

Exams Procedures

- 1) The module instructor shall formulate the exam questions and have them typed, while specifying the marking scheme.
- 2) The instructor shall deliver copies of the question paper to the chairman of the Exams Committee.
- 3) The chairman of the exams committee shall present the questions paper to the internal examiner (see the Internal examiner procedures).
- 4) The internal examiner shall express an opinion of the questions in order to determine their suitability for the students, and the extent of the capability of questions to measure the specified educational outcomes, and the extent of the suitability of the questions in terms of the capabilities of the students, the time available for the exam and the precision of the allocation of marks.
- 5) The exam paper shall be returned to the module instructor for purposes of studying the suggestions, and to adopt the most important thereof, in order for the instructor to incorporate the appropriate amendments.
- 6) The exam paper shall be photocopied according to the number of students in the course.
- 7) The exam shall be carried out at the specified time and on the form specified by the Quality Assurance Committee.
- 8) The module instructor shall correct the answers of the students within a reasonable period of time, and then return the exam papers to the students corrected and commented on based on the standard examination answer form.
- 9) Every instructor- after distributing the corrected exam papers- undertakes to review the questions and standard answers with the students, and shall give the clear answer and show the errors in the answers and the method of distributing the marks.
- 10) Each professor undertakes to retain a part of the students' answers as a sample to be dispatched to the external examiner.

Procedures for reviewing the mark

In case a student wishes to object to the result which he obtained, he must personally refer to the module instructor- insofar as the first and second exams; as for the final exam it is incumbent on the student to:

- 1) Fill out a form specified for objecting to the final exam mark.**
- 2) Pay a token fee in the amount of two dinars.**
- 3) Submit the petition attached with a receipt voucher to the Faculty Dean.**
- 4) The Faculty Dean shall form a committee for correcting once again the exam paper and the student's answers, and to calculate the marks.**
- 5) After the committee completes its task it shall fill out a special form in order to determine the result of the new evaluation.**
- 6) The student shall be informed of the reevaluation.**