

# **Quality Rules of Examinations**

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## **Introduction**

The Vice-Rectorship for Educational Affairs has set the rules and regulations that guarantee the success of the examination process taking into account the highest possible degrees of quality in the light of the standards of the National Commission for Academic Accreditation and Assessment. This ensures the quality of exams in terms of the various method of evaluating students, setting test questions, preparing the college for tests, and preparing the tentative and final timetables.

This guide includes all regulations and procedures set by the Vice-Rectorship to guarantee the process of examinations.

I hope that everyone will stick to the rules and regulations mentioned in this guide in order to achieve the highest excellent degrees of exams.

Only Allah leads to prosperity and guides to the straight path

Vice-Rector for Educational Affairs

Dr. Ahmad bin Ali Al-Rumaih

## Quality Rules of Examinations

In order to achieve the quality requirements of exams, the scientific department and all faculty members should observe the following rules:

1. Compliance with the specifications of the exam paper in terms of:

- The adequacy of the questions to measure the expected learning outcomes of the course taking into account the course specification and its objectives.
- Diversity of questions including objective and subjective.
- Questions must be written on computer considering the clarity of lines.
- Standardizing the specific part of identification part (according to form (1) of exam questions in case the answer is on the same question paper, or for (2) of exam questions in case the answer is on a separate sheet of paper.
- Distribution of marks on the main and subsidiary questions of the exam.
- Preparing a model answer including all data of the course and distribution of marks, submitted to the head of examination committee (control), with the answer sheets after correction.
- The teacher of the course must sign the question paper.
- Concluding the question paper with enhancing words like "Best Wishes".

2. Forming and adopting auditing committees where two members of the examination committee must sign the answer sheet.

3. Formation of examination committees (observation and control).

4. Forming an internal committee inside the department to review a sample of answer sheets for every course by not less than 5%.

5. Correcting a sample of the answer sheets externally at the level of specialists in the corresponding colleges.

6. Preparing the instructional banners for the sake of students in the places of exam committees.
7. Announcing the test instructions in prominent places for all students, faculty members and observers, including the penal regulations.
8. Preparing the preliminary schedule of exams considering students' views and perspectives.
9. Organizing an instructional meeting for students regarding examinations and instructions, readiness for exams, and keeping the attendance sheets of students attended this meeting.
10. Organizing an instructional meeting for faculty members regarding examinations and instructions, readiness for exams, and keeping the attendance sheets of members attended this meeting.
11. Declaring the finalized schedule of exams before the date of exams in sufficient time and in prominent places.
12. Preparation of an equipped hall for people with special needs.
13. Identifying a place to guide and mentor students regarding tests assigning a staff member to answer their questions.
14. Preparing a form for the signatures of invigilators who attended the exam.
15. Preparing the places of conducting exams in accordance with the number of students in each committee and taking into consideration (cleanliness, ventilation, lighting and drinking water for students).
16. Preparing a file for students' violations including the penalties that have been imposed on students disrespected the regulations.
17. Preparation of a daily report about the proceeding of exams including the name of the course - the teacher of the course - the number of students - the number of students present - the number of absentees - the number of violators - the type of punishment recommended).
18. Announcing the results of exams in the due dates.
19. Each department prepares a qualitative report about the exams' results for each course in the department.
20. Preparing a database of students, their results and success rates at the level of the course and the department.
21. Preparation of a feedback file during exams (including students' questions about the difficulty of test questions and the response of the instructor in charge of the course) – applying the questionnaire of evaluating the course two weeks prior to the test date and the preparation of a statistical report by the quality unit in the relevant department sent to the

teacher of the course to attach its results in the report of the course – a report prepared by the head of the committee sent to the teacher of the course about the progression of his/her exam.

22. Documenting all works of examinations.

23. Announcing all mid-term results to students after being adopted and signed by the head of the department submitting a copy to the committee of examinations.

## **Progression Mechanism of Examinations**

In order to successfully carry out the exams on time, consider the following:

- Teacher of the course is entirely responsible for his/her exam in terms of preparation (according to the attached form), photocopying, submitting the answer sheets on the day of exam as well as his/her responsibility for invigilation.
- The teacher of the course submits a copy of his exam, in a sealed envelope, to the head of the department before three days of the due time of the exam where this copy becomes of his / her responsibility once received.
- The teacher must print out two copies of the students' lists through his website highlighting the names of all deprived students. One of the copies is accompanied by a backup copy of his questions and the other is taken to the committee to be signed by the students.
- The invigilator is responsible for not allowing deprived students to sit for the exam.
- Each teacher who has multiple tests at one time must coordinate with the examination committee to provide observers for the various tests where his / her duty is to visit and check his/her students in different committees.

- The teacher has to be fast in correcting the exam papers, entering the grades, saving them on the system, and delivering the answer sheets to the control committee (within 48 hours from the date of exam).
- The marks' sheets are reviewed along with answer sheets by the control committee before the result is fixed.

### **Committee of Examinations' Progression and its Duties**

A committee for exams' progression is formed in each department headed by the head of the department. The general duties for this committee is guarantee the regularity of exams' advancement providing the suitable atmosphere for students to perform exams easily and smoothly. The duties are as follows:

1. Receiving the extra questions papers from faculty members at least three days before the test date.
2. Preparing a schedule for invigilations making sure there are enough members in each committee (1 member per 15 students at least)
3. Informing faculty members about the regulations of exams via e-mail.
4. Preparing the attendance sheets of invigilators for taking their signatures to guarantee the regularity of their attendance.
5. Preparing lists including the names of students performed the exams making sure all present students signed on the attendance sheet.
6. Preparing a report about the performance of each committee. A copy of the report then must be sent to the vice-dean for educational affairs.

7. Preparing the forms of handing out the answer sheets, which are signed by the teacher of the course to be received after the completion of the test directly.
8. Preparing the sheet of exchanging invigilations to be used in case there are changes between invigilators to ensure the sufficient number of present invigilators in each committee where the head of the committee must be informed in advance about this change.
9. Preparing a special sheet for cheating cases, filled by the invigilator and the head of the committee, in case there are cheating students in the committee.
10. Ensuring that the number of seats in each committee is adequate, according to the number of students, and to ensure that there are sufficient spaces between the seats, which prevent students from cheating and facilitate the task of invigilators.
11. The constant presence at the headquarters of the examination committee; to solve any casual problem or answer any query.
12. The Head of the Committee shall submit a final report on the conduct of the tests, including recommendations aimed at improving and developing the performance of future examinations, to the Vice-Dean for Educational Affairs following the completion of the tests in the department.