

Policy of examinations and student evaluation

Introduction:

The Ministry of Education in the Kingdom of Saudi Arabia has prepared educational regulations that are concerned with the process of evaluating students, including a regulation for study and examinations that included a number of general materials to organize learning and examination evaluation, and since it is the powers of universities to start from that list to set their implementation procedures. Al-Jouf University has prepared its policy and proceduresa In evaluating students to raise the level of educational efficiency and improve learning outcomes.

Politics:

- ✚ With regard to organizing the rules for evaluating student achievement, Al-Jouf University shall abide by what is stated in the undergraduate study and examination regulations in the Higher Education Council and Universities system and its regulations, the undergraduate study and examination regulations and the executive rules of Al-Jouf University.
- ✚ Jouf University requires faculty members who teach courses to document the evaluation plan in the course description and to ensure the consistency of evaluation methods, teaching strategies, and the intended learning outcomes of the course.
- ✚ Jouf University includes introducing students and informing them in advance, with evaluation methods and tools for each course, and how to award grades and corrections in semester work and final exams, during the course plan in the first meeting of the faculty member with students.
- ✚ Jouf University ensures that the language used in the evaluation process is the same as the language used in teaching.

Jouf University is committed to ensuring that each course contains a continuous evaluation in addition to the final exams as follows:

1. Based on the proposal of the department council, the college council to which the course will follow determines a grade for the semester work of not less than 30% of the final grade of the course.
2. The semester work degree for the course is calculated in one of the following two ways:
 - Oral or practical tests, research, or other types of classroom activity, or from all or some of them, and at least one written test.
 - At least two editorial exams.
3. The final exam in any course may include practical or oral tests, and the grades to which the final exam scores are assigned are determined based on the recommendation of the department council, and the approval of the college council.
4. Based on the recommendation of the faculty member teaching the course, the department council that is in charge of teaching the course may allow the student to complete the requirements of any course in the next semester and the student is assigned an incomplete grade in his academic record (IC) is not calculated within the semester or cumulative average except the grade that the student obtains after completing the requirements of that course, and if a semester passes and an incomplete grade (IC) in the student's record has not changed for not completing it, it is replaced with a fail grade ((F) and it is calculated within the semester and cumulative average.
5. It is permissible to exclude the decisions of seminars, research, clinical courses, and courses of a purely practical or field nature from paragraphs (1, 2, 3) or some of them, by a decision of the College Board based on the recommendation of the Department Council that teaches the course,

and the College Board determines the methods of evaluating the student in those Courses.

6. If the study of research courses requires more than one semester, then the student is given a continuous assessment (After the student finishes studying the course, the grade he obtained is granted, and if the course is not completed within the specified time, the department council that teaches him may agree to monitor an incomplete grade (IC) in the student's record.
- ✚ The final score represents the sum of the semester work scores plus the final exam score for each course, and the score is calculated from one hundred marks.
 - ✚ Jouf University guarantees the standardization of the quarterly and final business exams, or the images of equivalent tests are used between the different branches of the university that teach the same course in the same academic program.
 - ✚ Jouf University has procedures that support evaluation methods as a means of learning Assessment for Learning and not only to determine the student's level in achieving the targeted learning outcomes, such as (student achievement file in each course - using the descriptor scale scales matrices for essay questions previously announced to students).
 - ✚ Jouf University has modern evaluation methods such as (electronic evaluation - self-evaluation - peer evaluation), which achieve effective learning and help achieve the targeted learning outcomes, with an emphasis on the following:
 - Presenting students with modern and innovative evaluation methods in a sequential manner, in order to prepare them and prepare them for these non-traditional methods.

- Ensure that these methods have proven effective and appropriate for the intended learning outcomes and the teaching methods used.
- ✚ Faculty members at Jouf University are obligated to apply many evaluation tools, which include the following:
 - The tests include:
 - Written tests: response production questions / response selection questions.
 - Practical tests.
 - Oral exams.
 - Duties include:
 - Writing reports and plans, solving exercises, solving problems, research-based assignments, practical assignments.
 - Observational calendar, practice recording.
 - Performance evaluation and presentation evaluation.
 - Feedback of students' work.
 - Research and projects evaluation.
- ✚ Jouf University has suitable methods for evaluating the practical side in practical and clinical courses such as (objective-based practical test (OSPE) - Objective-Based Clinical Test (OSCE).
- ✚ At Jouf University there are tests on many forms of questions according to the nature of each course, such as (multiple choice questions - matching questions - essay questions - short answer questions).
- ✚ The test vocabulary that is reused from the previous year does not exceed (30%) of the number of the current test questions, provided that they are analyzed statistically and verify their psychometric properties'.
- ✚ The number of multiple-choice questions in the written test is proportional to (test time - level of knowledge to be measured - degree

of difficulty of questions) so that it does not exceed (60%) of the test scores.

- ✚ The course coordinator - in cooperation with the rest of the members participating in teaching the course - is obligated to build the test scheme at the course level Course Blueprint and Final Exam Blueprint (Exam Blueprint), which contains the learning outcomes, their weights, associated topics, their weights, and the assessment tool that was designed to measure them.
- ✚ Questions are changed from one test to another according to the specifications and characteristics of the test specification table, which does not change unless the content and description of the course that is taught to student's changes.
- ✚ Jouf University includes reviewing the evaluation process, so that each component of the course evaluation is reviewed and a report is submitted to the academic departments by the Committee for Quality Assurance of the evaluation process in the program, provided that it includes the following:
 - Ensure that the evaluation methods are consistent with the teaching strategies and the intended learning outcomes of the course.
 - Ensure that the time allocated for the evaluation process is consistent with the level of the course and the number of accredited hours.
 - Ensure that there are clear criteria for correction such as checklists - grading ramps - raster matrices for descriptors.
 - Review the analysis of the psychometric properties of the test words to ensure their validity and reliability.
 - Review the evaluation plan annually to ensure that the intended learning outcomes of the course suit the students. This is documented in the course file and its report.

- Granting the grade to students depends on their achievement of learning outcomes. Clear verbal performance evaluation scales are prepared for each grade, which explain to the student and faculty member the reasons for giving the grade based on the evidence.
- Explain to students the criteria or levels required for each grade, how to use the grading criteria, and the feasibility of achieving it.
- Ensuring the safety and efficiency of the evaluation process used, and using appropriate, honest and reliable mechanisms to verify the levels (standards) of student achievement compared to the relevant reference points, whether at the internal or external level.

Policy implementation procedures:

Pre-test procedures:

These procedures include the following:

1- Schedule of calendar work and tests.

- ✚ When preparing the schedule for the assignments and activities of the evaluation and the deadlines for the exams, the academic structure of the semester is taken into account, which includes the work and activities of the evaluation of all other courses.
- ✚ Efforts are united in the academic departments to create a sequential schedule for the evaluation work, which includes: Deadlines for submitting assignments and assignments - Quarterly work dates and final exams.
- ✚ At the beginning of the course, students are informed of the following:
 - Targeted course learning outcomes.
 - The number and types of calendar times.

- Deadlines for submitting assignments.
- The minimum score.
- Distribution of grades for each assignment of the course evaluation.
- Exceptions rules and procedures.
- Students' rights and duties during the exams.
- The dates and locations of the semester and final exams.
- Retest opportunities (if any) and conditions thereof.
- Dates for announcing results.

2- Determine the dates of the final exams.

- ✚ Test dates will be announced The final table in the academic calendar of the university.
- ✚ The examination period is extended to include the last two or three weeks of the semester.
- ✚ The week before the final exam period is devoted to practical, clinical and oral tests.

3- Schedule of final exams.

- ✚ Students are informed of the examination schedule at least before the end of the twelfth week of the semester.
- ✚ A student may not be examined in more than two courses in one day, according to Article thirty-six of the University Study and Examination Regulations, and the University Council may make an exception from this.
- ✚ The concerned department reviews the registered students for courses of different levels, to ensure that there are no more than two final exams for them in one day in the exam schedule.
- ✚ In the extreme cases of exception to the presence of more than two exams per day for the student, he has the right to submit a request to postpone one

of these exams at another date to be determined later, and the code for this test will be assigned to him in the course of this test) incomplete provided the concerned department agrees to reschedule this test.

- ✚ The College Board determines - based on the recommendation of the concerned department - the duration of the final written examination, provided that it is not less than one hour and not more than three hours, provided that the number of exam hours is proportional to the number of hours approved for the course, according to Article 40 of the Study and Examination Regulations

4- Conditions for a good test design:

- ✚ Take into account when designing the test that it is honest, consistent, transparent and objective.
 - (Validate the test) Validity) That the test measures the goals prepared to measure it, and the validity of the test enhances the consistency of the relative weights of goals and units with the number of test questions according to the importance of the objectives. The test specification table is the guarantee of the validity of the test and works to:
 - Not to repeat many assignments and tests on the same content or learning outcome (skill).
 - Providing those in charge of the evaluation process with the components of the course in a clear and clear way.
 - Increasing the parity rate between two tests measuring the same goals or the same content.
 - Persistence (Reliability) means obtaining the same results if the test is repeated on the same sample and under the same conditions, provided that no learning or training occurs between the two test periods. Although measuring the test stability factor can only be obtained after applying it, either by using the same

test on the same sample under the same conditions or by using equivalent test images or any other method, there are some characteristics that increase the stability rate of the test if it is measured after its application. , Such as:

- Objectivity of the questions.
- Accurately formulated.
- Objectivity of correction.
- The variation and gradation of questions in difficulty.
- The number of test items.
- Transparency (Transparency) is that students know in advance what is expected of them during the test and how to evaluate them. It also means the clarity of the test instructions and does not contain any surprises for students who have been well prepared in understanding the course content.
- Objectivity of the test (Objectivity) and it means the agreement of two or more correctors to estimate the student's own answer.

5- Test construction steps.

- ✚ Determine the general purpose of the test.
- ✚ Determine the targeted learning outcomes to be measured.
- ✚ Content analysis (concepts, terminology, facts,).
- ✚ Build a test specification table or test scheme based on the levels of learning outcomes.
- ✚ Selecting and correctly phrasing the questions corresponding to the learning outcomes.
- ✚ Test preparation for application by:
 - Determine the time to answer each question.
 - Preparing descriptor scales for essay questions.
 - Ensure compliance with the implementation of the rules for building objective questions.

- Ensure compliance with the essay formulation rules.
- Formulation of test instructions.
- ✚ Ensure that the test paper conforms to the following items for its review, which includes the following:
 - Test pages
 - ✓ Precision
 - All information must be clear (the name and logo of the university - the name of the college and department - the time of the examination - the name and code of the course - the date of the test - the name of the course coordinator - the name and number of the student)
 - Appendix to the last paper with the name and signature of the course coordinator, and the name and signature of the department head)
 - ✓ The number of questions

The number of questions listed in the test instructions, as well as the number of questions in the multiple-choice answer books, must be complete and sequential with the actual number of questions on the answer sheet.
 - the design
 - ✓ Line

The handwriting should be legible and consistent on all test paper.

- ✓ Numbering questions and test pages
 - All questions are correctly, consistent, sequential, and complete numbering.
 - Pages of questions are numbered in case they exceed one page, provided that this is included in the test instructions.
- ✓ Space between lines

There should be sufficient space between the questions or paragraphs, so that the question paper is clear.

- ✓ Ease of reading

In addition to all of the above, the question paper should be clear and easy to read.

- Content and element writing:

- ✓ Test specification table

The specification table is attached with the test to the review committees.

- ✓ Instructions

The test instructions are clear to the student and are consistent with each other.

- ✓ Phrase and grammar

- All instructions are clearly worded and free from misspellings, grammatical and typographical errors.
- The test does not contain two questions, one of which helps you solve or guess the answer to the other question.

- ✓ Repeat questions

There are no repeated questions on the test paper.

- ✓ Shapes and graphs

They are legible and the numbers and words inside them should be numbered and symbolized appropriately.

- Formulate questions

- ✓ Multiple choice questions are the following in their formulation:

- Formulating the question clearly and expressively (it can be answered without considering the alternatives).
- Work to ensure that the questions measure higher levels of thinking (analysis - structure - evaluation) in addition to cognitive skills.
- Avoid using negative formulas in the question.
- The question contains an idea that is either true or unanimous.

- The sentence is not transferred as in the book, but rather it is rewritten.
- Equal number of alternatives in all questions and numbered correctly.
- Ensure that all alternatives are similar in length or short so as not to inspire students with correct answers.
- Not giving any sign to help the student identify the correct answer.
- Ensure that the question only has one correct answer.
- Staying away from setting alternatives in which the error is known and obvious.
- Ensure that the alternatives are logical, reasonable, and relevant to the question at hand.
- Do not use blanket words (never - always).
- Ensure that there are no clear statements leading to the answer or that there are impractical options such as (all of the above is true - both A and B - all of the above are wrong - except).
- ✓ Essay questions, the following are taken into account in their formulation:
 - The questions have specific answers and contain sub-points through which students are evaluated (the model answers form - verbal performance assessment matrix is attached).
 - Timeliness of questions.
 - The score assigned to each question is proportional to its importance, as mentioned in the specification table.
 - The questions measure higher-order thinking skills (analysis - evaluation - syntax) in addition to cognitive skills.

6- Review the test specification table and test question sheet

- ✚ Exam questions are prepared and formulated by the faculty member teaching the course, and in case there is more than one faculty member for the course, the course coordinator coordinates between them to prepare the test questions according to the test specification table.

- ✚ A standardized test is prepared for each course - including the semester business tests - even if more than one faculty member participates in teaching it.
- ✚ Preparation of at least two copies in different order or equivalent copies of the quarterly and final business exams.
- ✚ The faculty member teaching the course or the course coordinator reviews the final examination elements according to the test specification table, and actually makes sure that the characteristics and vocabulary of the test specification table are applied.
- ✚ The faculty member teaching the course or the course coordinator reviews the test questions, according to the test paper checklist form.

7- Securing test papers and ensuring confidentiality:

- ✚ All faculty members in the college / department, and those of similar rank involved in exam preparation, monitoring and correction are responsible for ensuring the security of question papers and students' answer books to ensure the confidentiality of the exams.
- ✚ Test papers, which include questions and answer books, are always secured.
- ✚ Test papers are printed and copied with the number of students who will take the test.
- ✚ In unusual cases in which the test is penetrated or leaked before the date of its conduct and performance by the students, the faculty member teaching the course or a committee assigned by the head of the concerned department to prepare an alternative test or postpone the exam to another date determined by the competent faculty council, and this is investigated to find out the reasons.

8- Monitor students' delays in submitting assignments and assignments

- ✚ A penalty system is applied in the event that students are late in submitting their homework and assignments on the specified date according to the

schedule of assignments and assignments in the course description (taking into account the acceptable excuses, and the cases of students with special needs).

- ✚ Faculties are left with mechanisms to apply the deduction of grades as a penalty system in the event that students delay submitting their duties and assignments on the date specified for them according to the nature of each college.
- ✚ Students are informed of the instructions for deduction from grades, and these instructions are also published in the program guide, the college / department's website, as well as the e-learning system.

9- Cases of missing students' assignments, assignments and tests

- ✚ In the event that the faculty member teaching the course loses one of the assignments or assignments that the student has delivered, appropriate corrective actions are taken according to the nature of each case. In each first, the department head is notified of the problem and how to treat it.
- ✚ The procedure taken includes providing the student with the freedom to choose between handing over lost evaluation tasks or granting him average grades (except in cases of missing a student's test in which the student is awarded the final grade).
- ✚ The student is informed of the problem and the action taken.
- ✚ In the event that the student does not accept the outcome of this procedure, the student submits a petition to the Dean of the College within 10 days of being notified of the decision.
- ✚ Review procedures are carried out according to the university's grievance procedures.

10- Quarterly work feedback:

- ✚ It gives immediate feedback to students about their performance and evaluation results, and is accompanied by mechanisms to improve performance.

- ✚ Every student has the right to review the results of his evaluation and discuss it with the faculty member who teaches the course.
- ✚ Students are provided with feedback on their performance in all evaluation tasks and activities within a week of announcing the results to students so that they can improve the following evaluation tasks.
- ✚ Provide the student with feedback on his performance in each evaluation task separately, so that it is available and clear.
- ✚ Feedback is provided individually or collectively, by displaying a summary of the comments for each question while hiding the names of the students for whom you wrote these comments.
- ✚ In the case of people with large numbers of students, the correct answers suffice.
- ✚ Students are only allowed their grades, excluding other students' grades, except for group assignments.

Actions during the tests:

These procedures include the following:

1- Tasks of observers (foremen)

- ✚ The faculty members and those of similar rank perform the monitoring work during the exams.
- ✚ The colleges that do not have a sufficient number of supervision may use members from other colleges in the university.
- ✚ In the event that there is more than one observer within the same committee, one of them shall be identified as the supervisor of the committee.
- ✚ The proctor is in the test room at least fifteen minutes before it begins.
- ✚ The division of work is carried out in the hall, by distributing the observers appropriately.

- ✚ The committee's supervisor submits papers by handing over the question papers in a sealed envelope, as well as the student's attendance statement from the Examination Progress Committee, and distributes them to the observers at least fifteen minutes before the start of the exam.
- ✚ The proctor makes sure that all students are organized inside the room before exam time begins.
- ✚ The proctor distributes the test question papers and answer sheets at the specified time for the start of the test.
- ✚ The superintendent makes sure that every student has a university ID card.
- ✚ The supervisor reviews the data filled out by the student on the answer book, such as the name, university number, and test form - in case of multiple forms - to ensure that they are correct and matched with his university card and question paper.
- ✚ The monitors make sure that all students have signed up for the designated transcript.
- ✚ Observers are not allowed to use cell phones while monitoring.
- ✚ Observers must move around the room. It is forbidden for observers to sit during the observation period.
- ✚ The inspectors inform students of the remaining test time every 15 minutes.
- ✚ Observers are responsible for the quietA Inside the hall.
- ✚ In the event of cheating or attempted fraud, the auditor shall write the seizure report in the presence of the chairperson of the examination progress committee or the supervisor of the committee.
- ✚ The observer delivers all the answer books with the attendance sheet to the committee's supervisor, who in turn checks the number of question papers and the number of answer books, according to the attendance numbers before handing them over to the Examination Progress Committee.

- ✚ The proctor hands over excess test question papers (unused, defective, and damaged) to the committee supervisor before the end of the exam, who in turn delivers them to the examination progress committee.

2- Places to hold the test

- ✚ The places where the exams are held at Jouf University are well ventilated and lit, and accommodate the number of students, in addition to the existence of a distance between each student.
- ✚ There is an appropriate distance between each committee.
- ✚ In the case of oral and practical examinations and discussion of research and projects, the following must be taken into consideration:
 - Provide spacious, well-ventilated and lit places to wait for students near the place where the exam is held.
 - Existence of pending lists of students' names distributed to the committees.
 - There is an appropriate distance between each committee.
- ✚ Students are responsible during the exams for the following:
 - Knowing the dates and locations of the exams.
 - Arrive at least ten minutes early before the test date.
 - That the university identification card be with him in the exam hall.
 - Students are not allowed to enter the exam hall after it has started.
 - In the cases determined by the Dean of the College or the Chairman of the Examination Progress Committee, a student who is late in the start of the exam may be allowed to enter for one time during the exam period after taking a written commitment not to repeat, provided that the delay does not exceed half an hour from the start of the test, and in the event of repeated delay the student is not allowed to enter.
 - The student is not allowed to leave the final exam before half the time has passed.

- Students are not permitted to bring the following materials into the exam room:
 - Textbooks or any type of book, including dictionaries, notes and written documents (unless there are other instructions).
 - The mobile phone or the possession of anything through which communication is possible (unless there are other instructions, such as scientific calculators, statistical tables)
 - Personal items except for the tools needed for the examination (pen, pencil,).
 - Drafts.
- + The student is not allowed during the test to speak or communicate with any other student to give or receive any form of scientific assistance.
- + The faculty member teaching the course or the test author is not permitted to enter the test location to observe or answer students' questions.
- + In the event that the student wishes to leave the test venue permanently, he must hand over all test papers (answer book and auraS Questions) to the observer.

3- Performance tests, practical and oral tests, research and projects:

- + The department forms an examination committee consisting of three faculty members, including the faculty member who teaches the course for performance tests, practical and oral tests, and graduate research and projects.
- + An external examiner may be used for oral, practical and clinical tests, and performance tests.
- + The necessary evaluation tools are designed according to specific and agreed criteria, such as: checklists, descriptor scales.
- + Research and projects are double-corrected, whether independent or open, depending on clear verbal ladders.

- ✚ In cases of evaluation based on subjective elements in the assessment, such as: performance tests and technical works, the following are followed:
 - Ensure that testing faculty have prior knowledge and experience and have adequate training in grading this type of assessment.
 - Use standard scales and clear verbal estimation scales.
 - Ensure that the work of the examinee is carried out independently of each other.
 - The existence of policies to deal with large differences between the examinees (more than 10% of the assessment scores), and when the differences are small (less than 10%) the average score is taken
- ✚ The following shall be taken into consideration in the practical and oral tests:
 - Commitment to the list of targeted learning outcomes, as stated in the test outline of the course.
 - Adhere to observation lists and verbal performance grading ladders to measure student performance.
 - Commit to testing time.

4- Electronic tests:

In the case of applying electronic tests online exam, the following are observed:

- ✚ Ensure that the electronic system is ready for tests by consulting technical support to confirm the readiness of the system and that all necessary testing has become available.
- ✚ The system is secure against any penetration.
- ✚ Use protection programs so that students are not able to use any software that is not authorized for use in testing or browsing the Internet.
- ✚ Having a plan to work out in the event of a system failure or failure in any way, such as setting an alternate date for the test or switching to a paper-based test.

- ✚ Ensure that the observers are trained and qualified to deal with electronic tests in terms of:
 - Their knowledge of basic computer skills, and the ability to provide support for students to enter the exam system.
 - Their knowledge of the mechanisms for communicating with technical support in the event of any technical problem.

5- Cheating while taking tests

- ✚ Cheating in the exam, embarking on it, violating the instructions and rules of the semester or final exams, or possessing anything through which one can contact one of my sisters, even if he does not use it, the student is subjected to punishment according to what the regulations stipulateH Disciplinary.
- ✚ It is forbidden to copy answers from another student, or from books, or laptops, or use mobile phones to obtain them.
- ✚ The student who commits cheating must exit the exam room by the proctor who writes a record detailing the incident.
- ✚ In the event that the proctor senses that the student who committed cheating has committed any uncontrolled behavior affecting the course of the examination, he shall be left seated in his place, provided that a report on the incident is drawn up on a cheating report form in the presence of the head of the examination progress committee or the supervisor of the committee, and the case is submitted to the dean of the faculty in preparation for presentation to the disciplinary committee.
- ✚ The appropriate penalty shall be inflicted on the violating student, according to what is stipulated in the regulations Disciplinary after interrogating him, hearing his statements about what he committed, and editing his answer.

6- Procedures in case of emergency

- ✚ In cases of temporary emergency that exceeds fifteen minutes, students are kept under the same test controls (silence, lack of communication or side talk, or use of any unauthorized materials), and in this case the question papers and answer books are kept in a safe place by the Chairman of the Traffic Committee. Tests, with the help of supervisors and observers, compensate students for the same amount of time to complete the test.
- ✚ In the event that the state of emergency lasts for more than fifteen minutes or keeps the end of the exam for less than 25% of the time allotted for it, the dean of the faculty or his representative decides to cancel or continue the test with compensating students for a period of time equivalent to the period they lost in time the test.
- ✚ In the event that the examination is canceled as a result of the continuation of the state of emergency, a test is administered to all students of the course, whether those affected by the emergency or those who were not affected by it, and an alternate date is set for him.
- ✚ Each college develops an emergency plan during the exams in which it determines the type of potential risks and the priorities for their arrangement, according to the likelihood of their occurrence, the strength of the effects resulting from them, and how to overcome and confront them, such as test leakage - dust - unusual weather conditions - power outages and other risks.

7- Excuses and exceptions

- ✚ If the student is absent from the final exam, his grade is zero, and in this case the course grade is calculated on the basis of the semester work grades obtained, based on Article eleven of the Study and Examinations Regulations.
- ✚ If the student is unable to attend the final exam for a compulsive excuse, the College Board may accept his apology in cases of extreme necessity, according to Article Twelve of the Study and Examination Regulations. In

this case, the student is allowed to attend an alternate test in a period not exceeding the end of the next semester, and the student is given the grade he obtained in this test.

✚ Cases in which students can apologize for attending the final exam include the following:

- The death of a first-degree relative (a three-day permission is given) with a copy of the death certificate attached.
- The death of a second-degree relative (permission is granted for one day only) with a copy of the death certificate attached.
- A birth report for female students from any government or private hospital (permission is given for three weeks).
- Cases of complete absence of consciousness (fainting) during the exams, documented by the university doctor (permission is granted according to what is mentioned in the university doctor's report or the hospital's report in case he is transferred to it).
- In the event that a parent or children are accompanied to the hospital during the tests (permission is granted according to what is mentioned in the hospital report).
- Sickness certificate stamped from any government hospital and identical to the day of the test (permission is given according to what is mentioned in the hospital report).
- Excuses issued by private medical authorities are not accepted.
- One-day excuses or excuses provided for a routine review that may take place outside of exam times are not accepted.
- Sickness certificates issued by private hospitals are accepted in the event that the patient undergoes surgery, hospitalization, or cases related to chronic diseases such as kidney failure and asthma, provided that they meet

the regular procedures, and permission is granted according to what is mentioned in the hospital report.

- The excuses of emergency situations are accepted, such as reviewing police and traffic departments in the event that the excuse is a party to the case, provided that the excuse is clear at the time of the accident and the time of reviewing the competent authority.
- The student submits the excuse and the reason for absenteeism through the student's account on the online portal from the time his reason is obtained until one week after his removal on the department to which the student belongs
- The excuses are presented to the College Board and the College Board to take a decision on the excuse presented by the student to accept or reject the excuse in accordance with the rules for accepting excuses.
- In the event that the excuse is accepted, the department will be informed of the accepted students' excuses, which in turn informs them of the date of the alternative exam.
- Students are notified of the instructions for alternative examinations by e-mail from the university, an advertisement within the college and through the available means of communication.
- Students who apologize are tested for attending the semester and final exams with an acceptable excuse, and their grades obtained are monitored for them on it already.

Post-test procedures

These procedures include the following:

1- Test administration

-  Correction and grading

- ✚ The head of the department (when needed) may partner with the faculty member who studies the course with one or more specialists in correction, and the college council may, when necessary, assign the correction to whomever he deems appropriate, based on Article 34 of the Study and Examination Regulations.
- ✚ The faculty members who study the courses mark according to clear correction elements, using the word scale for the pre-prepared sample answers.
- ✚ The scale scales of the descriptor grades must be reviewed by at least two experts with the content of the course to confirm the correct distribution of correction scores and to ensure their consistency, especially if the correction process is carried out by more than one corrector.
- ✚ Scores are distributed according to the test specification table.
- ✚ When correcting the answer sheets, the following is emphasized:
 - Score the test according to what is included in the correction chart / Grading Scale / Answer Key prepared by the examinee.
 - Ensure that all parts of the answer have been corrected, and that the correction marks and parts thereof have been fully collected and recorded in a correct manner.
- ✚ In cases where average scores are allowed for more than one marker, the evaluation system must be clear to students and markers.
- ✚ The final score awarded to the student must be a whole number integer and not contain decimals, using a scale of 100 degrees.
- ✚ The auditor makes sure that there is a score in front of each paragraph and makes sure that the grades are collected, that the transfer from the answer book to the cover is correct, and that the final collection is correct on the cover and the signature as references on each answer sheet.
- ✚ The council of the faculty that teaches the course in cases of necessity may approve the re-marking of the answer sheets within a period not exceeding the

start of the next semester's exams, according to Article 39 of the Study and Examinations Regulations.

2- Adoption and announcement of the results

- ✚ The faculty members who teach the courses are responsible for keeping records of the grades of all students registered in the course in accordance with the mechanisms in place in the faculty / department.
- ✚ The grades are monitored in detail, including the grade of the semester work, the score of the final exam and the final grade by the instructor of the course on the faculty member's portal for the Deanship of Admission and Registration.
- ✚ Faculty members in the college / department are not allowed to inform students of their final grades or the results of the correction processes prior to their approval.
- ✚ The final results will be announced after the internal verification of the safety and efficiency of the student evaluation process.
- ✚ Final grades are announced for students on the student portal of the Deanship of Admission and Registration.

3- Providing students with feedback on their examination results

- ✚ Students are provided feedback on their quarterly test results within one week of the results being announced.
- ✚ The feedback is provided to the student for the final exam, which is optional, and by the mechanism specified by the college / department.
- ✚ In the case of people with large numbers, only correct answers to the test are shown.

3- Grievance and request for re-correction

- ✚ Students have the right to request reviewing test scores and re-marking, in accordance with the University's Study and Examination Regulations in

Article 39 and its implementing rules, which state that the College Board, in cases of necessity, approves the re-marking of the answer sheets within a period not exceeding the start of the next semester's exams.

- ✚ The student submits a grievance and a request for re-correction from the student's account on the online portal to the dean of the faculty who submits the course within a week of calculating the cumulative averages according to the university calendar or announcing the results, including the justifications for the re-correction request and a pledge from the student that the information he provided is correct.
- ✚ The council of the faculty that teaches the course may decide on the application submitted by the student to accept or reject the application in accordance with the regulations for re-marking.
- ✚ In the event that the re-marking is approved, the College Board forms a re-marking committee made up of three faculty members in the relevant department to re-mark the answer sheets, and it consists of the department head - the faculty member teaching the course - another faculty member in the specialty.
- ✚ The committee ensures the correct correction and monitoring of grades in terms of:
 - Ensure that each part of the answer book is corrected and assigned a score.
 - Ensure that the overall score is correctly monitored.
 - Monitor the scores of the practical tests, if any, as well as the semester work.
 - Collect the grades of the entire course
- ✚ The committee submits a report to the college council for a decision, and the council's opinion is considered final.

- ✚ The college that teaches the course informs the Deanship of Admission and Registration of the result of the amendment according to the approved form no later than the end of the second week of the beginning of the next semester.

4- Keep and dispose of test papers

- ✚ Each college / department establishes mechanisms for retaining and disposing of examination papers.
- ✚ All assignments and student answer books are kept securely with the faculty member for a period of time sufficient to:
 - For internal audits and audits by external auditors and accreditation bodies.
 - It is available in cases of students' grievances.
- ✚ Samples of students' test answers, assignments and assignments are kept in the course file, provided that keeping the rest of the answer books and their work is the responsibility of the faculty member teaching the course for a period of one year.
- ✚ In the event that a faculty member retires or his contract with the university expires, he shall hand over the notebooks of answers and students' work for the year preceding his retirement or the expiration of his contract to the head of the department.
- ✚ All academic departments must ensure that all student evaluation work has been disposed of in accordance with the procedures and mechanisms followed in this regard, after the expiration of the period of time for retention.

Metadata form

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