

## Examinations Policy and Procedures

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## Examination Policy and Procedures

### Preface

This policy and procedures serve as a comprehensive examination policy for Al Yamamah University. It constitutes the fundamental basis on which the university will reply in laying down the rules of final examinations of the university for each semester and academic year. Based on this policy the University shall set forth rules of preparation, implementation, supervision, and evaluation of examinations. It will also form the basis for assigning the final grades to students for each course of study, and entering them into the University's computerized system after the final approval. If adopted by the University Council, this policy shall be the basic reference for everything related to the final examinations at the University in the coming period and will remain so until the University Council considers the need to make any changes or amendments in future. This preface and its contents in terms of definitions of some of the terminologies and rules concerning the assessment and examinations, mentioned hereunder, shall be deemed as being a part of this policy.

### Some Important Terms in this Context:

**First:** Terms for the system of evaluation and assessment of the marks with their symbols to be included within student academic records.



Symbols in Arabic	Symbols in English	Meaning of the Symbols	Grades in numbers	Grade Weight out of 4.0
أ+	A+	Outstanding	95-100	4
أ	A	Excellent	90-94	3.75
أ+ ب	B+	Very Good (High)	85-89	3.5
ب	B	Very Good	80-84	3
أ+ ج	C+	Good (High)	75-79	2.5
ج	C	Good	70-74	2

أ+ د	D+	Acceptable (High)	65-69	1.5
د	D	Acceptable	60-64	1
هـ	F	Failed	Less than 60	0
م	W	Withdrawn	-	-
غ	IC	Incomplete	-	-
ح	DN	Denied	-	-

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**Second:** Terms related to Graduation and granting Honors:

Graduates shall be awarded the Honor ranks at the time of graduation, based on the GPA, as under:

- |                   |                       |                        |
|-------------------|-----------------------|------------------------|
| - Summa cum Laude | 3.75 – 4.00           | (First Degree Honors)  |
| - Magna cum Laude | 3.25 – less than 3.75 | (Second Degree Honors) |

There are to be no further honors.

In order to qualify for Honors recognition otherwise, students must:

1. Not have failed any course at YU, and
2. Not have any disciplinary record at YU.

### Introduction

This policy contains two main sections as its key components. The first section contains the general rules governing examinations; the second section contains the rules governing articles related to examinations policy. Details of each of them are provided hereunder:

### First      General Rules Governing Examinations:

- 1-The general rules governing examinations, their implementation and evaluation must be consistent with the policy of the Ministry of Education laid down in this regard.
- 2-To emphasize that the University is keen to raise its excellent academic status through the rules and regulations of examinations.
- 3-To emphasize fair and transparent examinations, in terms of drafting the questions, distribution of marks, as well as on assessments and grading examinations.
- 4-To emphasize the desire of the University in helping the students by means of examinations; so that the examinations become a medium for their academic and educational enhancement, and not just a measure of their knowledge and facts.

5-Examinations as a whole should be at the level of the student, and evaluate their individual differences, as well as assessing gained knowledge.

6-The dates of the examinations schedule should be fixed sufficiently prior to their conduct, so as to provide rest to students, and to give them ample opportunity for preparation.

7-All examination related operations including the preparation of schedules, allotment of rooms, dates and other important matters must be completed sufficiently in advance of examinations so as to ensure tranquility and calmness among the students, faculty members as well as all staff in this regard, by means of effecting cooperation between the examinations committee, and the Deanship of Admissions, Registration and Student Affairs at the University.

8-Examinations as whole should epitomize the University's mission and objectives that it strives to achieve in order to advance its level, improve its scientific and academic reputation at all levels inside and outside of the University.

9-An Examination Committee shall be formed in each academic college. Those committees shall be responsible to prepare suggestions of examinations schedules to submit to Deanship of Admissions, Registration and Student Affairs. Than YU exams committee shall be responsible for final reviewing, organizing and forming the final draft to be signed by Dean of Admissions, Registration and Student Affairs to be announced.

10-Examinations must take place in a calm atmosphere, without the occurrence of any disruptions or problems throughout the examinations. Should such incidents take place, the examination committee must be prepared to have them addressed in the best possible way. Reports of incidents must be submitted to the head of concerned department.

11-All the rules shall be applicable to all final and midterm examinations conducted by a faculty member, while for short tests such as quizzes and essays; these will be conducted directly by the faculty member of record.



**12-**The exam committee shall remain in the state of readiness throughout the examinations, and it will bear the sole and direct responsibility for developing of the initial steps of examinations, as well as supervising and monitoring of their progress throughout stages of preparation, implementation, evaluation and the recording of the grades.

**13-**Exam committees shall coordinate with all concerned bodies of the University, such as the Deanship of Admissions, Registration and Student Affairs, and Faculty members, etc., to conduct examinations smoothly.

**14-**Halls shall be prepared to conduct examinations, taking into account (during preparation of schedule) the number of students in each specialization.

**15-**Halls should be checked before the start of examinations, and it should be ascertained by the examination committee that they are comfortable, and there are no impediments to the smooth and comfortable conduct of examinations (such as the air conditioners, hygiene, number of seats, etc.).

**16-**Invigilators in examination halls shall be directly responsible for the following:

- A.** Ensuring that students enter the examination hall quietly and smoothly, without making any noise.
- B.** Making sure that the student leaves any educational materials or other means of support relating to the course for which s/he is taking the examinations, at a place far from the students.
- C.** Deans of the academic colleges are to assign two (2) invigilators for every twenty five (25) students in the exam hall.
- D.** Ensuring that mobile devices are switched off.
- E.** Ascertaining the identities of the students, and likewise, ensuring that every student appearing for the examination is enrolled in the course for which examinations are being conducted.
- F.** Ensuring that all the students have signed the attendance sheet appearing for the exam.
- G.** Ensuring that each student has received the exam paper in a correct and complete form.





- H. Informing students of the start and end time of examinations in a clear and accurate manner, before the start of examinations; and ensuring the adherence of both students and the invigilators alike.
- I. Alerting students to write down their information on the examination paper with complete clarity, such as Name, University ID, Specialization and Date.
- J. Barring any student to enter the examination after the elapse of half an hour from the time of the start of the examination, in accordance with the rules contained in the policy. If a student comes after the said time, s/he shall be referred to the Examination Committee, to arrange another date for the examination, or to allow him/her to enter the exam, if such action does not hamper the process of the examination.
- K. Not allowing any conversations among students after the start of the exam, but allowing it only in case of a question or a query from students to invigilators only.
- L. Ensuring strict invigilation, leaving no room for cheating, by any means whatsoever. In the event of noticing any case of cheating; invigilators for **final exams** shall write down notes/minutes to that effect inside the exam room in front of the student, following which the student must sign the report (or the invigilator should note if the student refuses to sign) and the student should leave the examination hall. Invigilators shall submit the report accompanied by the evidence proving the case of cheating, with the examination paper to the College Discipline Committee, after the end of the exam in which the alleged case of cheating took place, after the concerned faculty member signs the written report. The College Discipline Committee must report its decisions to the President. If a student is proved to be involved in any cheating, by the Examination Committee, then on the first attempt, s/he will receive a ZERO on the final examination where the cheating occurred and "F" in the course and a written record will be sent to the Dean of Admissions, Registration and Student Affairs and kept in student's file. The student may appeal, in writing, any disciplinary action to the University Council within 30 days of the disciplinary action (summer term excluded; in that case within two weeks of the start of fall semester).



- M.** For quizzes, research reports, term papers, mid-term exams, and other types of examinations, except the final exam, the faculty member will determine if cheating has occurred and will assign the penalty depending upon the severity of the misconduct. The student may appeal the faculty member's action directly to the Department Head within 30 days of the action taken by the faculty member, or within two weeks of the end of the semester (summer term excluded; in that case within two weeks of the start of fall semester).
- N.** Not allowing any student to leave the examination hall before the elapse of half an hour after the start of the examination.
- O.** In the event of any emergency – such as fire, etc Allah almighty forbids – during examinations; invigilators shall be responsible for handling the situation, whether by cancelling the exam, or relocating students to a safe place, without allowing them to take any books or educational material related to the examination, or switching on mobile phones and so on, provided that students must be under direct observation of the invigilator, and return to the assigned halls quietly for completing their examination, when the emergency is resolved.
- P. Student Code of Conduct** – If a student is proved to be involved in any cheating, fraud, or any forgery cases that has something to do with his/her admission papers and forms (like forging high school degree or any other official document, etc), s/he will be automatically expelled from the university.





## **Second Articles of the Examinations Policy:**

### **Article 1**

An Examination Committee shall be formed in each College at the suggestion of the Head of the Department and approval of the Dean. The said Committee shall be responsible for conducting the examinations in their respective college. A University Examinations Committee shall be formed by the President and shall be headed by the Vice President. All college Examination Committees shall report to the University Examination Committee.

### **Article 2**

Mid-semester and final examinations shall be prepared by the faculty member, and reviewed by the Departmental Board/Committee, and the results for final examinations shall be approved by the Head of the Department and Dean of the College.

### **Article 3**

The Examination Committee shall be committed to imposing strict confidentiality on the examinations, throughout all the stages of their preparation, implementation and evaluation in a comprehensive manner.

### **Article 4**

Each faculty member shall draft exam questions for their course. However, if multiple faculty members are teaching a single course, then each teaching faculty will write exam questions for ALL quizzes, midterm and final examinations for his/her course section. The faculty members themselves shall correct the examinations separately. Examinations must be approved by the Dean of the college.

### **Article 5**

A faculty member may be given the freedom to choose the most effective mode of conducting the final examination, which s/he deems suitable for their course. The choice of faculty member shall be approved by the Head of the Department and by the Dean of the college. Questions that give students the freedom to express their justified opinion must be considered. Exams that include multiple-choice questions (M/C) and/or True or False (T/F) questions must include other types of questions requiring considered and justified answers.

#### **Article 6**

Students may use lexicons, calculators and dictionaries, during the final examinations, unless the faculty member of the course decides otherwise. Mobile Phones and other electronic devices not specifically approved by the faculty member of the course must be turned off. In any case where a student is found to have a mobile phone or other similar and prohibited electronic device turned on, invigilator is to note this incident and present as an evidence of cheating.

#### **Article 7**

Faculty member, when drafting final exam questions, is to adhere to the description and objectives of the course only.

#### **Article 8**

In the absence of Head of the Department or any other concerned faculty member, Dean of the college may appoint temporary replacements to the Examinations Committee or make decisions as a Committee-of-one (i.e. when faculty are away on holiday or summer break).

#### **Article 9**

A faculty member shall grade exam papers of his/her course. However, Head of the Department may recommend to the Dean the grading of exam papers by another faculty member teaching the same course, if necessary. In case if more than one faculty member is involved in the preparation of exam questions, members shall grade all papers independently.

#### **Article 10**

In case of an appeal submitted by a student with regards to an exam's grade, another faculty member teaching the same course is to be assigned by the Dean of the college to re-grade the exam paper. If there is a significant deference in exam grades ( $\pm 10\%$ ), the examination paper in question must be reviewed by another faculty member nominated by the Head of the Department to make the final decision.

**Article 11**

A faculty member must record the grades of his/her students on the faculty grades sheets prepared by the Deanship of Admissions, Registration and Student Affairs; sign the mentioned sheets; and then forward them to be e-signed by the Head of the Department and Dean of the college. Thereafter, the faculty member must enter the grades into the central computer system of YU before submitting them to the registrar who in-turn must re-enter the grades in the system to conclude the process.

**Article 12**

In accordance with the rules and regulations of the Ministry of Education, the weighting of the course requirement in the final assessment of student grades shall follow the below criteria:

Final Exam	Minimum 30% of the final marks
Mid-Term Exams ( <i>at least one</i> ), Quizzes, Research, Term Projects, Term Papers.	Maximum 70% of the final marks

**Article 13**

Students shall be examined only in one main course in a day. However, the maximum could be of two exams in a single day.

**Article 14**

In emergencies, when students miss an exam, and with the permission of the Head of the Department, students may receive a grade of Incomplete, provided s/he makes-up the missed exams in the following semester. If the Incomplete requirements are not completed in the subsequent semester the incomplete grade, (I) becomes a Failure (F). A student may withdraw from a course after the announced date for dropping courses. In such cases, a student may submit his/her request to the College Dean who shall approve the request and forward it to the Registrar provided that the request is submitted before the start of exam and the student did not attend the final examination for the course in question. A **W** grade will then be recorded for the course.





#### Article 15

- A- For UG; the student who obtains a GPA of lower than 1.0, may not graduate from YU unless his/her GPA improves.
- B- For PGS; The passing grade for graduate courses is 75%, i.e., a 'C+' grade, but graduate students must maintain a cumulative GPA of, at least, 2.75 out of 4.0, which is the minimum required cumulative GPA for graduating.

#### Article 16

A student may take a course (or more) and examination for a YU course at another University, provided that the institution is approved by the Ministry of Education in the Kingdom of Saudi Arabia, and the consent of the Head of the Department wherein the course is housed has been obtained. The course in question must be completed by the end of the subsequent regular semester (excluding summer semester). The requirements to transfer credits are covered under the Transfer of Credit Policy; however in general, YU will accept credits earned at KSA and other national and international MOE accredited/licensed institution (*for the latest rules and regulations in this regards, please refer to the updated Credit Transfer Policy*).

#### Article 17

No student will be admitted to the final examination hall more than half an hour after the start of the examination, nor will s/he be allowed to leave the exam hall before the elapse of half an hour after the start of the examination.

#### Article 18

If a student disrupts the exam system, or if s/he is found physically or verbally assaulting the invigilator inside the exam room, s/he shall be punished according to the provisions of the Disciplinary Policy adopted by the University, and the matter shall be referred to the Student Discipline Committee, and then to the University President.



#### Article 19

A student may submit a grade appeal on the final grades obtained for any course(s) of study in a given semester, to the Exams Committee, within one week from the start of the subsequent semester (excluding summer term), subject to the following conditions:

- A- The appeal shall be submitted to the concerned Dean/Head of the Department for the course(s) in question.
- B- The appeal shall be referred to the Academic Appeals Committee.
- C- No student may submit more than two (2) appeals in a given semester (one for summer term), and the respective fees/appeal have been paid.
- D- The College Dan must work with the College Board to create an AAC within 10 working days from receipt of the written appeal by the student.
- E- If the student would like to see the exam paper, then this could be done in the presence of the instructor and the department head after filing their grade appeal.

*(for updated and complete guidelines, please refer to the latest Policy for the Academic Appeals Committee).*

#### Article 20

The Deanship of Admissions, Registration and Student Affairs shall submit their suggestions with regards to final exams schedules for each semester. Then YU Exams Committee shall review, organize and forming the final draft to be approved by Dean of Admissions, Registration and Student Affairs to be announced.

#### Article 21

The time period for the conduct of a final examination for any course of the University shall be two hours, extendable up to a maximum of three hours period and four hours for design-studio courses.



**Article 22**

The examination schedules shall be announced by the Deanship of Admissions, Registration and Student Affairs at the university for the students two weeks prior to the start of examinations in the regular semester, and before one week in the summer semester. The Examinations shall be conducted for each courses simultaneously at both male and female campuses.

**Article 23**

Two invigilators shall be assigned to each exam hall having fewer than twenty five (25) students, three invigilators if the number of students exceeds the said number, and four invigilators if the number exceeds fifty (50) students in one hall. If the number of students exceeds seventy five (75), they must be distributed into two halls as long as sufficient number of invigilators are provided for each examination hall.

**Article 24**

If two or more courses are being held in the same hall or the exams are conducted in multipurpose hall-rooms which may accommodate up to 250 students for different exams, in such case the invigilators are to be assigned according to the articles 22 and 23.

**Article 25**

The final examinations for each semester shall be conducted over a period of two weeks, and within one week period in the summer semester.

**Article 26**

Each faculty member is required to attend and invigilate his/her examinations as well as other midterm and Final examinations assigned to him/her by the respective college.





#### Article 27

The faculty member shall offer a make-up exam for students, if there are any conflicts in student's examinations schedules, in case of more than one exam of a major course scheduled at the same time of the same day, or in the event of an emergency. The University accepts the excuse thereof, provided that it is approved by the Head of the Department.

#### Exceptions

The University Council reserves the right to decide on any situation and/or circumstances outside the conditions stated in this policy.

#### Authorization

This policy was authorized by:



Date: 15-6-2023

University President