

## AA12. Assessment and Examinations Policy

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Title:	<b>Assessment and Examinations Policy</b>
Policy Number:	AA 12/ 08, 2014
Effective Date:	July 2014
Issuing Authority:	Vice President For Academic Affairs

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### RATIONALE

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It's the right of the student to know how his/her academic performance is evaluated, to know about the timing of the final exams and the weight assigned to the grade.

The College Council shall establish and continuously review and update course evaluation and examination policies and procedures applied in the courses offered by the college

### POLICY

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#### 1- Performance Assessment

Students can assess their work and receive continuous and constructive feedback per the University guidelines. Assessment of student performance shall be based on the level of attainment of the course outcomes stated in the course syllabus. Assessment instruments include, but are not limited to, student participation, blogs, wikis, homework, exams, drop quizzes, research papers, projects, practical work, etc. The instructor must complete a midterm performance assessment and report the results before the withdrawal deadline to give unsatisfactorily performing students a chance to withdraw and to help faculty advisors better advise students during the registration period

#### 2- Examinations

The course syllabus must state the number and dates of exams to be given during the semester. At least one major exam should be given before the withdrawal deadline to allow the student to decide whether to continue or withdraw from the course.

The instructor is responsible for preparing written and properly weighted exam questions in line with the course content, language of instruction, learning outcomes, and allotted exam time stipulated in the course syllabus. An appropriate answer booklet should be given to the students with clear instructions on exam rules. The instructor shall correct the exam booklets and return them to the students within a week after the exam, and report the grades in letter form and percentage to the Department Chair a week later.

The final examinations are given during the period approved by the University and noted in the academic calendar. Instructors may need to make individual arrangements with students with more than two final examinations scheduled in one day. A student shall not be allowed to sit in for the final examinations without settling all his/her financial obligations to the University.

### 3- Absence from the final Exams

If a student fails to attend a final examination without a valid excuse, the student shall receive a zero on the exam. If missing the exam is due to difficult circumstances beyond the student's control, the student may submit a petition to the Dean of the concerned college. If the Dean concludes that the reasons are justifiable, s/he informs the Registrar's Office to record an incomplete "I" grade for the course. In coordination with the concerned department and course instructor, the student prepares to take a make-up exam to replace the "I" before the beginning of the drop/add the following semester. If these circumstances persist, the Dean may recommend changing the "I" grade to "WE."

### 4- Make-up Examination

The course syllabus shall indicate the policy for missed examinations and quizzes so that students are fully aware of the policy and its consequences. Usually, a student shall receive a grade of zero for the exam or quiz s/he misses. Suppose the absence is due to a legitimate excuse for which verifiable evidence is presented. In that case, the course instructor may give the student a make-up exam or shift the weight of the missed exam (except the final exam) to other course assessment items.

## RELATED DOCUMENTS

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- > University policies and procedures
- > University catalogues

## 1. APPROVAL AND REVIEW

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**OFFICER RESPONSIBLE:** VP for Academic Affairs

**AUTHORITY:** University Academic Board

**POLICY REVIEWED BY:** Human Resources Department, Finance Department, Academic units, Quality Assurance Office.

**EFFECTIVE DATE:** July 15, 2018

**REVIEW DATE:** As needed

**REVISION HISTORY:** None.

**RELATED POLICIES:** All University Policies and Procedures

**FINAL APPROVAL BY THE PRESIDENT:**

**Signature:** 

**Date:** July 15, 2018