



جامعة الأمير سطام بن عبد العزيز
Prince Sattam Bin Abdulaziz University

University Vice Rectorate for Educational and Academic Affairs

Procedural Manual for Final Examinations

Second Edition

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In the Name of Allah, the Most Gracious, the Most Merciful

Praise be to Allah, the Lord of all that exist, Peace and Blessings of Allah be upon the Noblest of prophets and messengers. Now,

It is well-known that the final examinations are the final phase of the ongoing evaluation process for an entire academic term. Having such description, it should be an accurate evaluative process. Having such significance, it needs to go through safe pathways in order to achieve credibility, inclusiveness, integrity and flexibility. This cannot be achieved without a package of procedures, a bundle of guidelines and a number of instructions that we brought together from several evaluative resources and composed them in such procedural manual in the hope of making this manual a guide and a pilot in the procedures of the final examinations, starting from being an idea rippling in the mind of its founders and ending with a printed paper in front of each student to demonstrate the summary of his readings and the digestion of his thoughts. Doing so, we hope to refine the outcomes of the educational process, and we seek to improve the measurement of the learning outcomes. The manual has many answers for many of the inquiries of some faculty members. In addition, the manual is a necessary reference because it has procedures and rules that regulate the examinations. This manual was developed out of the belief of the University Rectorate for Educational and Academic Affairs that examinations have utmost importance in the development of the educational process, in addition to the fact that the examinations became one of the prerequisites of the academic accreditation. We hope that we have been granted success in collecting the materials of the manual, presenting its terms and explaining its topics.

In order to make the examination process successful according to objective standards and with the highest quality standards, we hope that our colleagues in the field read carefully, attentively and thoroughly what we composed in this manual of guidelines, directions and procedures and to implement them accurately and carefully. May Allah grant us success and guide us to the straight path!

University Vice Rector for Educational and Academic Affairs

Dr. Abdul Rahman bin Ibrahim Al-Khediri

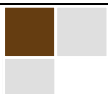
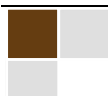


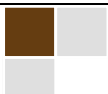
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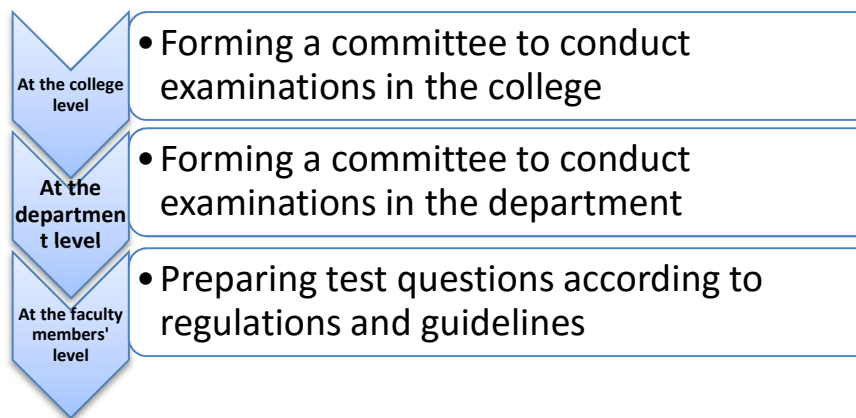
Preface

This manual is a guiding and procedural manual for the faculty members and all college staff to help in facilitating and simplifying the conduct of the final examinations at the different colleges of the university. The content of the manual was drafted in accordance with study and examination regulations of the system of the Ministry of Higher Education and its regulations, and in accordance with the study and examination regulations for the university stage and the executive rules developed in Prince Sattam Bin Abdulaziz University, as well as all circulars issued in this respect by the University Vice Rectorate for Educational and Academic Affairs. This manual shall not be considered a substitute for reviewing the above-mentioned resources that clarify the procedures and controls of the final examinations.



Mechanism of the Conduct of Final Examinations

In order to conduct final examinations that are characterized by organization and coordination, a number of procedures starts two weeks before tests of general preparation. These procedures include the following actions:



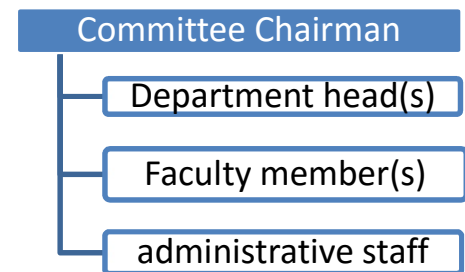
1. Forming a committee to conduct examinations in the college.
2. Forming a committee to conduct examinations in each department.
3. Notifying the faculty members to start preparing tests.

These committees need to work as a team and to cooperate, each in its specialization, in order to bring success to the examination process and the subsidiary different procedures, in addition to providing all requirements in the way that allows achieving the best quality for a successful examination. The following sections explain how to take these actions separately in details.

Committees and Competencies

First: The college examination committee

A committee shall be formed in each college, which is called examination committee. This committee shall be chaired by the college dean or vice-dean for academic affairs with the membership of whomever he chooses of department heads, faculty members and administrative staff within the college.



Committee Competencies:

1. Preparing the following:

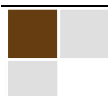
- I. **Invigilators' timetable:** invigilators shall sign to acknowledge notice. In addition, the committee shall ascertain the availability of adequate number of invigilators in each committee (with the rate of one invigilator for every 25 students at most)
- II. **Invigilators' attendance sheet:** Each invigilator shall sign the invigilators' attendance sheet. The college examination committee shall ensure that they attend in the specific times.
- III. **Daily examination progress report:** It shall be distributed to the department committees to fill.
- IV. **Preparing a report of cheating cases after receiving them** from department committees in preparation for taking the appropriate actions according to the relevant regulations.

2. Circulating the following:

- I. **Invigilators' instructions:** The invigilators' instructions shall be circulated to the heads of the academic departments who shall circulate them to the members.
- II. **Examination instructions for students shall be circulated through electronic screens in the college and through posters at the entrances to the examination halls.**

3. Ensuring the Following:

- I. **Halls readiness** and distribution among departments, each according to its needs and number of students, and ensuring that the halls are free from any writings on the seats, walls, boards...etc.
 - II. **Availability of adequate number of seats** in all examination committees according to the number of students, as well as ensuring that there are enough spaces between seats to prevent the student from the process of cheating and to facilitate the task of the invigilators.
4. Suggesting addressing the shortage in the number of invigilators in the college if any, and reporting that to the college dean for further necessary action.
 5. Submitting mark record sheets to the college dean, vice-dean or any person authorized to receive the results of the majors through the academic system.
 6. Suggesting, unifying and approving the wording of students' guiding announcements, and advising about the places of announcements.
 7. Supporting the department committees in the problems that they encounter during the examination and providing them with assistance whenever possible.
 8. Preparing the supplies of the examination halls (e.g. spare pens, water, tissues...etc.) whenever possible.
 9. Providing the appropriate atmosphere for students to take the tests easily and smoothly with overcoming the obstacles that may arise and dealing with special and exceptional cases without contravening examination regulations.



Second: The department examination committee

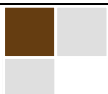
A committee shall be formed in each department to conduct examinations. This committee shall be chaired by the head of the department with the membership of whomever he chooses of department faculty members. The committee shall undertake supervising the mechanisms related to preparing final examinations.

Committee Chairman (department head)

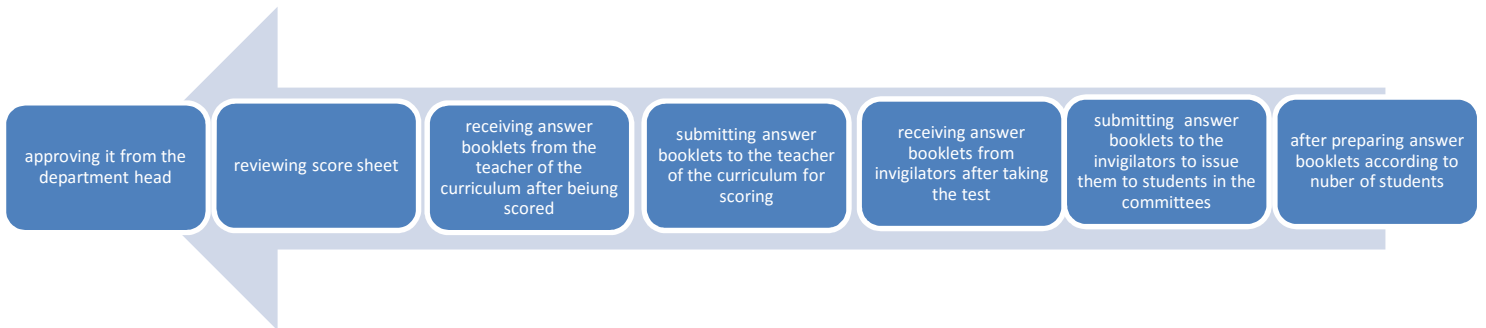
department faculty members

Committee Competencies:

1. Preparing three copies of **students' attendance sheets** (used to record student's attendance to the examination) printed by the internal academic system after receiving them from the office of students' affairs in the college after the excuses period and before starting the practical examinations as follows:
 - I. A copy to the teacher of the curriculum to enclose them in the test question envelope so that students sign them during the test.
 - II. A copy to the college examination committee to stick it in the examination hall.
 - III. A copy to the department examination committee.
2. Receiving question papers from the faculty members in a sealed envelope signed by the teacher of the curriculum at least 48 hours prior to the time of examinations.
3. Preparing answer booklets according to the number of students and stamping them with the stamp of the committee.
4. Distributing the test question covers (envelopes) to the invigilators in the halls according to the final examination timetable.
5. Submitting and receiving answer booklets and signing the relevant form according to each step as follows:
 - II. Submitting answer booklets to invigilators.
 - III. Receiving answer booklets from invigilators after taking the test.



- IV. Submitting answer booklets to the teacher of the curriculum.
- V. Receiving answer booklets after being scored by the teacher of the curricula.

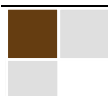


6. Preparing a copy of the invigilators' sheet and visiting invigilators in the committees to sign it.
7. Submitting the following items to the college examination committee:
 - I. An original and a copy of the result along with the statistics after being approved by the department head.
 - II. A copy of the signed students' attendance sheets within maximum of (72) hours after taking the test.
8. Reviewing the mark record sheets and approving test results.
9. The head of the department shall present a final report on the progress of the examinations for the curricula of his department, including recommendations that aim at improving and developing the performance of the conduct of examinations, to his Excellency the Dean of the college after the end of the examinations in the department.
10. Performing the following procedures if needed:
 - I. **Switching invigilation:** This is used in the case of switching between invigilators in the way that guarantees the presence of adequate number of invigilators in each committee and reporting this switching to the chairman of the college examinations committee.

Notice: The head of the department of his deputy shall be present in the place of the examination committee constantly in order to resolve any casual problem, or to answer any inquiry.

Duties of the Faculty Members

1. Each faculty member shall prepare a test for each one of the curricula that he teaches enough time before the start of the examination according to the instructions mentioned in this manual.
2. If the test is designated for one major, the teacher of the curriculum shall prepare the test.
3. In case of several majors and teaching the same curriculum by more than one faculty member, the following actions are taken:
 - I. All teachers responsible for the curriculum shall prepare a question bank for the curriculum.
 - II. A committee shall be formed (from curriculum coordinator and two of the curriculum teachers) to pick the test questions from the question bank.
4. Each curriculum teacher shall photocopy the test questions according to the number of students with two extra copies and distribute them in a sealed envelope according to the number of the examination halls with maintaining strict confidentiality
5. Each curriculum teacher shall submit a sealed envelope to the department examination committee. The envelope shall contain the following:
 - I. An original of the question paper.
 - II. The answer model.
 - III. The test question enveloped (prepared in advance according to students).The teacher of the curriculum and a member of the examination committee shall sign the delivery and receipt report.
6. The teacher of the curriculum shall receive a sealed envelope from the department examination committee. The envelope shall contain the student's answer booklets after taking the test.
7. The teacher of the curriculum shall ensure to finish scoring within a maximum period of (48) hours from the date of the test.

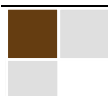


8. Reviewing the score sheets against answer booklets on condition that he starts with absent students and write the absent code beside the absent student with maintaining accuracy in the similar names of students.
9. Entering scores into the electronic system.

Instructions for Developing Test Questions

Test questions shall be developed by faculty members, with maintaining educational and academic standards that guarantee evaluating students' level and academic achievement, taking into account the following:

1. Questions shall be inclusive and cover parts of the curriculum (included in the curriculum description as approved in the plan).
2. Questions shall be clear and formed in a good and smooth style without affectation or ambiguity.
3. Questions shall be diverse, taking into account the individual differences in the levels of students.
4. Questions shall stick to curriculum description and goals and shall measure the expected educational outcomes.
5. Questions shall maintain linguistic integrity and use understandable words and structures.
6. Questions shall be appropriate for the assigned test time without excess or negligence.
7. The marks of the test questions shall be allocated proportionally according to the volume of the answer, so that a big mark is not allocated to a small answer and vice versa.
8. Marks shall be allocated to question model and answer model.



Instructions for Invigilators

1. Invigilators shall commit to the specified time and location and shall not change invigilation or be absent.
2. Invigilators shall be present in the examination halls (15) minutes before the commencement of the examination in order to arrange students in the hall.
3. All students with denial status (according to students' sheets) shall be prevented from entering the examination hall and invigilators shall be responsible for that.
4. It is strictly prohibited to bring their mobile phones to the examination hall.
5. Only students with university cards or civil identity cards shall be permitted to enter the examination hall. Students' photos shall be clear. Each student shall sign beside his name in the students' attendance sheet.
6. Students shall not be permitted to enter the examination hall half an hour after the commencement of the examination. Students shall not be permitted to leave the examination hall till half an hour after the commencement of the examination.
7. Students shall be redistributed inside the examination halls before submitting question papers to ensure that no prior agreements will take place among students.
8. Invigilators shall receive the test question envelope in the examination hall from the department examination committee.
9. It must be ensured that calculators are not used in providing information that is not allowed (calculators that have certain capacities that aid in performing many mathematical and geometrical processes)
10. When seizing a cheating case, a member in the college examination committee shall be notified and a cheating report about the incident shall be issued.
11. Invigilators shall submit answer booklets to the department examination committee immediately after the end of the specified time for the examination.
12. Invigilators shall not speak to each other during the examination or sit away from students and shall practice serious invigilation.
13. Invigilators shall not speak in mobile phones during invigilation.

Exceptional Cases

First: Cases of cheating, attempted cheating or contravening regulations and laws of the conduct of the examination:

- When seizing one or more students in case of cheating, the cheating report form shall be filled by the invigilator and signed by the invigilator and a member from the college examination committee. Cheating reports shall be collected and submitted to the college examination committee.
- Students' contravention of the regulations and rules of the conduct of the examinations is punishable according to the student discipline regulations approved by the university council.

Second: Sick and special cases:

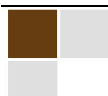
- The college examination committee shall take care of the handicapped and sick cases with providing appropriate amount of equipment that can make it easier for students to take the examination without violating the examination regulations.

Third: Student's request to leave the examination hall and return for certain circumstances

- A member of the college examination committee or an invigilator shall accompany the student for certain circumstances only when there are several invigilators on condition that this does not disturb the progress of the test in the examination hall.

Fourth: Students' late arrival or request to leave early

- Students shall not be allowed to enter the examination hall half an hour after the commencement of the examination and they shall not be allowed to leave till half an hour after the commencement of the examination.
- If a student experiences a medical condition (such as fainting or bleeding) that requires him to leave before half an hour from the commencement of the examination, he shall be allowed to leave. In this case, a report on his early leave shall be presented to the college examination committee then to the dean to give necessary directions.



Instructions for Students during Taking the Tests

- Students shall abide by the test instructions in order to be able to take the test smoothly and easily and to avoid accountability or tension during the test.
- Students shall know the code of the major and the name of the teacher of the curriculum in which he is taking the test.
- Students shall not be permitted to enter the examination hall half an hour after the commencement of the test.
- Only students with university cards or civil identity cards shall be permitted to enter the examination hall (students' photos shall be clear.)
- Each student shall bring his own tools because tools shall not be exchanged among students.
- Students are strictly prohibited to bring their mobile phones to the examination hall. If a student is seized with his mobile phone, his answer booklet shall be withdrawn, an attempted cheating report shall be issued for him, and he shall be subject to the punishment provided in the student discipline regulations.
- Only blue pens shall be used in writing.
- Students shall not be allowed to leave the examination hall till half an hour after the commencement of the examination.

