
10 A B C D	60 A B C D
11 A B C D	61 A B C D
12 A B C D	62 A B C D
13 A B C D	63 A B C D
14 A B C D	64 A B C D
15 A B C D	65 A B C D
16 A B C D	66 A B C D
17 A B C D	67 A B C D
18 A B C D	68 A B C D
19 A B C D	69 A B C D
20 A B C D	70 A B C D
21 A B C D	71 A B C D
22 A B C D	72 A B C D
23 A B C D	73 A B C D
24 A B C D	74 A B C D
25 A B C D	75 A B C D
26 A B C D	76 A B C D
27 A B C D	77 A B C D
28 A B C D	78 A B C D
29 A B C D	79 A B C D
30 A B C D	80 A B C D
31 A B C D	81 A B C D
32 A B C D	82 A B C D
33 A B C D	83 A B C D
34 A B C D	84 A B C D
35 A B C D	85 A B C D
36 A B C D	86 A B C D
37 A B C D	87 A B C D
38 A B C D	88 A B C D
39 A B C D	89 A B C D
40 A B C D	90 A B C D
41 A B C D	91 A B C D
42 A B C D	92 A B C D
43 A B C D	93 A B C D
44 A B C D	94 A B C D
45 A B C D	95 A B C D
46 A B C D	96 A B C D
47 A B C D	97 A B C D
48 A B C D	98 A B C D
49 A B C D	99 A B C D
50 A B C D	100 A B C D

Mark answer by encircling/ filling the option by black pencil

Write your name here

Write your university ID here

Write course name and code here

Write the section of exam subject here

Read the instructions carefully

Write university ID here

Write the section of exam subject here

Mark/ Encircle the numbers of section

Mark/ Encircle the numbers corresponding to your ID here