

MINISTRY OF EDUCATION
IMAM ABDULRAMAN
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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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Organizing and Procedural Rules for Exam Administration and Excuse Acceptance at the Deanship of Preparatory Year & Supporting Studies

**KNOW THE
RULES !**

Academic Year 1442_H
Corresponding to 2020-2021_G

Introduction:

Praise be to Allah, and prayer and peace be upon the noble messenger (the most exalted peace be upon him) who said in a noble Ḥadīth: Allah is pleased with those who try to do their work in a perfect way», 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 regulate 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 of interest to instructors as well as students are discussed here in relation to the exams committees, tests organizational rules, exams period, grading period, accepting excuses for midterm 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.

Note that these regulations are based on what is stated in the stipulations of studies and exams regulations of the academic level, Imam Abdulrahman bin Faisal University's administrative rules for the academic year 1438 – 2017, and Examination and Assessment Guidelines and Policies 1438- 2017.

First: Basic Procedures for Organizing the Process of the Final Examinations of the Preparatory Year Program:

1. The Deanship of the Preparatory Year Council shall form a committee to supervise the tests under the chairmanship of the Dean or one of the agents, and the membership of the team of faculty members, lecturers, recruits and staff members of the Deanship. The Chairman of the Committee may use subcommittees in each track, provided that they are headed by the Under- Deanship Council.
2. The Committee shall organize the work of the tests in coordination with all the departments of the Deanship, as well as issue the necessary instructions for the performance of this task, and in particular:
 - a. Determine the places needed to conduct the tests and prepare the test schedules in order to be approved and announced before the start of the tests in a timely manner, and provide the needs of the test committees (observers and support services).
 - b. Prepare lists of students who are entitled to enter the exam in each course from the presence of student records, as well as lists of names of disadvantaged students, lists of students whose excuses were accepted, and preparing statistical data for the number of students in each track with reference to the students' supervisor in each track. All of them are expected to be signed by the Chairman of the Committee or his / her delegate and announced to the students well in advance of the test date.
 - c- Prepare the lists of observers and distribute them to the places of tests, and ensure their presence in the committees with sufficient number for each committee and provide the alternative in the absence of one of them.
 - d. Ensure the validity of envelopes of questions and answers before delivery to the observers in the examination committees.

3. The coordinator of the course or the coordinator who puts the test questions submits the question forms (4 samples) with the sample responses (4 samples) at least one week prior to the start of the test to the head of the committee or his appointee for approval and placing them in a sealed envelope.
4. Test questions are printed and printed out before the test date one or two days at the most, with envelopes of question and answer booklets ready for distribution at least 15 minutes before the start of the test.
5. Each supervisor shall conduct one of the examination committees according to the distributed question and answer sheets to the present students, and retrieve the remaining ones, and review them based on the numbers received before the test.
6. observers must be watchful and not to be preoccupied with anything else, with the need to ascertain the identity of the student through the examination of the university card before the start of the test, as well as to verify the accuracy of the data that the student records in the answer papers.
7. The course coordinator shall be present at all times in the exams venue, in order to respond to any clarifications related to the test questions.
8. The student is not allowed to enter the test hall without carrying the university ID card. Denied students are not allowed to enter the test hall.
9. The distance between the students' places in the test committees should not be less than (50 cm) on each side.
10. The student is not allowed to enter the test after starting it.
11. In cases where the Dean or the head of the tests committee assesses, the late student may be allowed to enter the test only once during the exams period after taking a written undertaking not to repeat being late provided that the delay does not exceed half an hour from the beginning of the test.
12. Students are not allowed to leave the test before half time.
13. It is strictly forbidden for students to enter the test rooms holding anything related to the test material, whether paper or electronic, and whoever caught in his possession one of these things he/she will be punished according to the student behavior regulations (Form No. 5).
14. It is prohibited to take the mobile phone while sitting for the exam. Carrying mobile phones, electronic watches and Bluetooth earphones is considered an attempt to cheat.
15. The student is not allowed to leave the exam venue temporarily without the permission of the observers. In these emergency cases, he must be accompanied by an observer during the period of his absence from the place of the test.
16. Female students in the test room are not allowed to wear abaya or niqab, or any clothing that prevents identity verification or cheating, and they are not allowed to cover the ears with «shmagh», as well as wearing sunglasses and colored glasses.
17. Any student who is found speaking verbally with any of his/her colleagues inside the testing room without justification is warned for the first time and the answer sheet is signed by the invigilator, and in the case of repetition the answer sheet is withdrawn and the student is dismissed from the exam venue by a decision of the Chairman of the testing committee. In the event that the invigilator notices that the student commits suspicious behavior affecting the test process, he is kept sitting and the minutes of the incident shall be written on the fraud form (Form 5) in the presence of the head of the exams committee or the supervisor of the committee. The case is reported to the Dean to be discussed by the Sub-Committee for Student Behavior Regulations.
18. It is prohibited for the student to leave his exam seat to hand over the letter of his answer. The

committee's observer goes to the student's seat and collects the questionnaires after the test time. This also applies to the case of the student who wants to leave the room before the determined test time.

19. The coordinator of the course reviews the numbers of the answer sheets and then hand them over to the automated correction committee according to a delivery and receipt form signed by the chairman of the final committee on the same test day or at the next day at the latest.
20. In the case of performance tests, practical and oral tests, research and projects, the department forms a committee of examiners, including three faculty members, the course instructor, and research and graduation projects. An external examiner may be needed for such tests. Appropriate assessment tools according to specific and agreed criteria, such as checklists and verbal scales are designed for these tests.
21. As for electronic/computer-based/online exams, in case the system breaks down or is disrupted, a working plan should be in place to address the problem in one way or another: determining an alternative timing for the exam or switching to the paper-based format. If the proctor notices that the cheating student is involved in unruly behavior that may disrupt the exam, the student shall remain seated while the proctor shall fill in the Cheating Form (Form 5) in the presence of the Head or Coordinator of the Exams Committee in order to record the incident. The case shall be communicated to the Dean for submission to the Students Discipline Sub-committee.
22. The grading process shall be completed within the period of two days as the Student Information System will be blocked and the grade submission process will be stopped after 72 hours from the last scheduled exam. This will ensure that the results are announced by the Admission and Registration Deanship on time.
23. The Course Coordinator shall monitor the electronic grading process with the concerned committee. Then, he shall collect the Final Exam grades, add them up to the Mid-term exam grades and prepare final Cumulative Score Sheets (CSSs) of the complete score (100%) for every track separately to be accredited. Next, he shall send the accredited CSSs to the faculty members who shall enter them into the Student Information System (People Soft), review the grade monitoring, and convert the CSSs into 'Ready for Review' format.
24. The Exams Committee shall review the grade monitoring reports, submit them to the concerned committee, and announce results within the period of three days.
25. The electronically-graded answer papers shall be delivered to the Head of Department for safekeeping.
26. The Deanship's Board shall approve the exam results after they have been reviewed by the department's monitoring committees.

Second: Terms of Accepting Students' Excuses and Exceptions for Lectures, Midterms, and Finals at PYP:

1. The PYP Board shall set up a committee headed by the Dean or a Vice-dean whose mission is to receive students' excuses for not attending lectures or exams (mid-terms or finals).
2. In case of illness and inability to complete the lecture or exam, the student must present his case to the Head of the Excuses Acceptance Committee or the employee in charge of receiving the applications in order to be referred to the competent medical institution for diagnosis and necessary treatment.
3. If the student suffers from a serious illness precluding him from attending a lecture or an exam and reporting his illness on the same day, he must consult the nearest medical institution to examine

him and decide the necessary procedure after checking his identity. The medical institution should provide him with a copy of the medical report that clarifies his illness and the duration of the sick leave (if necessary) and send the original report to the PYP.

4. The student shall present his excuse application for the person appointed by the committee to receive the applications within seven days from the date of his absence. The application shall be submitted by the student himself, his legal guardian, or an authorized person in the event of the student's inability to attend.
5. The committee shall decide positively or negatively on the student's excuse application, whether it is related to attending lectures or exams, within one week from the date of its submission.
6. Students with accepted excuses shall sit for make-up exams. The grades of the make-up exams shall be added up with the class work grades.
 - a) If the student is absent from the Final Exam, his grade shall be zero. In this case, according to Article 11 of the Studies and Examinations Regulations, the course score shall be calculated on the basis of class work grades.
 - b) In case of absence from the Final Exam for a compelling excuse, the PYP Board shall accept the excuse and give the student an alternative exam. The student shall have the grade of the re-sit exam.
 - c) The student who is absent from the Final Exam with an acceptable excuse shall receive an <incomplete score> (IC).
7. Second Grading Procedures:
 - a) The student shall apply for a second grading to the PYP Board within two weeks from the date of announcing results.
 - b) The PYP Board's (or its deputy's) approval is required.
 - c) The faculty member in charge of the second scoring shall be appointed by the PYP Board.
 - d) After the second grading is performed, the PYP Board shall consider the result and take a final decision.
 - e) The grade shall be modified electronically on the Students' Information System before the Final Exam of the next term takes place.

Generally, the excuses that can be accepted are listed below:

First: Medical Excuses

A- The medical authorities competent to grant sick leave after performing a medical examination are:

- 1) Hospitals and health centers affiliated to the Ministry of Health.
- 2) Specialized public hospitals.
- 3) School health centers affiliated to the Ministry of Education.
- 4) A dispensary in the town where there is no public hospital.
- 5) Private hospitals, clinics, and medical centers authorized by the Ministry of Health.
- 6) Hospitals and other medical services affiliated to the ministries, government departments, and public institutions and agencies.

B- Doctors' competence to grant sick leave is restricted to the following cases:

- 1) A maximum of three days starting from the date of absence: can be granted by a doctor working at a hospital, health center, public clinic, medical unit, or a public medical center that is authorized to undertake one-day operations. The sick leave can be extended to three more days. Otherwise, doctors working at dispensaries and authorized public medical centers have a restricted competence to grant one-day sick leave.
- 2) A maximum of seven days starting from the date of absence: can be granted by a specialized doctor working at a hospital and should be certified by the hospital's director. The sick leave can be extended to seven more days.
- 3) A maximum of thirty days starting from the date of absence: can be granted by two specialized doctors (one of them is the operating therapist) and should be certified by the hospital's director. If the sick leave exceeds thirty days, the General Medical Authority is in charge of its approval.

C- The period spent at the hospital shall be counted as part of the sick leave.**D- Other cases:**

- 1) A birth report for female students from any public or private hospital (three-week sick leave is granted).
- 2) Cases of (complete) fainting during exams documented by the university doctor (sick leave is granted according to the recommendation of the doctor or hospital).
- 3) Accompanying a parent or child to the hospital during an exam (sick leave is granted according to the hospital's report).

E- Concerning Final Exams:

- 1- Excuses provided by private medical authorities shall not be accepted.
- 2- One-day or regular checkup excuses shall not be accepted as they can be done anytime other than exam time.
- 3- Sick notes provided by private hospitals shall be accepted in case the patient has undergone a surgery, is hospitalized, or has a chronic disease (such as kidney failure or asthma) provided that they are eligible; and the leave is only given based on what is stated in the medical report.

Second: Traffic Accidents

The excuse is accepted on the basis of an accident report issued by <Najm> company and certified by the Traffic Department/Police. The report should contain the student's full name as well as the date and timing of the accident.

Emergency situation excuses such as going to the police station or traffic department can be accepted if the student is involved in the situation. The excuse application should contain the date and timing of the accident/emergency situation.

Third: Death Cases

First-degree kinship death cases (three-day leave is granted provided that a copy of the death certificate is submitted to the Vice-Dean).

Second-degree kinship death cases (one-day leave is granted provided that a copy of the death certificate is submitted to the Vice-Dean).