



**Mazoon College**

**Examination Policy**

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## Definitions

<b>Examination</b>	Any written exam or observed practice which is timetabled within the Central Examination Period to assess the students learning outcomes of the courses.
<b>Invigilator/s</b>	The faculty member/s who supervise and manage the examination process in the examination room.
<b>Cheating</b>	An act or an attempted act of dishonest conduct by the students such as speaking to other students; using any unauthorized course materials, notebook, or mobile.
<b>Examination Schedule</b>	Setting the exam schedule for midterm and final examinations as per the designated Central Examination Period.
<b>Central Examination Period</b>	Central Examination Period will extend over a one-week period for midterm exam and a two (2) weeks period after the conclusion of Semester 1 and 2 and a one (1) week period in Summer Semester for final exam.

## **1. Introduction**

Ensuring a systematic, consistent and equitable practice of examination in Mazoon College leads to effective teaching and learning process. The quality assurance of the institution is mainly depending on the examination management.

## **2. Purpose**

- a. To ensure that academic staff members follow the equitable practice of examination.
- b. To have fair and consistent examination procedure.
- c. To maintain the academic standards.
- d. To assist Mazoon College in conducting high quality standards of examination procedures.

## **3. Rationale**

This policy helps in ensuring that academic staff follow the equitable practice of examination, fair and consistent examination procedures to be established and followed. It would also maintain the academic standards and assists Mazoon College to maintain high quality in examination standards and examination procedures.

## **4. Scope**

This policy applies to all academic departments at Mazoon College.

## **5. Policy statement**

Examination policy aims to provide necessary guideline, regulations and procedures to ensure an effective, efficient and smooth functioning of examination system in Mazoon College.

## **6. Procedures**

The following procedures should be followed for establishing, implementing and monitoring an examination policy:

### *6.1 Examination Committee Responsibilities*

The committee is established to organize and conduct midterm and final examination in coordination with academic departments and to make necessary arrangements for the scheduled

examination(s) and invigilation's in coordination with the Services Department. Examination Timetable is the basic responsibility of exam committee. During the scheduled midterm and final examination dates that is stated on the college calendar, the classroom teaching, or lectures should be stopped. The Committee assigns the Invigilators among the faculty members in all academic departments and provides them with instructions in order to achieve the invigilation tasks properly. Invigilation duties have to be assigned to full time faculty members with minor concentration on part time faculty members as the college and department need.

### *6.2 Preparation of Examination Papers*

The faculty members are to ensure that all exams are prepared as per the courses. Coordinators for the course which have many sections should manage the exam and rubric writing for that course with the assist from his team teaching the same course. Internal and external moderation are to be conducted according to moderation policy of the College. The question paper should be kept with the exam committee one week prior to the exam date for security purpose.

### *6.3 Examination Answer Scripts*

Unless otherwise stated, all students must write their answers in the Mazoon College answer script, and the answer scripts should be collected immediately after the examination period. Invigilators shall sign the answer scripts and, attendance sheet, to the head of respected department, who shall be responsible for their distribution to the lecturers.

### *6.4 Entry into the Examination Room*

A valid College Student ID card must be presented in order to enter the examination room, this ID card should be displayed on the student's desk while the examination process going on.

### *6.5 Commencing Time*

The Examination Timetable shall provide the commencement time of the examination. Student should be ready 10 minutes before the commencing of the exam.

### 6.6 *Late arrival*

Students shall be allowed to enter the examination room if they arrive within 30 minutes from the commencement of the exam without any extra time for being late, Students arrive the exam room after 30 minutes of commencement of the exam will not allow to attend the exam.

### 6.7 *Attendance Sheet*

Students appearing for an examination shall fill and sign an attendance sheet. The sheet should be collected by the invigilator and returned with the answer papers.

### 6.8 *Early Departure from Examination Room*

Students are not allowed to leave the examination room until 30 minutes of the examination period has passed. The invigilators shall advise the students of the completion time of the examination.

### 6.9 *At the End of an Examination*

All students must remain seated until their answer scripts are collected by the invigilators or given the permission to leave the exam room.

### 6.10 *Permitted materials in the examination room*

Books, other materials and mobiles are not permitted in the examination room.

### 6.11 *Retain of Exams, Papers*

Exams, papers, etc., as well as grading records, should be retained in the departments for one semester to offer students the right to complain and review. Examination committee should collect all exams papers from academic departments to be stored in the exam center at the end of the academic year.

### 6.12 *Posting of Grades*

Final grades to be posted on A&R system on the date specified in the College calendar. Students have the access to see their results.

## **7. Make up exams**

The makeup examination is the sitting of a midterm or final examination at a time other than the scheduled time and date. This examination is granted to a student who is not able to complete a midterm or final examination due to some reasons that are not under the student's control such as: medical, compassionate, or other valid reasons.

## **8. Students Appeal**

Students who are not satisfied with their exam's results can submit an appeal form to the student affairs. The appeal should be made within two weeks after the results announcement. Student affairs department collects all appeal requests and forwards to the respected academic departments within two days of receiving the request from the students. The cases to be investigated by committee established in the departments and the results of investigation to be announced within two working days.

## **9. Monitoring and review of the policy**

This policy is monitored and reviewed through a regular assessment of the achievements in order to measure and evaluate its effectiveness.