	Bayan College		
	FINAL EXAM POLICY		
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1. Introduction

- 1.1. This policy is meant to define the responsibilities, control the conducts, and protect the rights, of all parties involved in the final exams. It also aims to, assure quality and maintain integrity in the conduct of the final examination experience at Bayan College.
- 1.2. This policy underlines the exam regulations, including exam management process, grading policy, student rights, responsibilities of instructors, students, and invigilators, and how to report cases of misconduct and irregularities in the exams.
- 1.3. It is the responsibility of the Dean to ensure that this policy is properly enforced.


2. Guidelines for Exam Preparation

- 2.1. Exam content should cover all the materials given in the semester.
- 2.2. The exam should only be a tool to assess the learning outcomes of the course.
- 2.3. Any specific exam rules should be clearly stated on the exam sheets.
- 2.4. The marks allocated for each question should be written on the exam sheets.

3. Exam Management Policy

The following rules should be taken into consideration when administering the exams:

- 3.1. Sections in a multiple section course should have the same exam. The HoD or course coordinator is responsible for presenting the final exam paper.
- 3.2. All exams must be administered during the final exam period fixed by the college council and according to the schedule prepared by the Admission office in coordination with exam committee.
- 3.3. A student who is late for less than 30 minutes is allowed to take the exam. No time extension is given.
- 3.4. No student is allowed to leave the exam room in less than one hour from the start of the exam.
- 3.5. A student who does not take the exam during its scheduled time could be given a make-up exam upon presenting a legal excuse approved by the dean, no later than one week after the original exam.
- 3.6. The course instructors must submit to the exam committee two copies of the exam at least one week before the exam time.
- 3.7. The instructors should inform the exam committee on any special needs for the exam (answer booklets, etc.),
- 3.8. Each exam session will have a senior invigilator assisted by invigilators. The senior invigilator collects up the exams papers and all relevant documents (attendance list, exam report....etc.) from the exam committee at least 15 minutes before the start of the exam
- 3.9. The senior invigilator verifies the identity of the students taking the exam and their clearance receipts against the students' lists before allowing the distribution of the exam papers.
- 3.10. Exam begins and ends at the specified times

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3.11. The senior invigilator returns the exam papers to the exam committee.

3.12. Instructors should collect the papers for grading on the same day of the exam, and return them within 72 hours of the day of the exam.

3.13. All departments should convene two days after the last day of scheduled exams to discuss results before forwarding them to the college council. The college council meets on the same day /or the next day to approve results before sending them to the admission department to display them to students.

4. Invigilation Policy


4.1. All invigilators should understand and implement the Final Exam policy;

4.2. All invigilators should read and understand the students' conduct policy.

4.3. All invigilators must show up to the exam room at least 15 minutes before the time of the exam. They admit the students to the examination room 10 minutes before the time of the exams. They check that students bring into the exam room only those materials which they are expressly permitted to have with them. Invigilators should take seriously all queries from students even though in some cases they may seem trifling. The invigilators must try their best to create a relaxed atmosphere inside the exam room .They should avoid to the best they could engaging the students in any argument that leads to upsetting tranquility in the exam room

4.4. A senior invigilator is appointed .He/she shall have overall responsibility for ensuring that all concerned rules and regulations are carried out, and for the distribution of duties among the other invigilators. The Senior Invigilator is also responsible for the maintenance of silence amongst invigilators and students; so that students are not disturbed (this includes preventing the use of mobile phones by invigilators within the vicinity of the examination room). The Senior Invigilator should report all irregularities (like the non-attendance of any of the other invigilator(s), students' misconduct) to the examinations Committee

4.5. In case an examinee refuses to follow instructions given by an invigilator, the senior invigilator should immediately intervene to solve the problem. In case the student insists on his attitude, the exam committee, the ass. dean or the dean should be summoned to the exam room to resolve the issue.

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5. Students' Conduct Policy

Any attempt for cheating or misbehavior during the exam, upon receiving a report from senior invigilator, will be referred to the college disciplinary committee with evidence for possible further disciplinary actions. The Department Chairperson shall resolve any infringement on implementing these rules that may occur during the exam.

The students should follow these rules:

1. present their IDs & fee clearance certificate for verification
2. conduct themselves in very ethical standards
4. follow the exam rules stated on the exam papers.
5. abstain from any form of communication with each other during the exam without an invigilator's permission.
6. have no communications devices like cell phones etc.
7. submit their exam booklet when the senior invigilator announces end of exam.

6. Denied Students Policy

6.1. The instructors should submit to the admission Office the list of students who were absent for more than 20% of total number of lectures, and should be denied from entering the exam by the end of week

6.2. The students should be informed of the decision denying them from doing the final exam immediately after the decision has been taken. The admission department should remove their names from the courses' lists submitted to the instructors prior to the final exam.


7. Grading Policy

7.1. Exam committee distributes exam papers to the instructors for grading.

7.2. Exams must be graded in a fair and transparent manner.

7.3. The final course grade should be submitted to the admission department using the list provided by the admission department, signed and dated by the instructor, checked/verified by a colleague, signed by HoD, within 72 hours of the final exam.

7.4. The instructor should provide statistical analysis of the course grades and keep a long with a list of the course final grade in the course box file.

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8. Exam Grade Review Policy

8.1. Grades must be made available for students review till the end of the second week of the following semester.

8.2. If a student has a strong concern about his/her final grade, he/she may submit a request for A review of his/her grade, using the form available at admission office, to the admission department within two weeks of the beginning of the following term classes. A special committee is responsible for entertaining these requests. In case of a grade change, the committee should inform the admission department which in turn will inform the student.

Bayan College FINAL EXAM REPORT

Exam Date:

Exam Room #:

Exam Time:

Courses

Course/Number	Course Name	Number of Students

Misconduct Report (Please attach a detailed report ,if necessary)

Student Name/Number	Description of committed misconduct

Absent Students

Name	Course Name

Head Invigilator:

Signature:

Date:

Invigilator

1.

- 2.
- 3.

Examination Committee Chairperson's Comments :

Signature:

Date: