

## **Policy of examinations and student evaluation:**

### **Introduction**

The Ministry of Education in the Kingdom of Saudi Arabia has prepared regulations governing the evaluation process for students, including education

Academic studies and tests, which included a number of general purposes to organize the evaluation of education and tests, and where that

Universities' powers to proceed from that list to set their implementation procedures. Al-Jouf University has prepared its policy and its procedures for introducing students; To raise the level of educational efficiency and improve learning outcomes.

### **Policies:**

Al-Jouf University adhere to the rules for evaluating student achievement with regard to the regulation of the study and undergraduate tests in the system of the Council of Higher Education, universities and its regulations, and study regulations.

-Al-Jouf University requires faculty members who teach courses to document the evaluation plan in Course description, ensuring consistency of assessment methods, teaching strategies, and targeted learning outcomes

### **Courses:**

-Al-Jouf University includes introducing students and informing them in advance, with methods and evaluation tools for each course, and how to award

Grades and correction in the semester work and final exams, during the course plan in the first meeting

-Al-Jouf University ensures that the language used in the evaluation process is the same as the language used in teaching.

-Al-Jouf University is committed to ensuring that every course includes a continuous evaluation in addition to the final exams

As follows:

1. On the proposal of the Department Council, the College Board to which the course follows shall determine a degree for the semester work

Not less than 30% of the final grade of the course.

2. The semester work degree of the course is calculated in one of the following two ways:

- an oral or practical tests, research, or other types of classroom activity, or all of them
- by some of them and at least one written test.

The final exam in any course might include practical or oral tests, and the grades are determined

For which the final exam scores are allocated based on the recommendation of the Council of Values, and the approval of the College Board

Based on the recommendation of the existing faculty member, the department council that teaches the course may

By teaching the course, allowing the student to complete the requirements of any course in the following semester and monitoring

The student has an incomplete grade (IC) in his academic record, which is not calculated in the semester average or the cumulative GPA

Except for the grade that the student obtains after completing the requirements of that course, and if a semester has passed

An incomplete grade (IC) has not changed in the student's record for not completing it, so it is replaced with a fail grade (F).

It is calculated within the semester average and cumulative GPA.

It is permissible to exclude courses for seminars, research, clinical courses, and courses of a purely practical nature

Or field from paragraphs (1, 2, 2) or some of them, by a decision of the College Board, based on a recommendation

The department council that handles the teaching of the course, and the college council determines the methods of evaluating the student in those

#### Courses

If the study of research courses requires more than one semester, then the student is given a continuous assessment (18).

After the student finishes studying the course, the grade he obtained is granted, and if the course is not completed,

The specified time, the department council that teaches it 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

The degree is calculated from one hundred degrees

Al-Jouf University does not guarantee standardization of the quarterly and final business exams, or images of the exams are used

Equivalent level between different university branches that teach the same course in the same academic program

Al-Jouf University has procedures that support assessment methods as a means of learning

٣. The final exam in any academic course may include practical or oral tests, and the grades assigned to them from the final exam scores are determined based on the recommendation of the department council, and the approval of the faculty council

4. The department council that teaches the course may be based on the recommendation of the teaching staff member. The course, allowing the student to complete the requirements of any course in the next semester, and the student is assigned an incomplete grade (IC) in his academic record, and only the grade that the student gets after completing the requirements of that course is counted as part of the semester or cumulative average, and if a semester has passed and has not changed An incomplete grade (IC) in the student's record for not completing it, it is replaced with a fail grade (F) and is calculated within the semester and cumulative GPA.

٤. 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, and 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

## Courses

6. If the study of the research courses requires more than one semester, then the student is given a continuous rating (IP), and after the student finishes studying the course by granting the grade he obtained, and if the course is not completed on time, then the

department council that teaches it 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 according to the score of one hundred degrees, Al-Jouf University guarantees the standardization of the semester and final business choices, or equivalent exams are used between different university branches that study the same course in the same course. The academic program at Al-Jouf University has procedures that support assessment methods as a means of learning, and not only to determine the student's level in achieving the targeted learning outcomes, such as (student achievement file in each course - the use of scales matrices for assessment ladders for the essay and pre-explained questions for students).

Al-Jouf University has modern trends in the field of evaluation, such as alternative evaluation with its various methods, such as achievement files. Electronic assessment - self-evaluation - peer evaluation - observational evaluation - performance evaluation by interviews - performance evaluation with concept maps) which achieve effective learning and help achieve targeted learning regulations, with an emphasis on the following: Presenting modern and innovative evaluation methods to students in a sequential manner, that is. To prepare them for those unconventional ways.

The University Agency for Educational Affairs assures that these methods have proven their effectiveness and suitability for the targeted learning outcomes and the teaching methods used. The faculty members at Al-Jouf University are respected by the application of many evaluation tools, which include the following: and include tests and editorial tests

1- Response production questions such as: completion questions, definition of terms and essay questions

2. Response choice questions such as: multiple choice, true and false, backbiting, and double-checking. Practical tests, oral tests and assignments include: writing reports and plans, solving exercises, solving problems, assignments based on research, practical assignments and observational evaluation, recording practice, evaluating performance and evaluating methods. Feedback and evaluation of students' work and evaluation of research and projects available at Al-Jouf University.

there are suitable methods for evaluating the practical side in practical and clinical courses such as the practical test based on objectives Structured Practical Examination.

There are tests available at Al-Jouf University on several forms of questions according to the nature of each course such as (multiple choice questions - pairing questions - essay questions - short answer questions). The test vocabulary that is reused from the previous year does not exceed (20%) The number of multiple choice questions in the written test is proportional to (test time - cognitive level to be measured - the degree of difficulty of

the questions so that it does not exceed (60%) of the final score of the course. The course coordinator - in cooperation with the rest of the members participating in the teaching of the course - was not committed to building the course-level test scheme for Course Blueprint and the final examination scheme .

Exam Blueprint, which contains the learning outcomes, their weights, the associated subjects, their weights and the evaluation tools developed to measure them. Questions are not 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 taught to student's change. Al-Jouf University includes a review of 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 to ensure the quality of the evaluation process in the program, provided that it includes the following:

- Ensure that the time allocated for the evaluation process corresponds to the course level and the number of accredited hours. Ensure that there are clear criteria for correction such as checklists - grading ramps - raster matrices for descriptors. And reviewing the analysis of the psychometric properties of the test terms to ensure their validity and reliability. Reviewing the calendar plan annually; To ensure that the intended learning outcomes of the course suit the students, and this is documented in the course file and report. Granting the grade to students depends on their achievement of learning outcomes. Clear verbal performance evaluation measures are prepared for each grade, which explain to the student and faculty member the reasons for giving the grade based on the evidence. Explaining to students the criteria or levels required for each assessment, how to use the assessment criteria, and its possibility of achieving it, to ensure the safety and efficiency of the evaluation process used, and to use appropriate, honest and reliable mechanisms to verify the levels (standards) of student achievement compared to the relevant reference points, whether at the internal level.

Procedures for implementing the policy

Pre-examination procedures

These include the following:

1- Timetable for evaluation and testing work. 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. The efforts are not consolidated in the academic departments Work A sequential timetable for the evaluation work includes: Deadlines Submission Assignments and assignments - Quarterly work dates and final exams Students were not informed at the beginning of the course study of the following: and the intended course learning outcomes

- And targeted course learning outcomes.
- The number and types of calendar times.
- deadlines for submitting assignments.
- the minimum score.
- the distribution of grades for each assignment to evaluate the course.
- exclusion rules and procedures.
- students' rights during exams and their duties.
- the dates and locations of the quarterly and final exams.
- the chances of retesting (if any) and their conditions.
- dates for announcing the results.

## 2- Setting the dates for the final exams

The dates for the final exams have not been announced in the university's academic calendar. The exam period does not extend 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 for final exams Students were not informed of the examination schedule before the end of the twelfth week of the semester at least. It is not permissible for a student to 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. Quality and academic accreditation.

In extreme cases of exception to the presence of more than two choices for the student per day, he is entitled to submit a request to postpone one of these two tests at another date to be determined later, and an incomplete (IC) symbol is allocated to him in the course of this test, provided that the concerned department agrees to reschedule this

Examination - based on the recommendation of the concerned department, the college council determines 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. The number of credit hours for the course, based on Article 40 of the Study and Examinations Regulation.

#### 4- Conditions for good test design:

When designing the test, it should be taken into account that it is characterized by honesty, consistency, transparency and objectivity. Validity is that the test measures the objectives prepared to measure it, and the test validity enhances the consistency of the relative weights of objectives and units with the number of test questions according to the importance of the objectives. The table of test specifications is the guarantee of validity of the test and works on: Not to repeat many assignments and tests on the same content or the outcome of learning the 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 options that measure the same goals or the same content. Reliability means obtaining the same results if the test is repeated on the same sample and in the same circumstances, provided that no learning or training occurs between Periods of the two tests. Although the measurement of 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 test stability rate if it is measured after Its application, including: Objectivity of questions.

What was measured after:

Objectivity of the questions:

the accuracy of their wording.:

Objective correction.

Questions varying in difficulty.

The number of test items.

To know students

Transparency is that students know in advance what is expected of them during the test and how they are evaluated. 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: It means the agreement of two or more correctors to estimate the answer of the student himself.

### **Test construction steps:**

- The overall goal of the test was not specified.
- No target learning outcomes were specified to be measured.
- Content analysis (concepts, terminology, facts, .....
- Building the test specification table or test scheme based on the levels of the learning outcomes.
- Choosing the questions corresponding to the learning outcomes and formulating them correctly.
- Preparing the test for the application from During
  - determine the time to answer each question.
  - Preparation of the rationalization scales for the essay questions.
  - Make sure of the commitment to implement the rules of building objective questions.
  - To ensure compliance with the implementation of the rules for formulating essay questions.
  - Drafting test instructions.
  - Test paper for the following and special items

All information must be clear (name and logo of the university - name of the college and department - examination time

- name and symbol of the course - date of selection

- Course -name -coordinator

- student's name and number).

Appendix to the last paper is the name and signature of the course coordinator, and the name and signature of the department head.

2- 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 sequenced with the actual number of questions on the answer sheet.

### 3- Design and Font:

The font must be legible and consistent throughout the test paper. Numbering of questions and test pages: All questions are correctly, consistent, sequential and complete numbered.

The questions' pages are numbered if they exceed one page, provided that this includes within the test instructions the space between the lines: there must be sufficient space between the questions, see the paragraphs, so that the question paper is clear and easy to read: The question paper must be clear and easy reading .

The content:

the table of test specifications: the table of specifications is attached to the test. Review committees and instructions The test instructions are clear to the student and are consistent with each other and the wording and grammar rules All instructions are formulated clearly and free from spelling, grammatical and typographical errors: The test does not contain two questions that help Formulating one of them to solve or guess the answer to the other question. Repetition of questions: There are no repeated questions on the test paper. Figures and charts: they are clear, and the numbers and words within them are legible and must be numbered and symbolized appropriately.

Formulating questions:

- A- Multiple choice questions,
- B- the following are taken into account in their formulation:
- C- the question is formulated in a clear and expressive way (it can be answered without considering the alternatives).
- D- work to ensure that the questions measure higher levels of thinking - analysis - synthesis - evaluation) in addition to cognitive skills,
- E- avoid using the verbal formulation of the question. The question contains an idea that is either true or unanimous.
- F- The question contains an idea that is either true or unanimous.
- G- the sentence is not transferred as in the book, but rather it is reworded anew. And it is equal to the number of alternatives in all questions and their numbering in a correct manner, to ensure that all alternatives are similar in length or short so as not to suggest to students the correct answers 8 Policy.

H- Make sure that all the substitute exam papers are the same in terms of length.

- Not giving any sign that helps the student to identify the correct answer.
- make sure that the question has only one correct answer,
- move away from setting alternatives in which the error is known
- Ensure that the alternatives are logical, reasonable, and relevant to the question asked,
- and do not use blanket words (start - always).
- Make sure there are no clear expressions leading to the answer or the existence of impractical options such as (all of the above is true - both op- all of the above are wrong - except).

B - 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 - a matrix of verbal performance assessment is attached).
- The questions are suitable for the specified time.
- The degree assigned to each question is appropriate for its importance as stated in the specification table.
- The questions measure higher thinking skills (analysis - evaluation - synthesis) in addition to cognitive skills.

- Reviewing the table of specification and the examination question paper:

the test 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.
- At least two copies are prepared in different order or equivalent copies of the semester and final business examinations.
- The faculty member teaching the course or the course coordinator reviews the final examination elements according to the schedule and the test specifications, and makes sure that the characteristics and terms of the test specification table are actually applied.
- The faculty member teaching the course or the course coordinator reviews the test questions, according to the test paper checklist form.

## 7- Ensuring examination papers and ensuring confidentiality:

All faculty members in the faculty / department, and those of similar status are responsible for preparing tests and securing question papers and students' answer books, as well as for monitoring and correction; To ensure the confidentiality of tests.

Exam papers, which include questions and answer books, are always secured. Test papers are not printed and copied for 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 performance and performance by the students, the faculty member who teaches the course or a committee assigned by the head of the concerned department prepares an alternative test or postpone the exam to another date determined by the relevant college council, and this is investigated to find the reasons.

### **- Monitoring cases of students' delay in submitting assignments and assignments:**

- the penalty system is applied in the event that students are late in submitting their duties and comments on the specified date according to the schedule of tasks and assignments to docking the course (taking into account the acceptable excuses and cases of students with special needs)
- Leaves the mechanisms for applying the discount from Grades as a reward system in the event that students are late in submitting their duties and assignments on the specified date according to the nature of each college.
- The students are not informed of the instructions related to the deduction of grades, and these instructions are also published in the program guide and the college / department's website as well as the e-learning system –

### **Cases of missing assignments and tasks and student tests:**

in the event that the faculty member teaching the course misses one of the duties or assignments that the student has delivered, appropriate corrective measures are taken according to the nature of each case, where the department head is notified of the problem and the method of treatment.

- The procedure taken includes providing the student with the freedom to choose between re-delivering what was lost from the evaluation tasks or granting him average grades (except in cases of losing the 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 College Dean within 10 days of being notified of the decision.

- The audit procedures were not carried out according to the university's grievance procedures

10. Feedback for the semester work:

- It gives immediate feedback to students about their performance and evaluation results, and it 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.
- The students were not provided with feedback on their performance in all the evaluation tasks and activities, within a week of announcing the results. The students could improve the following evaluation tasks.

- The student was not provided with feedback on his performance in each evaluation task separately, so that it is available and clear.
- The feedback was not provided individually or collectively, by displaying a summary of the comments for each question while hiding the names of the students for whom these comments were written. Why, in the case of people with large numbers of students, is only satisfied with presenting the correct answers.
- Students are allowed to get their grades only, without the grades of other students except for group assignments.

These procedures during the exams:

#### 1. The tasks of the proctors:

- (The faculty members and those who are like them perform the monitoring work during the exams.
- The faculties that do not have a sufficient number of supervision may seek the assistance of 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 committee's supervisor.
- The proctor is in the selection room at least fifteen minutes before it starts.
- The work was not divided inside the hall, by distributing the observers in an appropriate way, and the committee supervisor delivers the question papers in a sealed envelope, as well as checking the attendance of students from the examination management committee, and distributing them to the observers at least fifteen minutes before the start of the examination.
- The proctor makes sure that all students are organized inside the room before the exam time begins.
- The proctor distributes the test question papers and answer sheets at the specified time for the start of the test. The proctor makes sure that every student holds a university ID card.
- The proctor reviews the data assigned by the student on the answer book, such as the name, university number, and test form - in case of multiple forms - to ensure that it is correct and matches his / her university card and question paper. The observers did not make sure that all the students had signed up for this list. Policy Model in the Deanship of Quality and Academic Accreditation The policy was issued by the University Agency for Educational Affairs.
- Observers are not allowed to use cell phones during monitoring. Observers must move inside the room, and monitors are not allowed to sit during the observation period.
- The control is in the presence of the chairperson of the examination progress committee or the committee's supervisor.

- The auditor delivers all the answer books, along 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 submits excess test question papers (unused, defective, and damaged papers to the committee supervisor before the end of the exam, who in turn delivers them to the examination progress committee.

### **Examination places:**

- where exams are held at Al-Jouf University are well-ventilated and lit and accommodate for the number of students, in addition to the presence of a distance between each student and the other.
- 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 and well-ventilated places with lighting, waiting for students near the place of holding the exam, and having pending lists of them.
- There is an appropriate distance between each stroke.
- Students are responsible during the exams for the following: Knowing the dates and locations for the tests.
- arriving in denial at least ten minutes before the test date. And that the university identification card should be with him in the exam hall, and students are not allowed to enter the exam hall after his body.
- in the cases determined by the dean of the college or the head of the examination progress committee, a student who is late in the start of the examination may be allowed to enter one time during the examination period after taking a written pledge not to repeat, provided that the delay does not exceed half an hour from the start of the test, and in the case of repeated delay the student is not allowed To enter.
- The student is not allowed to leave the final exam before half an hour has passed. And students are not allowed to bring the following materials to the examination room.

- textbooks or any kind of books, including dictionaries, notes and written documents (unless there are other instructions).
- the mobile phone or the possession of anything through which it is possible to communicate (unless there are other instructions, such as scientific calculators, statistical tables, ...)
- personal stuff except for tools needed in the exam (pens, pencil, ...)
- drafts

- Students are not allowed during exam to speak or communicate with any other student to give or receive any form of scientific assistance.

- If a student wishes to leave the exam site permanently, he must hand over all exam papers (answer sheet and question papers) to the invigilators.

### 3. Performance tests, practical and oral tests, research and projects:

- The department constitutes an exam committee that includes three faculty members, including the faculty member who teaches the course for performance tests, practical and oral tests, and graduation research and projects

- Designing the necessary evaluation tools according to specific and agreed upon standards, such as: checklists, and rubrics

The research and projects have not been double-corrected, whether independent or open, relying on clear verbal scales for evaluation

in cases of evaluation based on subjective elements in assessment, such as: performance tests and technical works, the followings are taken into consideration:

making sure that the faculty members who do the test have previous knowledge and experience and have appropriate training in assessing the grades of this type of evaluation,

using standard criteria and clear verbal grades, and ensuring that the works of the examiner are done independently

the existence of policies dealing with large differences between the examinees (more than 10% of the assessment scores), and when the differences are small (less than 10%) the average scores are taken into account

In the practical and oral exams, the following procedures should be done:

- Adherence to the list of targeted learning outcomes, according to the course study plan
  - The adherence to observation lists and verbal performance evaluation scales for measuring student performance.
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- adherence to the time allotted for the exam

#### 4. Online Exams

In the case of applying the electronic exams Online Exam, the following should be taken in account:

- Ensuring that the electronic system is ready for the tests by consulting technical support to confirm the readiness of the system and that all that is required for the test has become available
- Securing the system against any breakthrough.
- Using protection software so that students are not able to use any software that is not authorized for use in the test or browse the Internet,
- The existence of an action plan in it in the event of a breakdown or system failure in any way, such as setting an alternate date for the exam or switching to a paper-based test.
- Making sure that the invigilators are trained and qualified to deal with electronic tests in terms of:
  - Their familiarity with the basic skills to deal with the computer, the ability to provide support for students to enter the exam system
  - Their knowledge of the mechanisms to communicate with technical support in the event of any technical problem

#### 5 - Cheating during the conduction of the exams

- Cheating in the exam, attempting to do it, violating the instructions and rules of the semester or final exams, or possessing anything by means of which one can be contacted - even if he did not use it - the student is subjected to punishment according to what is stipulated in the disciplinary regulation.
- Copying answers from another student, or from books, or portable computers, or using a cell phone to obtain them is prohibited.
- The student who commits cheating must exit the examination room by the invigilator who writes a report of the details of the incident
- In case that the invigilator senses that the student who committed the cheating has committed any uncontrolled behavior affecting the course of the exam, the student can sit in his or her seat, and report on the incident shall be drawn up on the form of a report of cheating in the presence of the head of the exam process committee or the supervisor of the committee.
- The violating student shall be punished according to what is stipulated in the disciplinary regulation after interrogating him or her and seeking his or her statements about what he or she committed and writing down the answer.

#### Procedures in case of emergency,

- Except in cases of temporary emergencies of more than fifteen minutes, students are kept under the same exam controls (silence, communication science or side talk or the use of any unauthorized materials), and in this case question sheets and answer books are kept in a safe place, by the head of the examination progress committee and with the help of supervisors and observers, with compensating students for the same amount of time to complete the selection
- in the event that the state of emergency lasts for more than fifteen minutes or remains on the end of the examination for less than 25% of the time allotted to it, the dean of the college decides or what is acting on behalf of canceling the exam or continuing with the compensation of students for a period of time equivalent to the period they lost at the time of the examination

- In the event that the exam is canceled as a result of the continuation of the state of emergency.

- 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, how to overcome them, and how to face them such as test leakage - dust - abnormal weather conditions - power outages and other risks.

#### 7 - Excuses and exceptions

- If a student misses the final exam, his or her score is (zero), and in this case the course score is calculated on the basis of the grades of the semester work that he or she obtained, according to Article eleven of the Study and Examination Regulations

- If the student is unable to attend the final exam for a compulsive excuse, the college council to which the student belongs may accept his excuse in cases of extreme necessity, according to Article 12 of the Study and Examinations Regulations.

- In this case, the student is allowed to attend an alternative selection within a period not exceeding the end of the next semester, and the student is given the grade he obtained in this choice.

Cases in which students can excuse for not attending the final exam include the following:

- First: Sick Leave

1. The sick leave report is accepted if it includes intensive care sitting and is issued by a government hospital, and it is required that it be accompanied by a detailed medical report .

2. The one-day leave issued by a government hospital is accepted with a detailed medical report on the case.

3. The review report is not accepted either from governmental or private hospitals or health centers.

4. Medical reports issued by private hospitals are not accepted except in the case of performing surgeries:

Sick leave is not accepted from health centers in the event of absence from the final exams.

Tranny sick cases during the tests are evaluated by the university clinic

Second: Maternity leave (childbirth):

accepted report of maternity leave for female students after childbirth not exceeding (14) days from the date of natural delivery and (21) days from the date of cesarean delivery

Third: Accompanying patients

The excuse of the accompanying student is accepted according to the following rules:

1. The patient is a relative of the student and includes: (the parents, the husband, the son, the family, the grandmother and the grandmother). Otherwise, it must be proven that there is no surrogate accompanying the patient.
2. Bring an escort report from the hospital.

Fourth: Death

The student's excuse is accepted in the event of the death of one of his relatives according to the following controls

1. The death must be one of the relatives and include: (the parents, brothers, husband, wife, son, daughter, uncle, maternal aunt, aunt, grandfather, grandmother)
2. attaching a copy of the death certificate and its link to the student
3. The period of absence does not exceed 5 days from the date of death, including holidays, with the exception of the deceased student whose husband is the legal waiting period

Fifth: Compulsory security detention:

- The student's excuse is accepted in the event of compulsory security detention if there is a report certified by the competent security authority (The report is attached)

Sixth: Accidents:

- The student's excuse as a result of his exposure to an accident is accepted if there is a report certified by the competent security authority (The report is attached).

Seventh: Special and urgent cases,

- Governmental procedures that are not subject to postponement, with the necessity to attach proof of this,
- The student submits the excuse and the reason for absenteeism through the student's account on the online portal from the reception time until one week of his demise on the department to which the student belongs.
- The College Council receives the excuses and must make the decision on the excuse submitted by the student to accept or reject the excuse
- In terms of the rules for accepting excuses, the department is informed by the accepted students' excuses which, in turn, inform those students of the makeup exams.
- Students are informed of the makeup exam instructions via university e-mail, announcements within the college and through available communication means.

Students who excuse for not attending the semester and final exams with an acceptable excuse are tested and their scores they have already obtained are monitored.

Post-examination procedures:

these procedures include the following:

### **1. exam management**

Marking and grading

The head of the department (when needed) may share one or more specialists in marking with the faculty member who teaches the course, 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 teach the courses do marking according to clear marking elements, using the rubric for the pre-prepared answer forms.

The rubric must be reviewed by two experienced faculty members at least to determine the validity of marks distributions and make sure of its reliability, especially if the marking process is done by more than one corrector.

The grades are distributed according to the table of test specifications.

When marking the answer sheets, the following must be assured:

- The exam is marked according to the rubric/answer key/correction chart that is prepared by the examiner.
- Making sure that all parts of the answer have been corrected, and that the marks of the correction and their parts have been fully collected and registered in a correct manner.
- in cases where average scores are allowed to be calculated for more than one marker, the evaluation system must be clear to students and correctors.
- The final score given to the student must be completely correct and not contain decimal fractions, using that scale of 100 degrees.
- The checker makes sure that there is a score in front of each paragraph and makes sure that all grades are correct and that the transfer from the answer book to the cover is correct in addition to the final total on the cover and signature as checkers on each answer sheet.

The College Board that conducts the course training in cases of necessity, approves the re-marking of the answer papers within a period not exceeding the beginning of the next semester exams, according to Article 39 of the Study and Examinations Regulations

## **2- Approving and announcing the exam results:**

- The faculty members who teach the courses are responsible for keeping records of the grades of all students registered in the course according to the mechanisms applied in the college /department.
- The marks must be uploaded in detail including the marks of the semester work, the marks of the final exam and the final grades on the faculty member's portal of the Deanship of Admission and Registration
- The faculty members in the college / department are not allowed to inform students of their final grades or the results of the marking processes before their approval
- The final results should be announced after the internal verification of the integrity and efficiency of the student evaluation process.

- The final grades of the students should be announced on the student portal of the Deanship of Admission and Registration.

### **3- Providing students with feedback on their exam results.**

- Students are provided with feedback on their semester exam results within one week of announcing the results.

- Feedback for the final exam provided to the student is optional, and according to the mechanism specified by the college / department.

- In the case of sections with large numbers, only the correct answers of the exam are shown.

### **4. Grievance and request for re-correction**

- Students are entitled to request review of exam marks and re-marking, in accordance with the University's study and exams regulations in Article 39 and its executive rules, which stipulate that the College Board in cases of necessity agree to re-mark the answer sheets within a period not exceeding the beginning of the next semester's exams.

- The student submits a grievance and requests of re-remarking from the student's account on the online portal to the college that delivers the course within a week of counting the cumulative averages according to the university calendar or announcing the results including the justifications for the re-marking request, and a pledge of information validity submitted by the concerned student.

- The College Board that delivers the course can accept or reject the request submitted by the according to the re-marking regulations.

- In case that the re-marking request 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 Head of Department - the faculty member who delivers the course - another faculty member in the same specialty.

- The committee will make sure of the correctness of the remarking and uploading of marks to make sure that every part of the answer sheet has been marked and given a mark.
- Making sure that the overall score is correctly uploaded.
- The results of the practical exams are uploaded, if any, as well as the semester work.
- The whole marks of the course must be accounted.
  - The committee must submit a report about that to the College Board to make the final decision.
  - The college that delivers the course informs the Admission and Registration Deanship of the alteration result according to the approved form

##### **5. Preserving and disposing of examination papers**

- Each college / department establishes mechanisms for retaining and disposing of examination papers. - - All assignments and students' answer repositories are kept in a safe manner with the faculty member for a period of time sufficient for the following
  - For internal review and review processes by the auditors.
  - For the external accreditation and accreditation Boards.
  - Are available in cases of students 'grievances. Samples of students' exam answers, duties and assignments are kept in the course file, and maintaining the rest of the answer sheets and their work is the responsibility of the faculty member who teaches the course for a period of one year.
    - In the event that the faculty member retires or ends his or her contract with the university, he or she delivers what he or she has as answers sheets and students' work for the year before the retirement or end of contract.
      - All academic departments must ensure that all students 'evaluation work has been disposed of in accordance with the procedures and mechanisms applied in this regard, after the expiration of the period for retention.

**Form of descriptive data**

Policy title	Policy of Exams and Evaluation of Students at University
Policy code	VPEA -06
Policy maker	The University Vice Rectorate for Academic Affairs
Policy reference party	The University Vice Rectorate for Academic Affairs
Policy Implementing parties	The University Vice Rectorate for Academic Affairs - Colleges
Policy issue	V1
Suggested date for policy review	1/92021 AD
Policy concerned parties	University faculty members- colleges -students
Key words	Evaluation of students- Jouf University – final exams- semester works- oral and practical exams

Approved and signed  
University Vice Rector for Academic Affairs  
Dr. Bandar Bin Miz'el Ash Shammari

