

Policy of verifying the standards of achievement for students at Jouf University

Preface:

The calendar is an important component of the educational process, it goes beyond the mere granting of degrees to students where the activities and elements of the calendar are used to measure the achievement of the targeted learning outcomes of programs and courses, and it helps to redesign the methods and strategies of teaching and learning based on feedback results and the activities and tasks of the calendar vary from college to college according to the nature of the programs it offers, so it must be carefully designed according to the specific needs of each program, subject to the principles, policies and general procedures governed by those processes.

Politics:

Jouf University ensures that student assessments are appropriate for targeted education outcomes and are effectively and fairly applied with independent verification of the level achieved.

Policy implementation procedures:

To verify the validity and efficiency of the evaluation process and the criteria for student achievement, the following are followed:

First: Apply general principles and principles to check the efficiency of the student calendar process:

- Each calendar tool contains a grading and correction chart, and verbal performance assessment arrays that can be made by independent (peer) correctors and external evaluators of the academic program's student calendar process.
- Link each calendar tool to a specific learning output of the course.
- Adhere to clear procedures to review the correction of the answer sheet to verify the accuracy of the student's grade grade and prepare outstanding practices for achieving them, such as:

- Criteria for selecting the reviewer.
- Tasks specified for each reference.
- The mechanisms by which the works of the reviewer sit.
- Determine the responsibility of the rapporteur and reviewer in achieving accuracy and justice in both the correction and review processes.

Second: Procedures to verify the validity and efficiency of the evaluation process and the standards of student achievement through:

Internal and External Verification of grades and grades to ensure that correctors apply evaluation criteria consistently, a shared understanding of the learning outcomes expected to be achieved by students, and fair and consistent results of the assessment process.

✓ **Internal verification methods:**

The internal verification criteria for students are checked in one of the following ways:

- 1- Correction Review: Check Marking patch is reviewed by a faculty member who is not teaching the course of the course from the same program for student duties and tests, and ensure that all parts of the work have been awarded grades, and that the grades have been properly collected.
- 2- Cross-Check Marking: Exchange of test correction or sample assignments with another faculty member.
- 3- Check the corrective accuracy of the patch on random sample Marking:
 - The Academic Program's Test quality assurance and evaluation committee selects a random sample of at least 10% of courses for each semester of student responses, with emphasis on including (higher, low and low grades and failures).
 - Students' names are hidden from the papers, photographed and then handed over to the reference member.

- ☒ Research, projects and oral tests are not corrected if more than one faculty member participates in it.

External verification methods:

The correction process for student duties and tests is reviewed by a faculty member from another external evaluator

External Evaluator: The external resident system aims to ensure accurate and reliable standards and to rely on neutral external reference points that enhance credibility and confidence in the evaluation criteria used by academic programs, and to provide a fair and equal assessment of students' performance by testing.

Criteria for selecting an external resident:

- ✚ External residents of each study program are determined by the College Board after taking the nominations of the relevant department.
- ✚ The external resident shall be appointed by decision of the College Council in accordance with a set of procedures and standards, including:
- ✚ The external resident must be working in an educational institution with the same specialization and level provided by the university.
- ✚ The external resident must be of a scientific rank not less than the teachers of the courses in the program whose work is evaluated, and have sufficient experience in the field of teaching the specialty.
- ✚ Have knowledge of higher education systems in Saudi Arabia.
- ✚ Have experience in designing and implementing an important calendar, and have full knowledge of the expected criteria of students to obtain a degree.

- ✚ Be aware of current developments in the teaching and evaluation of programs and have the experience and competence associated with improving the student experience.
- ✚ All contracting procedures and writing of the contract with the external resident are carried out through the University Agency for Educational Affairs.
- ✚ A single external resident may be contracted for the evaluation process for a number of converged study programs.

External resident functions and responsibilities:

The work of the external resident begins from the fifth and sixth levels, and can start from the third and fourth levels when there are exit points for the program.

The external resident is responsible for:

1. Comment on the calendar practices of each decision, and to what extent have the calendar processes extended to the parts of the decision? The government's efforts to reduce the number of people who have been able to work in the country have been significantly increased.
2. Comment on test plans, correction charts, and answer forms.
3. Ensure that the correction criteria were sufficient by checking a sample of test papers for each course and a sample of its evaluation elements, and may not re-correct again, and the evaluation samples include the following:
 - A sample of the evaluations of failed students.
 - A sample of the work of middle-performing students.
 - A sample of those whose grades were significantly different from the correctors' grades.
 - Examples of student achievement files.
4. Comment on student achievement indicators, and compare this achievement with indicators in other corresponding educational institutions.

- 5 Make recommendations on appropriate action when the course grades are clearly outside the normal pattern.

Verification procedures by the external resident:

1. External resident verification procedures include:
2. The Testing and Evaluation Committee of the Academic Program at the end of each semester delivers a sample of the work of students (10% - 20%) Attached with question papers, model answer forms, test plans and grade distribution according to an official record.
3. The external resident is provided with the program guide and course description, as well as the university's study and testing list.
4. These samples are sent by e-mail to the external resident.
5. The external resident is given one month to give an opinion on these samples, fill out the external resident report form, and attach them to all the papers sent to him and return them in full.
6. The external resident is granted an additional 15 days after the call if his response does not arrive within the pre-set period, and he or she can return the papers before that period expires once the preparation of his report has been completed.
7. A meeting between the external resident and the testing and evaluation committee of the department can be held via videoconference.
8. All reports from external residents are discussed within the department's testing and evaluation committee: the committee then briefs the faculty teaching staff who teach courses with short summaries including notes and amendments.
9. All reports from external residents of all programs are presented to the competent college board, and the mechanisms and procedures for implementing those recommendations are presented by the programs, citing the reasons why not all or some of the recommendations have been implemented.
10. A report on the recommendations of the external resident and the mechanisms for their implementation will be submitted to His Excellency the University's Undersecretary for Educational Affairs within 15 days of the College Council meeting.

11. A summary of the reports of external residents is presented to students (student advisory councils) so that they can contribute to the process of developing the quality of the programs.

Metadata model

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