

MINISTRY OF EDUCATION
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DEANSHIP OF PREPARATORY
YEAR&SUPPORTING STUDIES

وزارة التعليم
جامعة الإمام
عبدالرحمن بن فيصل
عمادة السنة التحضيرية
والدراسات المساندة



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Organizational and Procedural Rules for Attending Classes and Tests at the Preparatory Year Program

**KNOW THE
RULES !**

Academic Year 1438 - 1439 هـ
Corresponding to 2018 - 2019 م

Introduction:

Thank God, and peace be upon the noble messenger (the most exalted peace be upon him) who said in a noble hadith: “Allah loves for one of you when performing a deed to perform it properly”, to commence.

Any task requires a very clear action plan and essential elements that can be considered as a reference when needed; therefore, the Deanship of Preparatory Year and Supporting Studies has set up those rules that organize the procedures for attending classes and conducting tests. These rules are fundamental to the students' academic affairs.

The rules were also set to be available for the faculty members and students in order to be fully aware of all details concerning attendance, grades of midterm tests, and final exams.

A number of topics, which are important to instructors as well as students, are mentioned here in terms of the exams committees, tests organizing rules, exams period, grading period, terms of acceptable excuses for midterm tests and final exams, rules of re-grading exam papers, general rules for proctors and others for students, and rules of taking practical exams at the test center.

Take notice that those organizing rules are based on the stipulations of study and exams regulation of the academic level, and University of Dammam's administrative rules of the academic year 1433 – 2012.a

Article One: Definitions

Preparatory Year

The first university year that students join to study its special prepared program.

Colleges Track

The colleges that share the fundamental knowledge and basic skills, and have the same academic program at the preparatory year.

Specialty College

Colleges participating in the preparatory year

Academic Year

Two terms and one in the summer, if it exists.

Academic Term

A time of at least fifteen weeks, during which classes are held. Registration and final exams periods are not included.

Summer Term

A time of no more than eight weeks, registration and final exams periods are not included. The time for each course is doubled.

Study Unit

A weekly class of fifty minutes at least, clinical lesson of fifty minutes at least, or practice or field work of one hundred minutes at least.

Course

A subject of the established study plan in each specialty (program). Each course has a code, name, and a detailed description that distinguishes it in terms of content and level from other courses. Some courses can have a requirement, pre-requisites, or even co-requisites.

Term Class Work

A class work grad that shows a student's scores in tests, research, and educational activities related to the course.

Exam Committee

The committee is specialized in organizing exams' committees and overseeing them, setting exams' dates in coordination with the tracks deputy for academic affairs, and distributing proctors and supervisors during final exams, term exams and remakes.

Department Coordinator

A faculty member in charge of coordinating academic and administrative affairs, and he shall submit a report to the head of the department on the department's activities by the end of each academic year or term. The department coordinator is appointed from among distinguished faculty members who have an outstanding academic and administrative competence.

Course Coordinator

A faculty member in charge of coordinating the academic affairs of a given course and implementing and following up the department's directions concerning this course. He shall submit a report to the head of the department on the course academic activities by the end of the term for term courses, and the end of the academic year for yearly courses. The course coordinator is appointed from among distinguished faculty members who have an outstanding academic and administrative competence.

Proctor

A faculty member in charge of supervising and proctoring inside exam rooms for a group of students during exams. This person is assigned by the exams committee to organize and supervise the exam room, hand in exam papers to students and receive them after being reviewed and counted, validate present students' information with their university ID cards and signature rosters that are prepared for this purpose.

Final Examination

A course exam that is held once at the end of the term for term courses and at the end of the year for year courses.

Final Exam Grade

A grade that a student gets in the final exam at the end of the term for term courses and at the end of the year for year courses.

Final Score

The total of class work in addition to the grad of the final exam of each course. The Score is out of one hundred.

Students Disciplinary Committee

A committee that is set up to look into cases of breaking the rules and regulations enforced by a college or the deanship, or even deviating from academic norms and Islamic manners. If such a case is proven against a student, the committee shall take the appropriate decision and pass it to the Deanship

or College Board in order to pass it to the university for taking the appropriate procedures according to the relevant regulations.

Grade

A description of the percentage or the alphabetical symbol that a student gets in a given course.

Incomplete

A temporary grade given to each course that a student didn't complete its requirements within the specified date. It is given the symbol of (I) or (IC) in the academic records.

Study Load

The total of study units that a student is allowed to register in one term. The , maximum and minimum load is set according to the university's regulations.

Term GPA

It is calculated by dividing the total amount of grade points earned by the total amount of credit hours of all courses in a given term. The points are calculated by multiplying credit hours by grade weight that a student gets in each course.

Cumulative GPA

It is calculated by dividing the total amount of grade points earned in all the courses since joining the university by the total credit hours of these courses.

General Grade

A description of a student's academic achievements during studying at the university.

Denied Students

Students who are not allowed to take the final exam due to their low attendance rate in a course (less than 75%) – the required lectures and practical lessons. It has to be decided by the Deanship Board or the person in charge. These students are given (ح) or (DN) in their academic records.

Academic Supervisor

A faculty member or a person of the same rank who is in charge of supervising students, giving them directions, and following them up during their study.

Article Two: Organizing Rules

First: Examinations Committees

1. Exams Supervision Committee:

The Dean of Preparatory Year and Supporting Studies (or the Dean's representative) shall approve the set-up of the exams supervision committee, and he also shall choose the members and set up the exams organizing committee in each of its phases, as well as supervise the committee's work.

2. Exams Sub-Committees

The concerned Vice Dean (or the Dean's representative) shall chair the track's exams committee as follows:

2.1. Setting-up the Committee

The committee shall be set up initially of the faculty members, lecturers, teaching

assistants, and deanship staff. In case of unavailability, others can be turned to from other colleges of the university.

2.2. Participation of Lecturers and Teaching Assistants

The Dean shall take a decision concerning the number of lecturers and teaching assistants working at the university to participate in conducting exams excluding the grading phase, from the beginning till the end of the academic year according to the circumstances of the deanship.

2.3 Number of Proctors

There shall be one proctor for every 15 students provided that the minimum number of proctors in each room is 2 even if the number of students is fewer than 15, besides adding 10% of the total number of proctors for emergency. It is also recommended to pick and choose proctors carefully, and provide enough numbers to ensure the discipline and precision of the proctoring process during exams.

Second: Examinations Organizing Rules

1. A committee shall be set up by the Dean of Preparatory Year for preparing and organizing exams, which needs to be done in coordination with all departments of the deanship.
2. The Dean of Preparatory Year shall hold a meeting with all Vice-Deans and the chairmen and members of the examination committee to set a plan for tests and exams, issue new instructions in this concern, and answer inquiries and questions.
3. The Committee shall announce the tests and exams schedules to students at least fifteen days before the first day of exams.
4. The Committee shall determine and prepare venues for conducting tests, and plan the exams schedule before being approved and then announce it well before the beginning of exams. The committee shall also prepare what the tests committees need, such as proctors and supporting services.
5. The Exams Committee shall prepare lists of students' names who are allowed to take tests, excluding denied students. The committee shall also prepare statistical data showing the number of students in each track, and the number of students taking the test in each course separately according to students' attendance rosters.
6. The Students Supervisor of the track shall prepare signature lists of present students according to groups and tracks, as well as take the appropriate action concerning excuses submitted by students for not taking exams, and report them to the exams supervision committee.
7. The Course coordinators shall be present the whole period of their exams, and be ready to answer questions related to the exam upon the request of the committee's head.
8. The Course coordinators or people in charge of writing exam questions must hand in exam questions (4 forms) along with answer keys (4 forms), which has to be done at least one week before the exam to the Dean of Preparatory Year (or his representative) in a sealed and signed envelope in order to get approved.
9. Course coordinators or faculty members in charge must be present for printing and photocopying exam papers, putting them in envelopes, and keeping them in a safe place till the exam's date.
10. Exam papers shall be printed and photocopied at most a day or two before the exam, according

to the deanship's circumstances and capabilities.

11. Exam papers and answer sheets must be available and ready for distribution at least fifteen minutes before the beginning of exams.

12. The chair of examination committee (or a representative) shall sign the committee's attendance lists, and then announce them to students well before exams in order to exclude denied students or those who are not members of the committee for the term and yearly courses.

13. Heads of exam committees shall count the number of answer sheets distributed to present students, collect the remaining ones, and then compare those numbers with the papers that they received before exam. The Exams Committee shall verify the calculations in the light of attendance statistics.

14. Distance among students' seats during exams shall be at least 50 cm. from each side.

15. Conveniences shall be provided for students during exams, especially cold water and good ventilation.

16. Students can still enter exam rooms up to half an hour after the beginning, and students are not allowed to enter exam rooms after half time.

17. Students are not allowed to bring inside exam rooms their books, notes, tools other than those allowed for the exam, or items that could help such as communication devices – those item must not include writing, equations, symbols, or anything like this. In addition, students must power off their cell phones. Those who get caught with papers related to the exam, whether they are found in pocket or other places during exams, are subject to actions according to the Disciplinary Regulation when they commit offences.

18. Students who talk during exams shall be warned (verbally) in the first time, and the proctor shall sign their papers. In case of repeating such an act, their exam papers and answer sheets are taken back and they must leave the exam room according to the decision of the examination committee's head.

19. Students must not leave their seats to hand in their exam papers and answer sheets to proctors, they need to wait for a proctor to come and collect the papers in order to check that the answer sheets are submitted properly.

20. Answer sheets must be handed to the concerned course coordinator right after exam or during the same day. The course coordinator shall be informed in writing about this one day before the exam.

21. Answer sheets must not be left outside the committee's office. They shall be prepared and reviewed by the concerned course coordinator.

22. Course coordinators shall hand in answer sheets to the automated grading committee after sorting them and preparing a special form for this purpose, which the head of the committee must sign on the exam day or the next one.

23. Grading must be done in not more than (2) days in order to announce the results on the specified date by the Deanship of Admission and Registration.

24. The course coordinators appointed by their departments have to keep communicating with the automated grading committee to follow up the process and receive the exams' results, and then add them up to the class work grades and prepare lists of final grades out of (100) in order to be approved for each track separately. The course coordinators are responsible for submitting grades lists after approval in order to be distributed to faculty members so they can enter them into the Student Information System (People Soft) along with reviewing grades and setting

therosters into (Ready for Review).

25. Automatically graded answer sheets shall be handed in to the head of the department to keep them.

26. The results rosters of speaking and practical tests must be handed in besides the class work rosters, which have to be signed by all the members of the course Exam Committee immediately after the exams all at once and before grading the written material.

27. The Deanship Board can set up a committee to cooperate with all departments in organizing the final examinations. Its duties include reviewing grades rosters and delivering them to the concerned committee in not more than three days of the exam date of a given course.

28. The Dean of Preparatory Year shall approve exam results after being reviewed by the departments' grading committees.

Third: Terms of Accepting Students Excuses for Lectures, Midterms and Finals:

1. A committee shall be set up by the Dean of Preparatory Year (or his representative) to decide on the excuses submitted by students during a specified period of (3) day after quizzes and final exams, which need to be done seriously and strictly.

2. Absence excuses shall be submitted in not more that (7) days after the actual absence. Acceptable excuses include the following:

2.1. Medical Excuses issued by:

2.1.1. Government Hospitals: hospitalization, giving birth, urgent surgeries, medical conditions that prevent students from taking an exam, surgeries that cannot be adjourned and require rest based on a detailed medical report that mentions clearly the duration of the sick leave.

2.1.2. Government Clinics: (3) excuses can be accepted per term at most, with not more than two days for each one based on a detailed medical report and not a letter.

2.1.3. Private Hospitals: just for one day per term. In case of hospitalization, a medical report certified by medical reports committee at the Ministry of Health is required.

2.1.4. The period spent in hospital is considered as a part of the sick leave.

2.1.5. Other Cases:

- When there is a birth report for the female students issued from any public or private hospital (it give a 3-week leave of absence).

- When fainting (completely losing consciousness) during the exams and documenting the case by the university physician (leave of absence will be granted based on the report of the university physician or of the hospital that received that case)

- When escorting one of the parents or one of the kids to the hospital, a leave of absence will be granted according the hospital report.

2.2. Traffic Accidents: based on the accident report by "Najm" that is certified by Traffic Police in all cases and includes the student's name, accident's time and date.

2.3. Death: immediate family members (father, mother, grandfather, grandmother, brother, sister, son, daughter, husband, wife) at most (3) days. A proof shall be submitted, such as a death certificate or burial permit along with a copy of identification card.

3. Students have to submit their excuses in person. In case of being unable to come in person,

they can ask someone else to represent them.

4. Make-up exams are held just for those with acceptable excuses, and the results are added to the class work grades.
5. Students are not allowed to retake an exam if they enter it once, even if there is an acceptable excuse.

Fourth: Exams Phase

1. The Dean of Preparatory Year shall set up the Exams Supervision Committee for each track or all tracks, provided that it is chaired by the track's Vice Dean or the Dean's representative.
2. The Exams Supervision Committee shall prepare lists of proctors after distributing and re-distributing them day by day among exams venues.
3. Exams' envelopes shall be handed in and checked for safety in order to distribute them to proctors inside exam rooms before the beginning.
4. The Exams Supervision Committee' members must stay inside exam venues the whole time after being distributed in order to oversee the exam and ensure that proctors are doing their jobs properly.
5. The Exams Supervision Committee shall collect answer sheets from all proctors or rooms' supervisors inside exam venues, after counting them and comparing the number against the attendance lists that students sign; and then answer sheets shall be handed in to the course coordinator immediately after finish collecting them.
6. Provide the automated grading committee with answer keys – four answer keys of the four final forms – along with answer sheets immediately after collecting and reviewing them. It is essential to get the automated grading committee to sign on receiving answer sheets using special records for this purpose, which include the course name, number of papers, receiving date, date of returning them back after auto-grading.
7. Papers shall be given with (academic number, form, and group) filled properly and reviewed by proctors and course coordinator before giving them to the committee.
8. The Exams Supervision Committee shall follow up grading in order to finish in not more than (2) days.

Fifth: General Rules:

A- Rules for Proctors

1. Since proctors are the core of exams, they should be chosen carefully and have a meeting with before exams in order to inform them about all important instructions verbally and in writing. In addition, Proctors carelessness in performing their duties during exams shall be dealt with strictly.
2. Proctors must not use mobiles or other devices during proctoring.
3. Proctors have to check – mainly – students' university ID at the beginning of exams, once they sign the attendance sheet and before giving them the question papers and answer sheet.
4. It is essential to check the basic information that students write down in the optical answer sheet. It is also important to check the filling of academic number, group, track, and given form; and then review carefully the signature rosters of students, taking into consideration the sequence of these signatures according to the signature rosters.

5. The results rosters of speaking and practical tests must be handed in besides the class work rosters, which have to be signed by all the members of the course Exam Committee immediately after the exams all at once and before grading the written material.
6. The Deanship Board can set up a committee to cooperate with all departments in organizing the final examinations. Its duties include reviewing grades rosters and delivering them to the concerned committee in not more than three days of the exam date of a given course.

B- Rules of Re-Correcting Exams Answer Sheets

1. Students can apply for a re-correction within fifteen days of the final grades announcement. Applications have to be submitted to the department teaching that course according to the form for this purpose.
2. The Dean of Preparatory Year (or his representative) shall set up a committee to check students' answers against the exam answer key. Then, the committee submits a report to the Dean (or his representative) to take a decision whether to change the grade or reject the application and pass it to the Deanship Board in not more than fifteen days of the committee's initiation, so the board or its representative informs the students about the decision.
3. It is a requirement that applicants have not applied twice for re-correcting finals of previously studied courses, which were rejected or archived.

C- Rules for Students

1. All students must bring their university ID cards to enter exams and show it when required.
2. Students must abide by the dress code according to the university's regulations.
3. Come early to exams (10 minutes at least) to be on time and avoid traffic jams, which is not an acceptable excuse to take a make-up.
4. Enter the right room according to the names rosters posted on the exam day. It is also essential to comply with proctors in regards to seating arrangement.
5. In case of cheating and disruptive behavior, the stipulations of "Study and Exams Regulation", "Executive Rules" and "Disciplinary Committee" shall be applied.
6. Cheating on exams, attempting to, or even disobeying instructions and exam rules are punishable actions according to the Students' Disciplinary Regulation issued by the University Board.
7. Students who cheat, attempt to, or help in shall have their exams annulled in that course; and then referred to the deanship's disciplinary committee.
8. Absence excuses shall be submitted in not more (7) days of the actual absence. Generally acceptable excuses include:
 - 9.1. Medical Excuses issued by:
 - 9.1.1. Government Hospitals: hospitalization, giving birth, urgent surgeries, medical conditions that prevent students from taking an exam, surgeries that cannot be adjourned and require rest based on a detailed medical report that mentions clearly the duration of the sick leave.
 - 9.1.2. Government Clinics: (3) excuses can be accepted per term at most, with not more than two days for each one based on a detailed medical report and not a letter.
 - 9.1.3. Private Hospitals: just for one day per term. In case of hospitalization, a medical report certified by the Ministry of Health is required.

- 9.2. Traffic Accidents: based on the accident report by “Najm” that is certified by Traffic Police in all cases and includes the student’s name, accident’s time and date.
- 9.3. Death: immediate family members (father, mother, grandfather, grandmother, brother, sister, son, daughter, husband, wife) at most (3) days. A proof shall be submitted, such as a death certificate or burial permit along with a copy of identification card.
10. In case of being unable to attend the final of a given course due to a compelling excuse, the student have to submit an acceptable excuse to the deanship within (3) days of the exam date. The Deanship Board can - in case of absolute necessity – accept the excuse and allow the student to sit for a make-up exam not beyond the end of the next semester; and the student is given the grade he/she gets in the make-up exam.
11. Students who miss the final exam with no acceptable excuse get zero in that exam; and their final grade include the class work of that course merely.
12. Submitting Excuses Procedures
- 12.1. Students shall submit their excuses in person to the track Vice Dean’s office at the deanship.
 - 12.2. Students shall fill out the excuse form that includes name, academic number, course code, group, and the issuing party.
 - 12.3. The course teacher shall be notified of the excuse approval, and informed to keep the original copy in the student’s file.
13. Article 9 of “Study and Exams Regulation” at University of Dammam stipulates that: Students must attend lectures and practical classes. A student is denied sitting for the final if his/her attendance rate goes below what is determined by the University Board – not less than (75%) of lectures and practical classes of a given course during one semester. Denied students are considered failing due to being absent in that course; and they are given a denied grade (DN) or (ح).
14. Acceptable excuses shall be included in the allowed absence rate, which does not exceed 25% of all lectures and practical classes in one semester.
15. The deanship can deny any application that does not meet the stipulated standards.
16. The deanship shall use all available means to check the credibility of submitted documents. In case of falsifying documents, the student shall be referred to the disciplinary committee that will punish him/her accordingly, which might be as severe as being dismissed from university.
17. Make-up exams for acceptable illness excuses shall be held, and the grades are added to the semester class work.
18. A student is considered late if he/she comes 7 to 10 minutes late, and marked late. Two late marks become a one-hour absence.
19. A student is considered absent if he/she comes late more than 10 minutes to any lecture/class. The absence is marked just for the first hour, and present in the second.
20. Teachers have to take attendance carefully. Those records can only be changed according to a decision by the deanship’s advisory council, which is authorized in this regard.
21. In case you missed some classes, you can make it up during teachers’ office hours that are allocated for answering students’ questions. You can get an appointment with your teacher, so he/she would review what you have missed.
22. If you move into another group during the beginning of the semester, your attendance record

will be transferred into the new group.

23. There is a break between classes, and students should take advantage of it by making phone calls, going to the toilet and doing other things, Lectures and classes are scheduled in a way that prayer times are excluded from class and break times.

24. Don't mess up the optical answer sheet's edges and grading index with your pen or even spoil it on purpose.

25. Check the number question papers received and the "End of Questions" phrase.

26. Don't talk to your colleagues or proctors.

27. In case of an emergency inside the exam room, students must remain calm and quiet until this ends.

28. After finish answering the questions, students must remain seated until a proctor collects the answer sheet and they sign the roster of handing-in the paper, and then the student can leave.

29. If any student disturbs the exam room, troubles the proctoring committee, or insults one of its members with improper or impolite language; a record shall be written about it besides preparing a report of the incident and then submitted to the head of exams committee along with the record in order make the appropriate decision.

30. After giving students the answer sheet, they must not make noise and remain calm and quiet inside and outside the exam room.

31. If a student violates these rules, he/she will be subject to have their exams annulled or any other punishments decided by the exams committee.

32. All students must comply with these instructions and follow them carefully.

Sixth: Rules of Taking Practical Tests at the Test Center:

Please follow the instructions below:

1. Attend to the exam lab on the time and date shown in the exams schedule, which is posted at the deanship and on the preparatory year's website.

2. If a student is late for ten minutes, he/she is not allowed to enter the exam lab under no circumstances.

3. All students must show their university ID before entering the exam. Students with no ID are not allowed to enter the exam lab.

4. In the test, it is not allowed to use memory pens, mobiles, internet explorers, or any type of dictionaries. In case a student is caught using one of the previously mentioned items, it is considered cheating so he/she is denied from taking the test; and a report shall be written and then sent to the deanship.

5. The course textbooks and manuals are not allowed inside the exam lab.

6. Drinks and food are not allowed inside tests labs.

7. Talking to colleagues is not allowed while taking a test. In case this happens, it is considered cheating.

8. When technical problems occur during a test, the student should inform the supervisor immediately and not by one's own initiative.

9. Students are not allowed to restart the computers under no circumstances. Students who do so will be denied from the test.