

Kingdom of Saudi Arabia  
Ministry of Education  
Jouf University  
College of Applied Medical Sciences  
Physical Therapy & Health  
Rehabilitation Department



## **Study Regulations and Tests Manual**

## **Study and examination Regulations for the Bachelor of Physical Therapy and Health Rehabilitation**

To be considered for study into Jouf University's Physical Therapy and Health Rehabilitation program, the following are required.

- Prior to entering the Physical Therapy and Health Rehabilitation program students must complete one year of undergraduate college course work including a total of 29 credit hours at the deanship of common first year (health track) according to the admission requirements approved by the University Council and announced at the time.
- A List of Rules and Regulations of Undergraduate Study and Examination

([https://www.ju.edu.sa/fileadmin/Vice\\_Rector\\_for\\_Educational\\_Affairs/English/list\\_of\\_study\\_and\\_tests.pdf](https://www.ju.edu.sa/fileadmin/Vice_Rector_for_Educational_Affairs/English/list_of_study_and_tests.pdf))

### **Instructions and procedures for handling the final exam:**

- The final exam question papers (according to the number of registered students) are delivered to the examination unit 48 hours before the exam date in a sealed envelope affixed to the course information form, which can be obtained from examination unit.
- A list of students 'names registered for the course should be attached outside the envelope and another inside the envelope to record the students' signature attending the exam.
- The grading and ILOs distribution should be included in the exam papers.
- The questions are printed clearly with the number of students registered for the course.
- When you need answer sheets, please submit a written request to the examination unit explaining the course data and the number of required brochures 48 hours before the exam date

-A copy of the exam results should be delivered to the examination unit within 48 hours of the date of exam, after approval by the Head of the Department.

-Keeping the answer sheets after the correction with each instructor until the completion of the re-marking work for students who wish to do so, as well as until the completion of the course report for the semester.

**Important instructions for invigilation during the final exams:**

- Emphasizing the importance of adhering to the invigilation dates and attend to the exam hall 15 minutes before commence of the exam.
- Creating an appropriate atmosphere for the student to perform the test in complete calmness, no talking between invigilators in the hall, and remaining calm when addressing any problem that may occur.
- Verifying the identity of the student present in the exam hall before handing the exam paper.
- Check the student identification, in case of identity absence the course professor identify the student, and if the course professor is not

present, his academic advisor summoned to do so in order to avoid falling into the impersonation violation.

- Students are not allowed to leave the hall until half an hour has passed from the start of the exam, and no student is allowed to enter after half an hour has passed from the start of the exam, with a maximum of half the time in the event that a student does not leave the examination room.
- Not allowing students to use the mobile phone for any reason.
- Emphasizing that students write their university numbers and names on both the question paper and the answer sheets.
- It is strictly forbidden to exchange tools between students in the examination hall.