



المنصة البيضاء للترجمة
نصادق على صحة الترجمة دون
أدنى مسؤولية عن محتوى الوثيقة
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جامعة الأميرة نورة بنت عبدالرحمن
Princess Nourah bint Abdulrahman University

Examination Unit Guide

College of Engineering

☒ (دمت عم فلم)

تقدم هذه الوثيقة الدليل الاجرائي لاستخدام البانر لمنسوبي الكلية من أعضاء الهيئة التعليمية والادارية في كلية الهندسة في جامعة الأميرة نورة بنت عبد الرحمن.



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Introduction

This guide is considered an explanatory and procedural reference for those responsible for conducting exams (exam supervisors - exam committees - faculty members) to help facilitate the process of conducting exams (midterms and finals) at the College of Engineering. Its formulation has been based on the study and examination regulations for the undergraduate level and their executive rules prepared at Princess Nourah bint Abdulrahman University, as well as the circulars issued by the University's Vice Presidency for Academic Affairs.





Regulatory Rules for Examination Unit

- The final exam is held only once at the end of the course period, during the academic level, semester, or full academic year.
- The start and end dates for final exams are determined in the academic calendar, which is approved by the University Council, and the dates for midterm exams for general and shared courses are provided by the Deanship of Admission and Registration.
- Students are not allowed to take exams for more than two courses on the same day, except with special permission from the University Council.
- The duration of the final exam for all courses at the university is set at two hours. The College Council, based on the department's recommendation, may modify the exam duration for some courses in coordination with the Deanship of Admission and Registration, provided that the duration is not less than one hour and not more than three hours. Midterm exams should not be less than one hour and not more than one and a half hours.
- Students are not allowed to enter the exam 30 minutes after starting time, and they are not allowed to leave the exam before half of the exam time has passed.
- If a student is unable to take the final exam due to an excuse, the College Council and the institute may accept the excuse and allow the student to take an alternative exam according to specified guidelines.
- Cheating, attempting to cheat, or violating the instructions and rules of the exam are punishable offenses according to the Student Code of Conduct and Discipline at Princess Nourah bint Abdulrahman University.
- The College Council responsible for the course approving the re-evaluation of exam papers before the beginning of the following semester.
- Confidentiality is applied to all exam procedures (midterms - finals).

Preparing and Conducting Exams Instructions :

Preparing and Conducting Exams (Midterms – Finals) according to Organized and Coordinated Manner by the Exam Unit at the College's Academic Affairs Office, Including the Following Stages:

1. College Level: Formation of the Exam Administration Committee at the college.
2. Department Level: Formation of the Exam Administration Committee within each department.
3. Teaching Staff : Preparation of exam questions according to the guidelines and instructions by the faculty members.





These committees work in a spirit of teamwork and collaboration, each fulfilling its role to ensure the success of the exams and the necessary procedures. The aim is to provide all requirements and needs, leading to the best outcomes and quality examinations processes. The procedures can be outlined as follows:

Committee Tasks:

First: Exam Administration Committee at the College

This committee is formed under the leadership of the Vice Dean for Academic Affairs, with membership including department heads, exam coordinators, and administrative staff from the Academic Affairs Office.

Committee Responsibilities:

1. Supervise the Preparation of Exam Schedules (Midterms – Finals): The schedules are prepared by the exam coordinators in the college departments after receiving the schedule of general and shared courses from the Deanship of Admissions and Registration, ensuring no conflicts.
2. Determine Exam Room Numbers: Ensure the rooms are suitable for the number of students, exam duration, and hours.
3. Allocate Special Committees: Assign committees for special and medical cases and a committee for conflicts, in coordination with the academic departments.
4. Supervise the Preparation of Proctoring Schedules: Allocate sufficient proctors to each exam committee, as prepared by the department exam coordinators.
5. Addressing Proctor Shortages: If there is a shortage of proctors, it is handled by requesting administrative staff from the college to cover the gap, with compensation provided as per the General Directorate of Human Resources.
6. Develop a Mechanism for Monitoring the Exam Process (Midterms – Finals): Ensure its implementation by the Exam Unit.
7. Compile Final Exam Results: Upload them daily to the link provided by the Vice Presidency for Academic Affairs, after collection from the academic departments.

Distribute the Following:

1. Exam Schedules (Midterms – Finals): Share with academic departments, the Foundation Year Unit, and shared courses, ensuring they are communicated to faculty members and students (via university email and Blackboard).
2. Exam Guidelines: Distribute to academic departments, the Foundation Year Unit, and shared courses, ensuring they are communicated to faculty members and students.
3. Student Attendance Lists: Provide to departments as per the course.
1. Provide Departments with the Names of Students Barred from Exams: After approval by the College Council.





2. Provide Departments with the Names of Students Approved for Alternative Exams After approval by the College Council.
3. Ensure Exam Venues are Prepared: Departments should ensure that labs and halls are ready for exams.
4. Organize Regular Rounds: To ensure the college's readiness and monitor the progress of exams by the Dean or their representative before and during the exam period.

Second: Departments:

Each department forms an Exam Administration Committee (Midterms – Finals) led by the department head, with members appointed from the department's faculty. This committee oversees and monitors the implementation of exam tasks (Midterms – Finals).

Committee Responsibilities:

1. Form the Department's Exam Committee: Assign tasks to members and prepare a plan to monitor the progress of exams.
2. Prepare Exam Schedules (Midterms – Finals): Ensure that barcodes are included. Oversee the preparation of exam committees, including:
 - Receiving committee keys from custodians.
 - Numbering desks.
 - Posting barcodes of the final exam schedules on boards in corridors and outside exam rooms, along with exam instructions.
 - Preparing student lists by course, updating them before each exam, and removing them immediately after the exam.
 - Writing the day, date, section, course name, and code on the board.
 - Ensuring any unrelated papers or books are removed from the exam room, except for maintenance requests.

Determine Proctor Allocations: According to specified guidelines.

1. Develop a Mechanism for Setting Exam Questions: Determine the number of versions required for each course.
2. Form a Committee to Review Exam Versions: Ensure they meet the specified standards before approval for printing.
3. Provide the Exam Administration Committee with the Names of Students Barred from Exams: After approval by the College Council.
4. Form Correction and Review Committees in the Department.
5. Organize Daily Rounds: To monitor exam progress within the department.
6. Monitor the Exam Administration Committee: Address any difficulties encountered.
7. Handle Cases of Cheating: Apply the procedures approved by the Deanship of Student Affairs.





8. Review Student Results for Each Course: Ensure they are correctly recorded in the Banner system and submit them for approval by the department head.
9. Compile Lists of Absentees and Submitted Excuses: Present them to the Department Council.
10. Prepare a List of Students Approved for Alternative Exams: After approval by the College Council.
11. Prepare Alternative Exam Schedules: According to the dates set by the Deanship of Admissions and Registration, and announce them.
12. Monitor the Progress of Alternative Exams and Approve Results.
13. Receive Exam Questions from Faculty Members: Ensure they are submitted in a sealed and signed envelope at least two days before the exam. Handle the receipt and delivery of exam questions and answer sheets, ensuring the appropriate documentation is signed, as follows:
 - Deliver exam question envelopes to proctors.
 - Collect answer sheets from proctors.
 - Hand over answer sheets to the course instructor or the Foundation Year Unit and shared courses office.
14. Compile the Number of Students Sitting for Exams at Each Level.
15. Compile a List of Committee Supervisors and Proctors from the Teaching Staff.
16. Prepare Room and Committee Schedules: Determine the number of students per room, ensuring at least two versions are available in each room.
17. Prepare Proctoring Schedules for All Exams: Indicating room numbers, exam time, and duration.
18. Announce Proctoring Schedules and Instructions for Proctors: Well before the exams begin.
19. Distribute Proctors According to the Specified Guidelines: Ensuring a sufficient number of proctors in each committee.
20. Prepare an Electronic File for Committee Supervisors: Containing (exam schedules, proctoring schedules, committee supervisor and proctor tasks, student instructions, room number for special needs, and the name of the responsible person, room number for conflict cases and the name of the responsible person, commitment form for not being late to the exam, form for recording late students, form for recording absentees).
21. Provide Committee Supervisors with the Names of Students Barred from Exams: After approval by the College Council.
22. Monitor the Delivery of Exam Question Envelopes to Committee Supervisors: On the day of the exam and ensure answer sheets are handed over to the course instructor promptly after the exam on the same day.
23. Monitor the Performance of Proctors: Before and during the exams.
24. Compile the Names of Absent Proctors: Report them to the Dean of the College daily.





25. Compile Daily Reports of Exams and Student Attendance: Report to the College's Academic Affairs Office.
26. Prepare the Final Exam Report: Submit it to the College's Academic Affairs Office.

Third: Faculty Members:

1. Ensure the Exam Covers the Entire Course Content: Faculty members or course coordinators, in collaboration with all teaching staff involved in the course, should prepare the exam questions, ensuring they comprehensively cover the course content and align with the course outcomes and objectives.
2. Adhere to Deadlines for Submitting Exam Versions: Submit the required number of exam versions and the alternative exam for approval by the department head before printing, within the specified deadline.
3. Submit Exam Question Papers According to the Number of Students: Provide the department with the exact number of exam question papers needed, along with the student list and automated correction sheets (if applicable).
4. Be Present During the Exam: Faculty members responsible for the course must attend the exam session.
5. Collect Answer Sheets Immediately After the Exam: Ensure the number of answer sheets matches the number of students.
6. Compile the List of Absentees: Direct them to submit their excuses and fill out the designated form for absence from the final exam, submitting it to the department within two weeks of the exam date.
7. Grade the Exam Papers and Record the Grades in the Banner System: Submit them to a peer reviewer to verify the accuracy of the grades and student results before approval by the department head.
8. Maintain Confidentiality of Recorded Grades.
9. Complete the Course File Requirements: Submit it to the Educational Quality Management Office within a week of the exam period's end.

Proctors:

1. Be Present in the Exam Room 15 Minutes Before the Exam Starts.
2. Notify the Department in Case of Inability to Attend: If unable to attend due to a valid reason, notify the department in advance to arrange a substitute. The department reserves the right to take appropriate action against absent or late proctors without an excuse.
3. Ensure Students Do Not Wear Abayas, Scarves, Hats, Sunglasses, Headphones, or Smartwatches.
4. Remind Students to Turn Off Their Mobile Phones: And place them in their bags.
5. Prohibit the Exchange of Personal Items Among Students.





6. Maintain Silence and Stay in the Room Throughout the Proctoring Period.
7. Ensure All Students Sign the Attendance Sheet.
8. Check Students' Exam Cards: As well as IDs for external students.
9. Assist Students in Writing the Exam Details: If necessary.
10. Ensure the Exam is Conducted in a Calm Atmosphere: Assist students with questions if needed.
11. Notify the Committee Supervisor in Case of a Problem: In the event of a student's illness, request help to escort the student outside, document the incident, and note the student's ID.
12. Collect Answer Sheets After the Exam: Submit them to the Committee Supervisor, ensuring the room is tidy.
13. Avoid Any Involvement in Cheating Cases: Instead, notify the Committee Supervisor immediately.
14. Prevent Students from Leaving the Room in the Last 15 Minutes of the Exam.
15. Ensure All Answer Sheets Are Collected: Make sure no students leave with an answer sheet and submit them with the names of any absent students to the Committee Supervisor.

Supervision Assignment Guidelines:

1. All teaching staff members in the academic and supporting departments are assigned to proctor exams.
2. Part-time faculty members are assigned to proctor exams according to the terms outlined in the cooperation memorandum.
3. Administrative staff members are assigned to proctor exams according to the guidelines set by the General Directorate of Human Resources.
4. The need for additional proctors is met through collaboration between the college departments, with the Dean of the College responsible for finalizing the distribution of proctors.

Proctor Distribution:

1. The number of proctors required from the college is determined based on the need, ensuring equality among the teaching staff.
2. There should be no fewer than two proctors in each exam committee.
3. If the number of students in the committee exceeds 40, the ratio should be one proctor for every twenty students.





4. The proctoring schedule should be communicated to all members well before the exams, with their acknowledgment obtained.

Guidelines for Handling Cheating Cases:

1. If a student is caught cheating, the cheating materials should be calmly confiscated.
2. The committee supervisor should be called to receive the cheating materials and the student's answer sheet.
3. The student should be quietly escorted out of the exam room and handed over to the department head along with the cheating materials and the answer sheet.
4. The updated and approved procedures and forms for handling cheating cases, as established by the Deanship of Student Affairs, should be applied.

Guidelines for Re-correct Request:

1. A student may submit a re-correct request to the head of the department responsible for the course within two weeks of the result announcement.
2. The department forms a committee to review the request, and the committee's decision must be issued no later than two weeks after the start of the following semester. The committee's decision is final, and the student cannot appeal it afterward.
3. If the grade is adjusted based on the committee's decision, the revised result is submitted to the Deanship of Admissions and Registration.
4. A student may not submit a request for regrading more than two courses in a single semester.

Alternative Exam Procedures:

- A student who is absent from the final exam for a valid reason must submit her excuse to the course instructor or the head of the relevant department within one week from the date of the exam she missed.
- The excuses of the students who missed the final exam will be presented to the department council associated with the course and the college council for review and decision-making.
- Students will be informed if they are approved to take the alternative exam, along with announcements of the alternative exam dates.





Permissible Excuses for Missing the Final Exam:

1. Death of a first-degree relative.
2. Childbirth and related complications.
3. Hospitalization.
4. Accompanying a hospitalized mother or spouse or caring for a child in the absence of alternatives.
5. Scheduled chemotherapy or dialysis appointments.
6. Fainting, coma, or seizure episodes on the exam day.
7. Traffic accidents resulting in serious injuries or house fires on the exam day.
8. Certified medical excuses or compelling reasons deemed acceptable by the college council.

Announced Instruction to Students :

1. Verify the exam schedule regarding (day, date, time, course name and code, section, and room number).
2. Arrive before the exam starts and bring the student ID card.
3. Set the mobile phone to silent, place it inside the bag, and keep the bag at the front of the exam room.
4. Read the exam instructions carefully and adhere to them.
5. Maintain silence and avoid any actions that disrupt the exam environment.
6. Raise a hand to ask questions or clarify any issues without turning around.
7. Sign the commitment form if arriving more than ten minutes late for the exam.
8. Do not leave the room until at least half the exam duration has passed.
9. No hats, sunglasses, cloaks, or smartwatches are allowed in the exam room.
10. No food or beverages are permitted in the exam room.
11. Complete the exam within the allocated time.
12. Maintain silence in the hallways after leaving the exam room.
13. Cheating in the exam, attempting to cheat, or violating exam instructions will result in disciplinary action against the student according to the regulations and policies.





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