

Instructions and Procedures of Examinations

Midterms and Finals

First: Examination Committee

Before Examination Period:

- 1- Abide to all parts and articles mentioned in the Examination and assessment bylaw for Bachelor degree in AOU.
- 2- Give the proper awareness about the important regulations and bylaws related to exams to all students and to stress on the necessity of adhering to and apply it through posting it on the university website, posters, and available bulletin boards in the branch and inside the examination rooms. In addition, it should be printed on the cover sheet of the answer booklets. Moreover, flyers can be printed including the main guidelines to be followed. All of these documents should be ready within sufficient time before the examination period starts.
- 3- Specify the examination rooms, and distribute the examinees over it with respect to exams' schedules, taking into consideration the room size ratio to the allocated number of examinees in a way that there must be a sufficient space between each examinee.
- 4- Provide enough information on the guiding boards to help the examinees to reach their examination room easily with the necessity to attach the examinees' name list on the room door.
- 5- Distribute the proctors over examination rooms and inform them about their proctoring schedule within sufficient time before the examination period, considering the followings:
 - Proctors should stick to the room pre-assigned to them for responsibility issues, and any informal interchange with other proctors is prohibited.
Assign one proctor to every twenty examinees at most. •
 - Proctors shouldn't be allocated to supervise in the courses they teach.
 - Manage to schedule proctoring sessions that do not conflict with marking periods and if conflicts occur a substitute could be provided upon exception.
- 6- Hold invigilation workshop for proctors to clarify the most important bylaws and regulations related to examinations, proctoring fundamentals, and how to deal with the students in special and critical situations, in addition to the rioting and cheating cases that may happen during the exams.

During The Exam Period:

7. Early presence to all the members of the examination committee in the committee location (control room) at least an hour before the beginning of exams to ensure overall proper functioning and taking the suitable action in case of any obstruction or problem that might affect the examination performance.
8. Fifteen minutes at least prior to the start of the exam, examination rooms must be checked to ensure the presence of the proctors in the rooms. If a proctor fails to show up to the examination room, a quick action should be taken to provide a suitable substitute.
9. Emphasize to proctors the importance of checking every student ID, and in case a student does not have it, they are allowed to sit for the test but their answer booklet would have to be kept with the examination committee in the control room until they bring proof of identity.
10. Make sure that all answer booklets of the examinees have the official stamp that must show the name of the branch and the day and date of the exam, and any answer sheet not having the stamp would not be accepted.
11. Record the examinees who arrive more than thirty minutes late for the exam as late examinees. The student is not allowed to be late for more than two times during a specific exams' period. Late examinees are not allowed to enter the examination room after the half duration of the exam.
12. An eligible committee member should escort the late examinees to their examination rooms and permitting them to enter after the proctor documents the entry time in the hour and minute in the late form and hand it over once more to the exam committee member.
13. An examinee could be escorted in a case of emergency that requires their leaving the examination room for a limited period and back to the room.
14. Proctors should deliver the exam envelopes closed and stamped with the signature on the receipt forms.
15. Pass by the examination rooms after around half an hour from the beginning of exam to ensure the proper functioning of the exams and all proctors are doing their duties.
16. Take out all extra question papers or answer booklets from the examination room and keep it in the control room.
17. Provide extra answer booklets to the student after stamping and signing it, and checking that the student has written all the required data on it then stapling it with the first answer booklet. These cases should be handled carefully and accurately, and the answer booklets should have (1-2) written on the first one and (2-2) on the second one.
18. The necessary measures should be taken in case of a breach in the system of the committee or the progress of the exam such as a cheating incident or an attempt to cheat or any violation by students in the examination room, where

a student should be left to finish the exam, after controlling the situation. Then, the student is asked to head to the examination committee (control room) after finishing the exam to sign a report of the incident that is written by the proctor who also writes down any statements made by the student that they would want to record in the report, in the presence of a member of the examination committee. In addition, the report should include the day, date, time, name of the student, the university ID number and the signature, the name and code of the course, details of the incident, the name of the proctor and the signature. Moreover, it should have the signature of a member of the examination committee on the report that should enclose any papers or tools that were used in the incident.

If a student cannot report its misconduct to the examination committee, or if he/she do not show up, a report has to write about its misconduct by the examination committee.

Then, the case is sent to the disciplinary committee and to the primary disciplinary council in the branch to take the necessary actions according to the university's regulations regarding the student behaviour. Meanwhile, the student's answer booklet is retained but not marked until a decision is made from the primary disciplinary council or the higher disciplinary council in the headquarter in case the student appeals and objects the decision made from the primary disciplinary council. The student is notified as soon as the decision is made.

19. After finishing the exam, a proctor is to check the following:
 - The numbers of answer booklets and question papers match the number in the attendance list
 - The attendance list
 - Declaration form for envelope opening
20. The examination committee delivers the answer booklets of the MTAs and finals to their related academic department to start with the marking process, it also archives these answer booklets after being marked in a safely closed room for two academic semesters.
21. The committee gathers the declaration forms for envelope opening and sends it to the ARE department in the headquarters as soft copies or hard copies at the end of the final examination period of each semester.

Two: Invigilation

Dear proctors...

The following instructions are to ensure the regularity of the examination procedure:

- 1- Arrive at the examination committee (control room) before your invigilation by twenty minutes at least.
- 2- You have to pick-up the exam envelopes (sealed) from one of the examination committee members and sign on the related receipt forms.
- 3- It is important to keep one of the examination committee members telephone number in case of emergency.
- 4- You are not allowed to perform your duty for the same course you were teaching.
- 5- In case you find in the exam room a student who is a relative or of a close relationship of proctor, it is recommended that examination committee should change his room and avoid embarrassment.
- 6- You are to commit to the assigned room for you to proctor in and not interchange rooms with other proctors.
- 7- Ensure that the examination room is free of cheating equipment and sources (books, papers, notes, electronic devices, cell phones etc.) and instruct all students to leave out all such related items especially cell phones outside the examination room and not to bring it inside the room.
- 8- The exam envelope is only opened after all students are seated and ready for the exam. Envelope opening should be done in front of the students. Both the proctor and one randomly chosen student are to sign on the “envelope opening declaration form” witnessing that the exam envelope was sealed and was only opened in front of the students inside the exam room. The “envelope open declaration form” must be returned back to the examination committee at the end of the exam session.
- 9- Before the start of exam, the proctor should notify the students about the following:
 - Write all the requested information on the answer booklet.
 - Use only a blue pen.
 - Reminder about all procedures against cheating cases and or rioting inside the examination room.
 - Leave all books, papers, notes and cell phones outside the examination room.
- 10- Students who are late within the first thirty minutes of the exam are allowed to sit for the exam.

- 11- Students who are late for more than thirty minutes from the exam time are not allowed to sit in the exam room and must go to the examination committee (control room) where they will be registered as late and exam committee will take proper action against them.
- 12- Late students are not permitted extra timing and are to submit their answer booklets by the end of the exam session along with other examinees.
- 13- Examinee are allowed to leave the exam room once the exam time session has passed half of its duration. In case of emergencies, an examinee student is only allowed to leave the exam room accompanied by a member from the examination committee.
- 14- Confirm all examinee ID cards, in case one does not have their student ID card, their exam paper is to be on hold at the examination committee and not marked till the student identification is proven.
- 15- Ensure that all answer booklets have the official stamp.
- 16- Make sure all students fill-in their details fully especially their full name, student ID number and course code.
- 17- Make sure that the student's name and ID number are properly written before returning the answer booklets to the examination committee.
- 18- After thirty minutes of the exam, the proctor is to take attendance. Examinee students are to sign next to their names on the student name list and the proctor is to register number of attendees and absences and sign at the bottom of the list.
- 19- In case students have exam related questions or need clarifications the proctor is not eligible to answer and is to inform the examination committee to call a tutor from the concerned faculty to answer students queries.
- 20- Ensure that the number of answer booklets match the number of the students' names on the attendance list.
- 21- Submit all answer booklets and question papers, exam attendance list and the examination declaration form to the examination committee at the end of the exam and sign on all concerned papers required by the committee.
- 22- Proctor is to be of good conduct and wisdom in case of any rioting or cheating situations and call someone from the examination committee when needed. Violator student is to be allowed to complete their exam and inform them to see the examination committee at the end of the exam. Do not collect any of the cheating equipment's from the violator student. At the end of the exam proctor is to write a report about the case, time, date and sign.
- 23- Keep a quiet and comfortable atmosphere throughout the exam session and do not use a loud voice without a reason.

Third: The Examinee

Dear student,

We wish you great success and good luck in the upcoming exams and we hope that you abide to the following instructions:

1. Good preparation for the exams, and that is done by revising the course material well in time before the exam, and not letting it accumulate and studying it the night of the exam alone.
2. Review thoroughly the instructions and guidance regarding the exams available on the university's website, the bulletin inside the university campus and in the examination rooms.
3. Being present in the university campus at least half an hour before the exam period to become acquainted with the location of the examination room through the list of names mounted on the entrance of the hall.
4. No student is allowed to enter the examination room if they were late for more than half an hour for the exam; therefore, they should head to the examination committee hall (the control) to deal with the case.
5. Make sure to bring the university student ID and the stationary allowed to be used to answer the exam such as a blue pen and a calculator.
6. Leave all books, summarizations and any paper related to the course outside the examination room.
7. Leave cell phones and any other electronic device prohibited to be used, outside the examination room and make sure it is not kept inside your bag or pocket even if it was turned off.
8. Make sure to write all the details accurately and correctly on the answer booklet.
9. It is not allowed to leave the examination room before the exam half time.
10. Abide to the proctor's instructions including the seating arrangements.
11. Sign next to the name in the attendance sheet.
12. Avoid any attempt to cheat or riot during the exam time because the penalty of that could lead to university dismissal for a semester or more according to the university bylaws and regulations.
13. Hand over the question and answer booklets to the proctor before leaving the examination room.
14. If a student commits a violation in the examination room, they are permitted to continue the exam then head to the examination committee after finishing it to sign a report of the incident and record their sayings.
15. If the student could not sit for the exam due to a compelling excuse, they have to check with the examination committee to justify and report the reason of absence with the supporting documents and official reports within three days

after the exam date. If the branch directorate approved the excuse, they are permitted to take the coming make-up exam of the course in its first offering, but they are not allowed to re-postpone it again.