



## Exam Committee

The mission of the Exam Committee is to articulate a College Philosophy of assessment in collaboration with faculty members to encourage consensus/buy-in and to ensure that assessments conducted within the College are consistent with this philosophy.

### Responsibilities:

#### Role of the Exam Committee

1. Prepares the Exam Schedule
2. Prepares the Proctoring Schedule
3. Allocates Classroom for Final Examinations
4. Provides Attendance Sheet & Proctor Report Form
5. Receives the Completed Exam Papers; Attendance Sheet and Exam Conduct Report – Cheating related cases, if any
6. Completed Answer sheets are returned to Faculty for evaluation

#### Role of the College Dean

1. Collect requisite number of Question Papers – all versions in sealed envelopes from Faculty Members by the date of submission
2. One copy of the question paper, all versions to be kept separately in Dean / College Office
3. Special Requests to be collected from Faculty members including answer booklets, calculators, computer lab requirement by the agreed deadline

#### Role of the Faculty Member

1. Faculty members will be fully accountable for the content, security and timely availability of examination questions
2. Content: The development of rigorous examination questions that are intended to require critical thinking on the part of the student as opposed to memorization
3. Security: Examination questions will be kept confidential until the questions are made available to students in the examination room with the exception of question quality verification
4. Preparation of all versions of the exam script with answer keys, secured in sealed envelopes and approved by the College Dean
5. Distribute the Exam papers as per scheduled date, time and classroom
6. Collect the completed exam papers from the Exam Committee



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7. Faculty members will publish the grades earned by their students within 48 hours of each final examination

#### **Role of the Invigilator**

1. Be present in the Exam Hall thirty minutes ahead of the scheduled exam
2. Ensure students are properly seated and all personal belongings kept outside
3. Assist in the distribution of the exam scripts and answer booklets
4. Take student attendance; check student ID; if financial requirements have been met
5. Collect and compile the completed answer sheets; attendance sheet and invigilator report upon completion of exams and submit to the Exam Committee
6. Ensure professional management and conduct of exams

#### **Members:**

<b>N</b>	<b>Name</b>	<b>Position</b>	<b>Title</b>
1	Dr. Mohammad Al Dosoqi	Dean, College of Law	Chairman
2	Ms. Aysha Ehsan	Representative, General Education Department	Member
3	Mr. Mousab Qutami	Representative, IT Center	Member
4	Mrs. Ruba Khader	Representative, Admission & Registration Unit	Member

**Meeting Schedule: Twice per semester**