

Examination Committee tasks for the Bachelor's Program in Finance and Investment.

Firstly: Committee Members.

	Name	Position
1	Chairman	Dr. Dabboussi Moez
2	Member and rapporteur	Dr. Ouahiba Ahmed Kharroubi
3	Member	Dr. Lobna Fathi Loukil

Secondly: Committee Tasks.

1- The first and second Mid-term examination period.

	Tasks
1	Preparing the schedule for the first and second mid-term exams.
2	Compiling the requests for alternative mid-term exams.

2- The pre-finals examination period.

	Tasks
1	Accessing the list of final exams for the university stage.
2	Preparing the schedule for the final exams.
3	Allocating classrooms for exams based on their capacity in coordination with other departments and entering the information into the academic system.
4	Identifying cases of exam conflicts in coordination with other departments and preparing a conflict schedule, informing the course instructor to prepare a conflict exam.
5	Assigning invigilators to course instructors in coordination with other departments.
6	Instructing course instructors to announce the exam instructions to students.
7	Providing an adequate number of exam answer sheets for the final exams.
8	Receiving sealed envelopes containing the exam papers from the course coordinator according to a specified schedule of delivery and receipt.

3- During the final exams period.

	Tasks
1	Receiving a copy of the student lists after lifting the academic probation and periodic confirmation of the lists at the entrance of the exam hall.
2	Receiving the exam papers from the course coordinator 48 hours before the exam time and coordinating with the examination committee in the female section.
3	Supervising the exam halls (assigning periodic duties to members of the examination committee in each department).
4	Collecting answer sheets and signature sheets from invigilators after the end of the exam and filling out a receipt and delivery form.
5	Handling cases of tardiness and providing alternatives for emergency absences, while filling out periodic reports for violations.
6	Dealing periodically with cases of cheating.
7	Handing over the answer sheets to the course instructor.
8	Archiving the exam envelopes after recording the grades.

4- Requesting regrading and alternative exams period.

	Tasks
1	Forming committees for regrading and submitting the results to the Deanship of Admission and Registration Affairs.
2	Conducting alternative exams and submitting the results to the Deanship of Admission and Registration Affairs