

Final Examinations Policy

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Policy Name:	Final Examinations Policy
Handler:	IQAC Institutional Quality Assurance Committee
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Approved by:	Board of Trustee
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1. Overview

The Final Examination Policy has been established in compliance with the Rules and Regulations of Undergraduate Study and Examinations which was modified in accordance with Resolution No. 1/9/1444 of the Higher Education Council, passed in its ninth session held on 3/1/1444 H.

2. Purpose

The purpose of this policy is to ensure a smooth process during the final examination period.

3. Scope

This policy applies to all students and faculty members involved in taking and administering final examinations both at the undergraduate and graduate levels.

4. Policy

1. The College Council may form a committee to coordinate with the departments in organizing the procedures of final examinations. The responsibilities of this committee include reviewing the marking sheets and submitting them to the committee concerned within three days of the examination date of the respective course.
2. All final grades must be submitted to the Admission and Registration Deanship by the deadline specified in the academic calendar.

3. The College Council may apply the principle of strict confidentiality in the final examinations procedures.
4. A course instructor must prepare examinations in an accurate and confidential manner. The instructor has the sole responsibility for photocopying the examination papers at the examination center and for collecting them him/herself.
5. The course instructor writes the examination questions. The College Council, when necessary, may appoint another instructor to write the questions, based on the recommendation of the department chairperson.
6. In the case of a general examination for all sections of a course, the grading of the examination papers may be assigned to certain course instructors, regardless of which sections they teach.
7. The course instructor corrects the final examination papers. When necessary, the department chairperson may appoint one or more specialist instructors to participate in the grading process. The College Council also may assign the grading to another instructor, when required.
8. The instructor who corrects the final examination records the marks earned by the students on a grade sheet specifically prepared for that purpose. The instructor then signs the sheet and have it signed by the department chairperson.
9. No student is to be given more than two examinations in one day. The University Council may make exceptions for this rule, as it sees fit.
10. A course instructor may give alternative tests or homework assignments to students, instead of the final examination, if the course does not require a final examination, as per its description.
11. No student is allowed to enter the examination venue more than 30 minutes after the examination begins or leave before the first 30 minutes of the examination have elapsed.
12. Cheating in examinations or attempting to cheat, or violating instructions, and examination regulations shall render the student to punishment in accordance with the Student Disciplinary By-Laws as issued by the University Council.
13. The College Council that offers the course may approve the re-grading of examination papers within a period not to exceed the beginning of the next semester's examinations.
14. Based on the recommendation of the relevant department council, the College Council determines the duration of the final written examinations, which should not be less than one hour and not more than three hours.