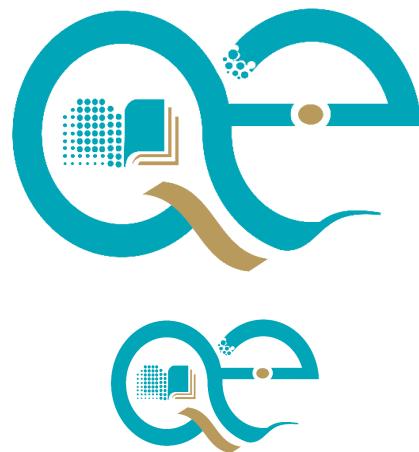


**Eligibility Requirements  
for  
Institutional Accreditation**

**Exhibit 5-3**

**Academic Regulations and Bylaws**



2016

# Bylaws for Undergraduate Study and Examination

*With Almaarefa Colleges' Implementation  
Rules.*

## **INTRODUCTION**

This booklet contains the Bylaws for Undergraduate Study and Examination and Implementation Rules of Almaarefa Colleges.

The Rules for Bylaws for Undergraduate Study and Examination and its Implementation Rules were Approved by the Board of Trustees Decision in its 11th Meeting held on 28/04/2015 corresponding to 09/07/1436

## DEFINITIONS

### Article One

**The Academic Year is:** two regular semesters, and one summer course, if any.

**The Academic Semester is:** a term of no less than fifteen weeks of instruction not including the registration and final examination periods.

**The Summer Semester is:** a period of instruction not exceeding eight weeks not including the registration and final examination periods. The weekly duration of each summer course is twice its duration during the regular academic semester.

**The Academic Level:** indicates the study level in accordance with the specifications of each approved degree plan.

**The Course is:** a subject of study within a certain academic plan in each major program. Each course has a number, code, title and a detailed description of its contents that distinguishes it with regard to content and level when compared to other courses. A special file of each course is kept by the corresponding department for follow-up, evaluation and updating purposes. Some of the courses may have prerequisite and/or co-requisite requirements.

**The Credit Hour is:** each of the weekly lectures with a duration of no less than 50 minutes, or practicum hours with a duration of no less than 100 minutes.

**Academic Probation is:** a notification given to a student with a cumulative GPA below the minimum acceptable limit as explained in these regulations.

**Course-Related Activity Grade is:** the score granted for the activities outlined in the course syllabus which show student learning during a semester, such as tests, quizzes, research projects, presentations and other course-related educational activities.

**The Final Examination is:** an examination in the course, administered once at the end of every semester.

**The Final Examination Score is:** the score attained by the student in each course on the final examination.

**The Final Score is:** the score attained by the student in each course in the final examination score calculated for each course out of a total grade of 100.

**The Course Grade is:** a percentage or alphabetical letter assigned to a student indicating the final grade she received in a course.

**Incomplete Grade is:** a provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade 'IC'.

**In-Progress Grade is:** a provisional grade assigned to each course which requires more than one semester to complete. The letter grade 'IP' is assigned in this case.

**Semester Grade Point Average (GPA) is:** the total number of quality points the student has achieved, divided by the credit-hours assigned for all courses the student has taken in any semester.

## MCST BYLAWS

Quality points are calculated by multiplying the credits hours by the grade obtained by the student in each course.

(See Appendix B).

**Cumulative GPA is:** the total quality points the student has achieved in all courses taken since the enrolment at the University, divided by the total number of credit hours assigned for these courses. (See appendix B).

**Graduation Ranking is:** the assessment of the student's scholastic achievement during her study at the University.

**Course Load is:** the total number of credit hours a student must register in a semester. The upper and lower limits of course load are fixed as per implementation rules of the University.

### *Implementation Rules of Article One*

**Academic year:** Two regular semesters and a summer session, if any

**Academic semester:** A period of time not less than 15 weeks not including the registration and final examination period, and the council of the colleges is powered to make an exception for the courses of medical and health specialties to be delivered either in courses / educational units/clinical (blocks)

**Summer session:** A period not exceeding 8 weeks not including the registration and final examinations period. The weekly duration of the summer period session is twice its duration during the regular academic semester.

**Academic level:** Indicates the level of study in accordance to the approved study plan

**Study plan:** It is a group of compulsory and optional courses which constitutes the graduation requirements; a student has to pass the compulsory and the optional courses to obtain his

**Course:** A subject of a study within a certain academic level of the approved degree plan in each major. Each course has a number, code, title and a detailed description of its contents to distinguish it from other courses. A portfolio of each course is kept in its corresponding department for follow-up, evaluation, and update. Some courses may have pre-requisite requirements.

**Study unit:** It indicates the weekly theoretical lecture which should not exceed 50 minutes, or clinical session not less than 50 minutes, or practical filed which should not exceed 100 minutes.

**Academic probation:** A notification given to a student with a cumulative GPA below the minimum acceptable limit as explained in this by-law.

**Final exam:** An examination in the course materials, held once at the end of every semester.

**Final examination score:** The score attained by a student in the final examination in each course.

**Course Grade:** A percentage or alphabetical letter, assigned indicating the final grade received in a course.

**Incomplete grade:** A provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade (IC).

**In-progress grade:** A provisional grade assigned to each course which requires more than one semester to complete. This is indicated in the academic record by the letter grade (IP).

**Semester GPA:** The total quality points a student has earned, divided by the credit hours assigned for all courses taken in a given semester. Total quality points are calculated by multiplying the credit hours by the grade points in each course. (see appendix B).

**Cumulative GPA:** The total quality points a student has earned in all courses since enrolling at the colleges, divided by the total number of credit hours assigned for these courses (see appendix B)

**Graduation ranking:** The assessment of a student scholastic achievement during his study at the colleges

**Study load:** The total of the study units a student is allowed to register for.

**Course/ study unit/ clinical ( block):** A period of time in a semester in which a student studies a course in a specific major determined by the council of the colleges based on the suggestion introduced by the college's council.

## MCST BYLAWS

**Board of trustees:** Article 13 and article 4 from the private colleges by law stated the establishment of the board of trustees responsible of all related matters of the colleges, the board of trustees acts as a university council in this by-law.

**Colleges' Council:** The council of the colleges is entitled to have crucial decisions on administrative and academic issues which related to the colleges in accordance to this by-law and its implemented rules, and in accordance to article 16 from the bylaw of the private colleges.

**College Council:** Every college has its own council which is entitled to have crucial decisions on administrative and academic issues related to the college in accordance to this bylaw and its implemented rules, as well as article 16 from the bylaw of the private colleges.

**Admission fees:** It is un refundable sum of money decided and approved by the board of trustees. The applicant pays it once for the service of the admission procedures.

**Study fees:** A sum of money approved by the board of trustees paid by a student in correspondence to a study unit or a semester or an academic year

**Other fees:** Any other fees paid by a student for some additional tasks such as re-correction of an exam paper.

## ADMISSION OF NEW STUDENTS

### Article Two

Based upon the recommendations of the College Councils and other concerned bodies of the University, the University Council determine the number of students to be admitted in the following academic year.

### *Implementation Rules of Article Two*

*The board of trustees is fully authorized to determine the number of admitted students in each semester in accordance to the colleges' capacity based on the council of colleges' suggestion.*

### Article Three

An applicant for admission to the University must fulfil the following requirements:

1. S/He should have the general secondary certificate or its equivalent from inside or outside the Kingdom of Saudi Arabia.
2. S/He should have obtained the secondary school certificate in a period of less than five years prior to the date of application to the University. However, the University Council may waive this condition if convincing reasons are available.
3. S/He must be of good conduct and behavior.
4. S/He must successfully pass any examinations or personal interviews as determined by the University Council.
5. S/He must be medically fit.
6. S/He must obtain approval from her employer if she is working in the public or private sector.
7. S/He must satisfy any other conditions the University Council may deem necessary at the time of application.

### *Implementation Rules of Article Three*

## MCST BYLAWS

*For the admission of a new student certain conditions are to be fulfilled, a student must satisfy the following:*

- a. The applicant should have his secondary school certificate or an equivalent whether inside or outside the kingdom.*
- b. The applicant should have obtained the certificate in a period less than 5 years, however, the university council may waive this condition if there are persuasive causes.*
- c. The applicant should have the obtained mark in the secondary school certificate as well in the assessment test from the center of assessment, specified by the council of colleges*
- d. The applicant should have a certificate of good conduct.*
- e. The applicant must not have been disciplinary dismissed from another university.*
- f. The applicant should successfully pass any examination or interview deemed necessary by the University Council.*
- g. The applicant must be medically fit.*
- h. The applicant must obtain the approval of his employer, if s/he is an employee in any government or private institution.*
- i. The applicant must pay a nonrefundable registration fee.*
- j. The applicant must pay the tuition fees which are not refundable in case of withdrawal from the colleges.*
- k. The applicant must satisfy any other requirements specified by the University Council at the time of application.*

## Article Four

Admission is granted to applicants who satisfy all admission requirements and is based on the applicant's grades in the secondary school examinations, the interviews and admissions examinations, if any.

### *Implementation Rules of Article Four*

*(4-1) Admission is competitive based on a composite score of General Aptitude Test, Academic Achievement Test, High School Grades, Admission and interview exams if present.*

*(4-2) The Colleges' Council may implement a condition of maintaining a specific GPA for admitted students to continue their enrollment in specific majors.*

### Study Levels

## Article Five

1. The student gradually progresses in her study in accordance with the implementation rules approved by the University Council.
2. Degree plans of undergraduate study are designed to comprise a minimum of eight semesters.

## Article Six

According to the rules and regulations established by the University Council, the program of study can be formulated on the basis of a full academic year. In this case, the academic year is equivalent to two academic levels.

## *Implementation Rules of Article Six*

*In some majors, the study is based on the full academic year in accordance to the rules and procedures of the bylaw, the term semester is replaced by the term academic year; therefore, whenever it occurs it should not contrast with the following:*

- a. *Courses are introduced in the annual system for a full academic year, which is not less than 30 weeks, examinations and registration periods are excluded.*
- b. *A final examination is held for each course in the end of the academic year, it is permissible for the practical and clinical courses of the training nature to be held at the end of the training period.*
- c. *A make-up exam shall be held two weeks before the commencement of the academic year, students who could not pass certain courses specified by the college council may be allowed to appear for the make-up exam. Whoever passes the make-up will be granted grade (D) instead of the previous grade (F).*
- d. *A student who fails in courses more than the specified by the college council in item (C) and ultimately, s/he re-studies the courses which s/he could not pass.*
- e. *A failed student in the courses which have no make-ups remains in the same academic year and repeats the courses s/he failed in, the college council may allow him to take courses for the new second year.*
- f. *A student is allowed to register courses for two successive years.*

## Article Seven

The academic levels system divides the academic year into two regular semesters. There may be a summer session, the duration of which is considered half a semester. The graduation requirements for obtaining a degree are divided into levels according to the academic plan approved by the University Council.

## Article Eight

The University Council sets up the detailed regulations which govern registration, dropping, and adding of courses within the levels of the approved degree plan while ensuring the specified minimum course load for the students.

### *Implementation Rules of Article Eight*

(8-1) *A student is allowed to drop or add a course to his schedule before the end of the second week since the commencement of the semester, provided that the courses added or dropped should not exceed or be less than the limit of the academic load, the dropped course shall never appear in his academic record as long as it was dropped within the determined period of time.*

(8-2) *The fee paid for the semester is un refundable in case a student drops a course or more.*

(8-3) *The maximum limit of the study units for a semester should not exceed 20 credit units, and 8 credit units for a summer semester, but the minimum allowable load should not be less than 12 credit units, the college council to which a student belongs may exempt a student of not less than 24 credit unit in an academic semester, or 12 credit unit in a summer semester for a student who expected to be graduate.*

(8-4) *A student who fails to receive his schedule during the first week of the semester his registration may be cancelled.*

## ATTENDANCE & WITHDRAWAL

### Article Nine

A regular student should attend all classes and laboratory sessions. A student may be discontinued from a course and denied attendance of the final examination if her attendance is less than the limit determined by the University Council. This limit cannot be less than 75% of classes and lab sessions assigned to each course during the semester. A student who is denied attending the final examination due to excessive absences will be considered as having failed that course and will be given a Denied Grade (DN).

#### *Implementation Rules of Article Nine*

*(9-1) A regular student is required to attend lectures and laboratory sessions, if his attendance is less than the limit determined (75%) of lectures and practical lessons or clinical sessions assigned for each course during the semester, the student will be denied entrance to the respective examinations due to his absence, and considered to have failed that course and is given the grade (DN).*

*(9-2) A denied student has no right to refund the fee.*

### Article Ten

The College Council – or whatever body it delegates its authority to – may exempt a student from the provisions of Article Nine and allow her to attend the final examination if she provides an excuse acceptable to the Council. For such an exemption provided by the University Council, the minimum attendance requirement is not less than 50% of the lecture and laboratory sessions scheduled for the course.

#### *Implementation Rules of Article Ten*

*The college council has the lawful power to exempt a denied student from the provisions of attendance and allow him to take the examinations, provided that a student presents an acceptable excuse accepted by the council. The University council determines the percentage of attendance, which must not be less than (50%) of the lectures and practical sessions specified for the course.*

### Article Eleven

A student who fails to attend the final examination will get a zero in that examination. In this case, her course grade will be calculated on the basis of the Course Related Activities Score she earned in the course.

#### *Implementation Rules of Article Eleven*

*(11-1) A student who is absent in the final examination, will be granted a zero grade in that exam, his grade on the course will be calculated on the basis of the class work score he obtained over the semester.*

*(11-2) An absentee student for the final examination has no right to refund the fee.*

## Article Twelve

If a student fails to attend the final examination of any of her scheduled courses due to circumstances beyond her control, the College Council, in exceptional cases, may accept the excuse and arrange a make-up examination for the student within a period not exceeding the end of the next semester. In such cases the course grade will be given to the student after the make-up examination.

### Implementation Rules of Article Twelve

*If a student fails to attend a final examination in any course due to a forced cause, but offers an acceptable excuse, the College Council may choose to accept his excuse and allow him to take a make-up exam in a period should not exceed the end of the next semester in accordance to the following:*

- a- *A compelling absence accepted by the College Council or the authorized body acted on behalf of the College Council.*
- b- *In case the absence is due to a medical cause, it is compulsory to bring a medical report issued by a governmental health center or a hospital or issued from the colleges' clinics, medical reports issued by the private clinics or health centers are not accepted.*
- c- *The medical report should be submitted in a period of not more than 7 days from the date of the examination.*
- d- *The concerned department issued a recommendation to the College Council for the final decision either acceptance or rejection.*
- e- *In case the medical excuse is accepted, the department to which the absentee belongs determines the date and time for the make-up exam which will be held in a period of not more than two weeks from the date of the acceptance, then the obtained mark is recorded.*
- f- *In case of rejection a student is considered absent without excuse and a zero mark is recorded.*
- g- *A student grade in that course is calculated on the basis of the marks he obtained in the class work as well in the semester exams and final examinations.*

## Article Thirteen

3. A student may be allowed to withdraw for a semester and not be considered as having failed the course if she furnishes an acceptable excuse to the authorized body as determined by the University Council, during the time period specified in the implementation rules approved by the University Council. The student is given a 'W' grade for the courses, and the semester is counted towards the period required to complete graduation requirements.
4. A student may withdraw from a course or a number of courses in accordance with the implementation rules approved by the University Council.

### Implementation Rules of Article Thirteen

*(13-1) A student may withdraw for a semester without being considered as having failed, in case he submits an acceptable excuse accepted by the dean of his college, and that should be prior to the beginning of the final examinations in accordance to the approved academic calendar. The Colleges' council – under special circumstance- may make exception regarding the time of submitting the withdrawal, or may extend the deadline for withdrawal, and the student in this case is assigned a W grade, the semester will be included in the period required for completion of the program degree.*

*(13-2) The postponement duration should not exceed two successive semesters, or three non-successive semesters during his stay in the college, otherwise his academic file will be dismissed. The Colleges Council may make exception when it is required.*

## MCST BYLAWS

(13-3) It is permissible for a student to withdraw from a course or more in a semester after submitting an acceptable excuse approved by the dean of the college to which a student belongs, provided that his academic load should not be less than the minimum limit, the College Council may make exception before the commencement of the final examinations, in accordance to the approved academic calendar. As for the students of the colleges whose courses are divided into (blocks) they are allowed to withdraw from a course or more in a semester before the final examinations for the (blocks), and a student is labeled or recorded as a W grade in that withdrew course, and he has no right to refund the fee in case he withdraws from a course or more.

(13-4) It permissible for a student to withdraw from the colleges after he fulfills all the financial issues related to the colleges, clearance has to be finalized and been given his file.

(13-5) A partial refundable fee is allowed if his request for withdrawal is accepted based on the following:

(13-5-1) 50% of the fee for a semester can be refunded if his request is submitted immediately after the commencement of the semester, and before the end of the fifth week of the semester.

(13-5-2) Total or partial refund is denied if a student's request for withdrawal is submitted after the end of the fifth week of the semester.

(13-6) No total or partial refund is allowed for a semester if he requests to withdraw from a course or more.

(13-7) No total or partial refund is allowed for the summer semester if his request for withdrawal is submitted after the end of the first week of the summer semester.

(13-8) No total or partial refund is allowed if a student withdraws from the colleges.

## INTERRUPTION AND SUSPENSION OF ENROLMENT

### Article Fourteen

A student may submit an application for suspension of enrolment, for reasons acceptable to the College Council, provided the suspension period does not exceed two consecutive semesters, or a maximum of three non-consecutive semesters, during her entire course of study at the University. Otherwise her enrolment status will be cancelled. However, the University Council may, at its discretion, make exceptions to this rule, and the suspension period will not be counted towards the period required to complete graduation requirements.

### Implementation Rules of Article Fourteen

(14-1) a student may postpone his study before the end of the first week of the semester for reasons accepted by the dean of the college, the postponement duration should not exceed two successive semesters or three non-successive semesters as maximum during his study at the college, otherwise he will be dismissed. The Colleges' Council may grant exception when it deems necessary. The postponement period is not included in the period required for completion of the program degree. The dean of the college may consult the student's guardian regarding the withdrawal.

(14-2) fee refund is allowed incase his request is accepted based on the following:

(14-2-1) 100% refund for a semester if his request for withdrawal is submitted before the end of the first week of the semester.

(14-2-2) the fee is not refundable if a request is submitted after the end of the first week of the semester.

### Article Fifteen

If a student interrupts her studies for one semester without submitting an application for suspension of enrolment, her enrolment status at the University will be cancelled. The University Council however, may at its discretion, cancel a student's enrolment status if she discontinues her studies for

## MCST BYLAWS

a period of less than one semester. As for students studying by association, her enrolment is cancelled if she becomes absent from all final examinations for the semester without presenting an acceptable excuse.

### *Implementation Rules of Article Fifteen*

*(15-1) If a regular student interrupts his study for a semester without submitting a postponement request, he will be dismissed from the colleges, and the colleges' Council is authorized to dismiss a student if he interrupts his study for a period less than a semester. A visiting student is dismissed if he misses all the final examinations for an entire semester without acceptable excuse.*

*(15-2) An interrupted student has no right to refund a semester fee.*

## Article Sixteen

A student is not considered to have interrupted her studies during the terms she spends as a visiting student in other universities.

## RE-ENROLMENT

### Article Seventeen

A student, whose enrolment status has been cancelled, may apply for re-enrolment with the same University ID number and academic record she had before her suspension, provided:

1. That she applies for re-enrolment within four regular semesters from the date of cancellation of her enrolment status.
2. The relevant College Council and concerned departments agree on her re-enrolment.
3. That four or more semesters have lapsed since cancellation of her enrolment, in which case the student can apply to the University for Admission as a new student without considering her old academic record, if she fulfils all the admission requirements for new students. The University Council may exempt a student from this provision in accordance with the regulations issued by the Council.
4. That she has not been re-enrolled previously. Under exceptionally pressing circumstances, the University Council may exempt a student from this condition.
5. That she was not dismissed for academic reasons.

### *Implementation Rules of Article Seventeen*

*(17-1) A student whose enrolment is cancelled may apply for re-enrolment with the same ID and academic record he had before cancellation of his enrolment, in accordance to the following regulations:*

- a- He must apply for re-enrolment within four semesters from the date of dismissal.*
- b- The College Council and the related or concerned bodies must approve the re-enrolment.*
- c- Four more semesters have lapsed since his interruption of his study, or (two academic years for the colleges admitted academic year system) can apply to the college as a new student without any consideration or reference to his previous academic record provided that applying all the declared admission conditions at the time of application. The Colleges' Council can exempt him in accordance to the following:*

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- 1- *The college council to which a student belongs should approve the re-enrolment irrespective of the causes of interruption, with the possibility of imposing some other courses which a student had previously studied before the interruption, in accordance to the recommendations by specified department.*
- 2- *The interruption period should not exceed six semesters unless the student convinces the college council that he had been carrying out jobs or study related to his current major, or submits supportive documents.*
- 3- *He should not have been on probation.*
- 4- *He should have finished at least 25% of the graduation requirements.*
- d- *It is not permissible to be enrolled more than once, the colleges' council may grant exemption if it deems necessary. The exemption is granted once.*

(17-2) *The dismissed student has no right to refund fees for a semester he was dismissed of.*

## Article Eighteen

A student who has been dismissed from the University for academic or disciplinary reasons – or from other universities for disciplinary reasons – will not be re-enrolled at the University. If it becomes known later that a student has been dismissed for such reasons, her enrolment will automatically be considered null and void as of the re-enrolment date.

## Implementation Rules of Article Ten

*A student who has been dismissed from the colleges or any other university, for disciplinary reasons, if it becomes evident after admission that he was dismissed for disciplinary reasons his re-admission is considered cancelled from the date of re-admission.*

## GRADUATION

## Article Nineteen

A student graduates after successfully completing the graduation requirements in accordance with an approved academic plan, provided her cumulative GPA is not less than what is specified by the University Council, and in any case is not less than ‘pass.’

Following the recommendation of the Department Council, the College Council may determine certain additional courses the student should take to improve her cumulative GPA if she has passed the required courses, but her graduation GPA is not satisfied.

## Implementation Rules of Article Nineteen

(19-1) *a student is considered a graduate after successfully completes all graduation requirements according to the degree plan, provided that his cumulative GPA is not less than pass, the College Council based on a recommendation from the college council to which a student belongs is fully entitled to specify the appropriate courses that the student must complete in order to improve his GPA.*

(19-2) *a student is not considered a graduate unless the board of trustees approved his award of a degree.*

(19-3) *regarding the graduation period the followings are to be observed:*

- a- *The students who scored grade incomplete or those who are allowed to have a make-up exam in a course or more in a last term of the study and before graduation, a graduation note is prepared for them explaining their current academic status, and the last term is also considered a graduation term.*

## MCST BYLAWS

- b- As for the students who in accordance to their study plan are required to finish their practical training requirement, their names are listed and introduced to the board of trustees, requesting the approval of awarding the degree in the end of the term in which they meet their requirements.
- (19-4) issuing a duplicate is based on the following:
- c- A declaration of missing a certificate is circulated either in the colleges' periodical or in the local newspaper, and the application of issuing a new certificate is submitted after 4 weeks from the declaration in the papers, a copy of the declaration is attached along with the application.
  - d- A seal of DUPLICATE is written on any duplicated certificate.
- (19-5) a financial clearance should be obtained before receiving the graduation certificate.

## DISMISSAL

### Article Twenty

Dismissal from the University will occur in the following circumstances.

1. A student will be dismissed if she obtains a maximum of three consecutive academic probations as the result of her cumulative GPA being less than the GPA needed for graduation as per Article 19 of these regulations. Following the recommendation of the College Council, the University Council may allow the student a fourth opportunity to improve her cumulative GPA by taking additional courses.
2. A student will be dismissed if she fails to complete the graduation requirements within a maximum additional period equal one half of the period determined for her graduation in her original program period. The University Council, however, may exempt the student from this restriction and give her the opportunity to complete the graduation requirements within an additional period of maximum equal to that of the original program.
3. The University Council, in exceptional cases, may address the status of the students on whom the provisions of (a) and (b) above apply, and give them an additional opportunity not exceeding two semesters to complete graduation requirements.

### Implementation Rules of Article Twenty

(20-1) A student will be dismissed based on the following:

- a- If he receives three warnings for lowering his GPA less than the minimum (1-4), a student may be granted a fourth chance to improve his GPA if he scores ( 48 points from 12 units) all that will be calculated and implanted.
- b- Failure to complete the graduation requirements within a maximum duration equals to half of the period determined for his graduation in addition to the program duration. The University Council may make an exception and give the student the opportunity to complete the graduation requirements within maximum time not more than double the original period of time specifies for graduation based on the following conditions:
  - 1- Present acceptable excuse and causes of not passing the courses.
  - 2- Noticeable improvements in his performance in the last two semesters, and that can be measured by dividing the sum of the points he achieved in the two terms on the registered units of not less than (1) from (4), and in that the summer term is excluded.

(20-2) The University Council may grant the dismissed students a chance of not more than two terms based on the following conditions:

- a- Present acceptable reasons to the College Council to which he belongs.
- b- The graduate student should have remaining courses which can be passed in duration of time that should not exceed two semesters.

## MCST BYLAWS

- c- Improvement in the student's performance in the last two semesters, and that can be measured by the outcome of dividing the total points of two semesters by the number of registered units, and that should not be less than (1) from (4), and the summer semester is excluded, the Colleges' Council may have the power of making exception.

(20-3) the Colleges' Council has the power of granting the dismissed students due the absence a chance of not more than two semesters based on the following conditions:

- a- The failure is justified and accepted by the College Council.
- b- There should be noticeable improvement in the student performance which can be measured by calculating the outcome of dividing the point achieved in the two semesters on the number of registered units of not less than (1) from (4), the summer semester is excluded, the Council also grant exception.
- c- The student is capable of elevating his GPA up to (1) when he is given a chance and registered for the available courses.

(20-4) the dismissed student has no right to refund the fees.

## STUDY BY AFFILIATION

### Article Twenty-One

Based upon the recommendation of the Colleges, the University Council may adopt the principle of admission by affiliation in some colleges and majors which allow this option. The University Council sets the rules and regulations for affiliation according to the following parameters.

1. The credit-hours required for the graduation of an associate student should not be less than the credit-hours required of a regular student.
2. The associate student will be treated, with regard to admission, grading, transfer, dismissal and re-enrolment, in exactly the same manner as a regular student except the requirement regarding class attendance.
3. On the basis of the College Council's recommendation, the University Council determines the rules required to evaluate the performance of associate students.
4. The student transcript, graduation certificate, and degree, must indicate that the student has studied 'by affiliation'.

## EXAMINATIONS AND GRADES

### Article Twenty-Two

On the basis of the recommendation of the

Department Council offering the course, the College Council determines the class work score as being not less than 30% of the course total score.

### Implementation Rules of Article Twenty-Two

Based on the recommendation of the department council the college council determines the class work score which ranges (40%) to (70%) of the final course grade.

## Article Twenty-Three

The class work score is evaluated either by:

1. oral and practical examinations, research, other class activities or some or part of all these and at least one written examination; or,
2. at least two written examinations.

### *Implementation Rules of Article Twenty-Three*

(23-1) the class work grade for a course calculated by one of the following:

- a- Oral or practical exams or researches or any class activities, in addition to at least one written exam.
  - b- At least two written examinations.
- (23-2) if the prescribed course is shared between male and female sections, the semester examinations could be unified.

## Article Twenty-Four

Based upon the recommendation of the

Department Council offering the course, the College Council may include practical or oral tests in final examination of any course, and allocates percentage to these tests as part of the final examination score.

## Article Twenty-Five

Upon the instructor's recommendation, the Council of the department which teaches the course may allow the student to complete the requirements of any course during the next term. In such an event the grade IC will be recorded for the student in her record.

IC grades are not included in the calculation of the semester and cumulative GPA until the student obtains her final grade in the course by completing all the requirements. If no change has been made in the IC grade after the lapse of one semester, the IC status will be changed to an F grade which will be included in the calculation of semester and cumulative GPA.

## Article Twenty-Six

Courses involving symposia, research, fieldwork, or of a practical nature may be excluded from some or all the rules of Articles 22, 23 and 25 following a decision by the College Council and the recommendation of the department teaching the course. The College Council identifies alternate ways to evaluate the student's performance in such courses.

## Article Twenty-Seven

If any course of a research nature requires more than one semester of study for its completion, the student will be assigned an IP (In Progress) grade, and after the completion of the course the student will be given the grade she has earned. In the event that the student does not complete the course

## MCST BYLAWS

within the designated time limit, the department which teaches the course may agree to grant the student an Incomplete (IC) grade and such temporary notation will be on the student's transcript of record.

### Article Twenty-Eight

The grades a student earns in each course shall be calculated as follows:

Percent Grade	Grade	Grade Code	GPA (out of 5.00)	GPA (out of 4.00)
<b>95 –100</b>	Exceptional	A+	5.00	4.00
<b>90-less than 95</b>	Excellent	A	4.75	3.75
<b>85-less than 90</b>	Superior	B+	4.50	3.50
<b>80-less than 85</b>	Very Good	B	4.00	3.00
<b>75-less than 80</b>	Above Average	C+	3.50	2.50
<b>70-less than 75</b>	Good	C	3.00	2.00
<b>65-less than 70</b>	High Pass	D+	2.50	1.50
<b>60-less than 65</b>	Pass	D	2.00	1.00
<b>Less than 60</b>	Fail	F	1.00	0.00

### Implementation Rules of Article Twenty-Eight

(28-1) A student's scores and grades are calculated in each course as per in appendix (A) as follow:

Grade range	Value	Symbol	Points
<b>100-95</b>	Exceptional	A+	4.00
<b>95-90</b>	Excellent	A	3.75
<b>90-85</b>	Superior	B+	3.50
<b>80- less than 85</b>	Very good	B	3.00
<b>75 - less than 80</b>	Above Average	C+	2.50
<b>70 - less than 75</b>	Good	C	2.00
<b>65 - less than 70</b>	High Pass	D+	1.50
<b>60 - less than 65</b>	Pass	D	1.00
<b>Less than 60</b>	Fail	F	0
	In Progress	IP	-
	Incomplete	IC	-
	Denied	DN	0
<b>60 and more</b>	Pass without grade	NP	-
<b>Less than 60</b>	Failed without Grade	NF	-
	Withdraw with excuse	W	-
	Credit Transfer	P	-
	Exempted	XM	-
	Punitive Fail	PF	-

(28-2) Full or partial refund of tuition and other fees are not available for failed course(s).

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### Article Twenty-Nine

In accordance with the requirements of Article 19, and based on the cumulative Grade Point Average achieved by a graduating student, her graduation rank is assigned to one of the following levels:

Level		Range of Cumulative GPA (out of 5.00)	Range of Cumulative GPA (out of 4.00)
1	Excellent	4.50–5.00	3.50–4.00
2	Very Good	3.75–less than 4.50	2.75–less than 3.50
3	Good	2.75–less than 3.75	1.75–less than 2.75
4	Pass	2.00–less than 2.75	1.00–less than 1.75

### *Implementation Rules of Article Twenty-Nine*

*The general grade assigned to the cumulative GPA at the time of graduation is based on his cumulative GPA as follows:*

- a- *Excellent – if the cumulative GPA is not less than 3, 50.*
- b- *Very good – if the cumulative GPA ranges between 2, 75 to less than 3, 50.*
- c- *Good – if the cumulative GPA 1, 75 to less than 2, 75.*
- d- *Pass- if the cumulative GPA 1, 00 to less than 1, 75.*

### Article Thirty

First honors will be granted to graduating students who achieve a cumulative GPA of 4.75 – 5.00 (out of 5.00) or 3.75 – 4.00 (out of 4.00). Second honors will be granted to graduating students who achieve a cumulative GPA of 4.25 – less than 4.75 (out of 5.00) or 3.25 – less than 3.75 (out of 4.00).

In Order to be Eligible for the First or the Second Honors the Student:

- a. must not have failed in any course at the university she is currently attending or any other university.
- b. must have completed all graduation requirements within a period of duration ranging between the maximum and minimum limits for completing the program of study in a college.
- c. must have completed 60% or more of the graduation requirements at the university from which she graduates.

### *Implementation Rules of Article Thirty*

*First honors are granted to the student who has achieved a cumulative GPA between ( 3,75 ) to ( 4,000 ) at the time of graduation, second honor is granted to the student who has achieved a cumulative GPA ( 3,25 ) or less than ( 3,75 ) at the time of graduation. The criteria for obtaining first and second honors are:*

- a- *S/He must not have failed any course whether in this college or other colleges.*
- b- *S/He must have completed all graduation requirements within specific period, the maximum of which is the average of the maximum and minimum limit for being s student in the colleges.*
- c- *S/He must have completed 60% of the graduation requirements in the college in which is going to be graduate.*

## FINAL EXAMINATION PROCEDURES

## Article Thirty-One

The College Council may set up a committee to cooperate with the departments in organizing the activities related to the final examination. This committee's charges should include reviewing of grade rosters and submitting them to the relevant committee within three days from the examination date of the course.

## Article Thirty-Two

The College Council may apply the principle of strict confidentiality in the final examinations procedures.

## Article Thirty-Three

A course instructor prepares the examination questions. However, if the need arises, the College Council may assign another teacher to do the same, based on the recommendation of the Department Chairman.

### *Implementation Rules of Article Thirty-Three*

(33-1) *The course instructor writes the examination questions. In case the course taught by more than an instructor, the College Council may ask the coordinator in cooperation with the rest of the faculty staff to prepare the questions, and in cases as it required the head of the department may choose any of the staff to prepare the questions.*

(33-2) *if the same course is taught in female section, unifying of the questions may be observed.*

## Article Thirty-Four

A course instructor grades the final examination papers and if necessary the Department Chairman may assign one or more additional instructors to participate in the grading process. The College Council may also assign the grading process to another instructor(s), when the need arises.

## Article Thirty-Five

The instructor who corrects the final exam, and records the marks obtained by students on the final grade rosters, signs her name on the grade sheet and has it countersigned by the Department Chairman.

## Article Thirty-Six

No student is to be given more than two examinations in one day. The University Council may allow for exceptions to this rule.

## *Implementation Rules of Article Thirty-Six*

*A student is not allowed to have more than two examinations in a day. The University Council may make exceptions regarding this rule.*

## **Article Thirty-Seven**

No student will be allowed to sit for a final examination after the lapse of 30 minutes from the beginning of the examination. Also, no student will be allowed to leave the examination venue less than 30 minutes after the beginning of the examination.

## **Article Thirty-Eight**

Cheating, or attempting to cheat, or violating instructions and examination regulations shall render the offender subject to punishment in accordance with the Student Disciplinary Rules as issued by the University Council.

## *Implementation Rules of Article Thirty-Eight*

*Cheating in examination or attempting to cheat, or violating the exam instructions and regulations, such act shall render the student the penalty in accordance to the student's disciplinary by-law which specified the disciplinary penalties.*

## **Article Thirty-Nine**

If the need arises, the council of the college which offers the course may agree to the re-grading of examination papers within a period not exceeding the beginning of the next semester's examinations.

## *Implementation Rules of Article Thirty-Nine*

(39-1) *The College Council which offers the course in special cases may approve the re-grading of examination paper(s) within a period which should not exceed the beginning of next semester's examinations.*  
(39-2)

## **Article Forty**

Following the recommendation of the relevant Department Council, the College Council determines the duration of the final written examinations which, in any case, should not be less than one hour and not more than three hours duration.

## **Article Forty-One**

Consistent with the provisions of Articles 31-40 of this document, the University Council establishes the regulations that govern the final examination procedures.

## TRANSFER FROM ONE UNIVERSITY TO ANOTHER

### Article Forty-Two

The transfer of a student from outside the University may be accepted under the following conditions.

1. The student should be enrolled at a recognized college or university.
2. The student must not have been dismissed from that university for disciplinary reasons.
3. The student must satisfy the transfer provisions as determined by the University Council.

### *Implementation Rules of Article Forty-Two*

*The transfer of a student from the outside the colleges may be accepted after the approval of the dean of a specified college under the following conditions:*

- a- *The student should have studied at a recognized college or university.*
- b- *The student must not have been dismissed from that university for disciplinary reasons.*
- c- *The student must satisfy the transfer conditions, as set and determined by the Colleges' Council.*
- d- *The transfer student must study at least (60%) of the courses or units in Almaarefa Colleges for Sciences and Technology as requirements for obtaining the bachelor degree from Almaarefa Colleges.*

### Article Forty-Three

The College Council shall review the courses taken by the student outside the University based on the recommendations of the departments which offer equivalent courses. The courses evaluated as equivalent will be transferred to the student's record but will not be included in the calculation of her cumulative GPA.

### *Implementation Rules of Article Forty-Three*

*The department which offers the courses is entitled to evaluate the courses that were taken outside to offer the equivalent courses based on the followings:*

- a. *the course should be taught in one of the recognized institutions by the ministry of higher education (institute or college or university).*
- b. *the course should be equivalent in its syllabus breakdown, and its units should not be less than the courses required for graduation, a unit of study can be added if a course is not completely equivalent based on the followings conditions:*
  - *it should be one of the courses taught in PY.*
  - *The grade achieved should not be less than very good.*
  - *The differences in the number of units should not be more than one unit.*
- c. *The grade obtained in the course should not be less than very good ( C), and the college may re-evaluate the student to ensure the command of the student over the course skills.*
- d. *In accordance to item (D) of the implemented rule for article (42), the maximum total number for courses accepted from other colleges for transfer students is ( 40%) out of the total courses required for graduation from Almaarefa Colleges for Sciences and Technology.*
- e. *The qualified courses are not counted in the GPA; the courses are recorded in his academic record.*

## Article Forty-Four

If, after her transfer, it is discovered that a student had been dismissed from her previous university for disciplinary reasons, her enrolment will be considered cancelled as from the date of acceptance of her transfer to the University.

## Article Forty-Five

The transfer of a student from one university to another during any semester takes place in accordance with the procedures and the dates announced by the university to which the student is transferring, under the general transfer rules.

### TRANSFER FROM ONE COLLEGE TO ANOTHER WITHIN THE SAME UNIVERSITY

## Article Forty-Six

A student may be transferred from one college to another within the university in accordance with rules established by the University Council.

### *Implementation Rules of Article Forty-Six*

*A student may transfer from one college to another within the colleges in accordance to the conditions approved by the Colleges' Council, and the dean of the specified college.*

## Article Forty-Seven

The academic record of a student transferred from one college to another includes all the courses she has studied together with the grades and the semester and cumulative GPA's obtained throughout her period of study at the University.

### *Implementation Rules of Article Forty-Seven*

*(47-1) the department in which a student is transferred shall study the required course (s) and submit the recommendations to the College's Council based on the following:*

- a- The course should be equivalent, and its units should not be less than the courses required for the graduation.*
- b- The grades of the equivalent courses are included in the student's GPA, and recorded in his academic record.*

*(47-2) all the courses a transferred student previously studied are recorded in his academic record that may include grades and the semester and cumulative GPAs throughout his study in the college.*

## TRANSFER FROM ONE MAJOR TO ANOTHER WITHIN THE SAME COLLEGE

### Article Forty-Eight

With the approval of the dean of the relevant college, a student may transfer from one major to another within the same college according to the rules established by the University Council.

#### *Implementation Rules of Article Forty-Eight*

*A student may transfer from one major to another within his college as per rules set by the College Council.*

### Article Forty-Nine

The academic record of a student transferring from one major to another will include all the courses the student has taken, including the grades and the semester and cumulative GPA's obtained throughout her period of study at the University.

#### *Implementation Rules of Article Forty-Six*

*(49-1) the department to which a student has been transferred will study and investigate the equivalent course(s) and submit the recommendations to the College council in accordance to the followings:*

*a- The courses are to be considered equivalent in term of contents to those offered by the colleges, and the units included should not be less than the required for the graduation.*

*b- The grades of the equivalent courses are calculated and recorded in his academic record.*

*(49-2) all the courses which a transferred student from major to major has studied are recorded in his academic record that includes grades semester and accumulative GPAs throughout the year.*

## VISITING STUDENTS

### Article Fifty

A ‘visiting student’ is a student who studies some courses at another university or in one branch of the university to which she belongs without transferring. Equivalency for such courses shall be granted according to the following rules.

1. The student must obtain prior approval from the college at which she is studying.
2. The student should be enrolled at a recognized college or university.
3. The course the student is taking outside her university should be equivalent to one of the courses included in her degree requirements.
4. If the visiting student is studying in one of the branches of the university to which she belongs, the case should be dealt with in accordance with Article 47.
5. The University Council determines the maximum credit hours to be allocated to a visiting student from outside the University.

## MCST BYLAWS

6. The course grades credited to the visiting student will not be considered in her cumulative GPA.
7. The University Council may establish other conditions regarding visiting students.

### *Implementation Rules of Article Fifty*

*A visiting student is a student who studies some courses at another recognized university, or any branch of the colleges to which he belongs without transferring, the courses he studied are considered equivalent on the basis of the followings:*

*First: A student from Almaarefa Colleges for Sciences and technology and wanted to be a visiting student at any university or college.*

- a. *A student must have an academic record with (accumulative GPA) for at least two semesters from the college he belonged to before submitting an application as a visiting student.*
- b. *A perquisite approval from his college to be a visiting student with the specified courses which he is going to study, the college he is joining may have such conditions such as obtaining specified GPA, or re-assessed the visiting student or both conditions GPA and re-assessing. An official letter shall be issued to the admission and registration and students' affairs.*
- c. *His previous study should be at a recognized college or a university.*
- d. *Considering item (D) of article (42) the maximum total for the study units which can be calculated from outside the colleges is (20%) out of the total of units required for graduation from the colleges to which he belongs.*
- e. *The equivalent courses for the visiting student are not calculated in his accumulative GPA, all the courses are recorded in his academic record.*
- f. *The visiting student has to provide admission and registration as well students' affairs with his obtained results during two weeks from the commencement of the first semester, if the results are not submitted the visiting student is considered as an absentee (except for summer semesters. Then he will be dealt with article (15).*

*Second: The followings are conditions set by Almaarefa Colleges for a student from other university, and wishes to study at Almaarefa Colleges as a visiting student.*

- a- *He must have an academic record with (accumulative GPA) for at least two semesters issued from his university.*
- b- *A written approval from his university to be a visiting student at Almaarefa Colleges for Sciences and Technology, the courses he intended to study should be mentioned in the written letter.*
- c- *Approval from the college he intended to study at as a visiting student.*
- d- *Register the courses he wishes to study in his new-joined college.*
- e- *Payment the fees before the commencement of first semester.*

## GENERAL RULES

### **Article Fifty-One**

These regulations supersede all the preceding rules and regulations established for study and examinations at the undergraduate level.

### **Article Fifty-Two**

The University Council may set up implementation rules which will not contradict these regulations.

**MCST BYLAWS**

**Article Fifty-Three**

The Higher Education Council reserves the right to interpret these regulations.

## APPENDICES

### APPENDIX (A)

#### Academic Record and Grade Codes

##### *The Academic Record*

the academic record is a statement which explains the student's academic progress in courses. It includes the courses studied in each semester with course numbers, codes, number of credit-hours, the grades attained and the codes and points of these grades. The record also shows the semester, cumulative GPA and the student's academic status in addition to the courses from which a transferred student is waived.

##### *Grade Codes*

Letter Grade	Limits of Mark	Points	Description of Grade
A+	95-100	4.00	Exceptional
A	90 – less than 95	3.75	Excellent
B+	85 – less than 90	3.50	Superior
B	80 – less than 85	3.00	Very Good
C+	75 – less than 80	2.50	Above Average
C	70 – less than 75	2.00	Good
D+	65 – less than 70	1.50	High Pass
D	60 – less than 65	1.00	Pass
F	Less than 60	0.00	Fail
IP	–	–	In-Progress
IC	–	–	In-Complete
DN	–	0.00	Denial
NP	60 and above	–	No Grade Pass
NF	Less than 60	–	No Grade Fail
W	–	–	Withdrawn
P	–	–	Credit Transfer
XM	–	–	Exempt
PF	–	0.00	Punitive Fail

## *APPENDIX (B)*

### **Example of the Calculation of Semester and Cumulative GPA**

#### *First Semester*

Course	Number of Credit Hours	Mark	Grade Code	Grade Weight	Quality Points
<b>ISLAM 101</b>	2	85	B+	3.50	7.00
<b>PHYS 101</b>	3	70	C	2.00	6.00
<b>BIOS 101</b>	3	92	A	3.75	11.25
<b>COMP 100</b>	3	80	B	3.00	9.00
<b>ARAB 101</b>	2	75	C+	2.50	5.00
<b>ENGL 101</b>	5	70	C	2.00	10.00
<b>TOTAL</b>	<b>18</b>				<b>48.25</b>

$$\text{Second Semester GPA} = \frac{\text{Number of Points (48.25)}}{\text{Number of Credit Hours (18)}} \\ = 2.68$$

#### *Second Semester*

Course	Number of Credit Hours	Mark	Grade Code	Grade Weight	Quality Points
<b>ARAB 103</b>	2	96	A+	4.00	8.00
<b>CHEM 101</b>	4	83	B	3.00	12.00
<b>BIOL 101</b>	4	71	C	2.00	8.00
<b>ENGL 102</b>	5	81	B	3.00	15.00
<b>TOTAL</b>	<b>15</b>				<b>43.00</b>

$$\text{Second Semester GPA} = \frac{\text{Number of Points (43.00)}}{\text{Number of Credit Hours (15)}} \\ = 2.87$$

$$\text{Cumulative GPA} = \frac{\text{Total number of Points (48.25+43.00)}}{\text{Total Number of Credit Hours (18+15)}} \\ = \frac{91.25}{33} \\ = 2.77$$

**\*-\*-\***

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التاريخ: 2014/10/10	

## Main Exams' Committee

- **الهدف**

التنظيم والإشراف والمتابعة للإجراءات والتعليمات والخدمات الخاصة بالاختبارات والتقييم في الكلية.

- **Goal**

Organizes, supervises, and follow up the procedures and services related to final exams and assessments.

- **الارتباط التنظيمي**

ترتبط بوكيل الكلية للشئون الأكاديمية.

- **Structure Reporting**

Reports to the college vice dean.



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<b>I. Main and SubCommittees Formation</b>	<b>I. تشكيل اللجنة الرئيسية والجان الفرعية</b>
<p>1. Main Exam Committee is formed by a college dean's decree and is headed by the college vice dean for academic affairs, and consists of the vice dean for training and quality, vice dean for female affairs, and departments chairs. The committee should appoint its secretary. The committee's main task is supervising the exams in the college.</p> <p>2. A department's exam subcommittee is headed by the department chair, and to be formed by a department chair's decree and consists of at least two faculty members. The main task of the subcommittee is to prepare the final exam schedule to be approved by the exam's main committee, follow up with the courses' exams subcommittees in preparing final exams questions, making copies of exams' papers, preparing answer sheets, and supervising the department's final exams, and reviewing exams' results to assure its correctness, accuracy, and fairness according to the bylaws.</p> <p>3. A course subcommittee should be formed for each course and is headed by the course instructor, in case the course is taught by more than one instructor, the department chair should appoint the course coordinator as the course subcommittee chair with the membership of rest of instructors.</p>	<p>1. تشكل لجنة رئيسة للاختبارات بقرار من عميد الكلية وتكون برئاسة وكيل الكلية للشئون الأكademية وعضوية وكيل الكلية للتدريب والجودة ووكيلة الكلية لشئون الطالبات ورؤساء الأقسام وختار اللجنة اميناً لها. وتكون مهمتها الإشراف العام على الاختبارات في الكلية.</p> <p>2. تشكل لجنة فرعية للاختبارات في كل قسم بقرار من رئيس القسم برئاسته وعضوية ما لا يقل عن أثنين من اعضاء هيئة التدريس في القسم يختارهم رئيس القسم. وتكون مهمتها اعداد جدول الاختبارات للقسم لعرضه على اللجنة الرئيسية ومتابعة لجان اختبار كل مقرر في اعداد الاسئلة وتصويرها وتسليمها للقسم واستلامها قبل الاختبار وتوزيعها على الطلاب اثناء الاختبار، ومراجعة نتائج الاختبارات للتأكد من صحتها ودقتها وعدلتها حسب النظم واللوائح.</p> <p>3. تتشكل لجنة اختبار لكل مقرر تتكون من جميع مدرسي المقرر، ويكون منسق المقرر رئيساً لها، وإذا كان المقرر يدرس من قبل أكثر من استاذ فيقوم رئيس القسم بتوكيل أحد اساتذة القسم رئيساً/منسقاً لجنة اختبار المقرر وبعضوية جميع مدرسي المقرر.</p>
<b>II. Main Exam's Committee Duties</b>	<b>II. مهام اللجنة الرئيسية للاختبارات</b>
<p>1. Supervises and controls the general order of the final exams.</p> <p>2. Supervises the preparation of the schedule of the final exams and announces it in the college at least two weeks before finals.</p> <p>3. Review the exams' question and assure they meet the course's ILOs.</p> <p>4. Decides on issues and obstacles facing the subcommittees at departments and pass to the college council the issues that need the council's decision.</p> <p>5. Assures the readiness of the exams' rooms.</p> <p>6. Assures the availability of final exams needs such as answer sheets, folders, etc.</p> <p>7. Updates the file of the exams and assessment main committee on regular basis.</p> <p>8. Supervises the organization and distribution of the invigilators onto the final exams.</p> <p>9. Propose the needed improvement for exams' regulations and procedures and pass it to the college council.</p>	<p>1. الاشراف العام على سير الاختبارات وضبط النظام العام في الكلية.</p> <p>2. الاشراف على اعداد جدول للاختبارات النهائية واعلانه في الكلية قبل الاختبارات بما لا يقل عن اسبوعين.</p> <p>3. مراجعة اسئلة الاختبارات والتتأكد من مناسبتها ومدى قياسها لنواتج التعلم والمحددة في توصيف المقرر.</p> <p>4. البت في القضايا التي تعرّض لجان الفرعية في الاقسام والرفع لمجلس الكلية ما يدخل ضمن اختصاصه.</p> <p>5. التتأكد من جاهزية قاعات الاختبار وتوزيع القاعات في جدول الاختبارات النهائية.</p> <p>6. التتأكد من توفر مستلزمات الاختبار مثل كراسات الاجابات وملفات اللجان.</p> <p>7. تحديث ملف لجنة الاختبارات النهائية بصفة دورية لملائمة احتياجات اللجنة.</p> <p>8. الاشراف على تنظيم توزيع مراقبات اعضاء هيئة التدريس على مقررات الاختبارات النهائية.</p> <p>9. إقتراح تطوير وتحسين تعليمات وإجراءات الاختبارات والتقييم ورفعها لمجلس الكلية.</p>

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<p><b>III. Exams' Questions Preparation Policy</b></p> <ol style="list-style-type: none"> <li>To measure the student achievement, the course exam subcommittee coordinator should assure that, the exams questions are prepared based on the Course Learning Outcomes that is defined in the course specification.</li> <li>The exam questions should assess the students using different type of questions (essay, MCQs, T/F, etc.) that measure the all courses disciplines.</li> <li>The exam questions should measure the attain knowledge and skills described in the courses specification, such as the cognitive, interpersonal, and communication skills.</li> <li>The exam questions should be prepared by the participation of all the instructors of the course.</li> <li>The course exam subcommittee chair should arrange the exam question submission from all instructors in a secure way to assure its security.</li> <li>The exams committee should review the exams' questions to assure their quality and efficiency with respect to the course's ILOs.</li> </ol>	<p><b>III. تعليمات اعداد أسئلة الاختبارات</b></p> <ol style="list-style-type: none"> <li>يلزم ان يتأكد منسق/رئيس لجنة المقرر ان تقيس الأسئلة تحصيل الطلاب، بحيث تكون مبنية على نوافذ التعلم المحددة في توصيف المقرر.</li> <li>ينبغي ان تتتنوع الأسئلة من حيث نوع وطبيعة السؤال (مقالي، اختيار متعدد، ملئ الفراغ، استنباط، استنتاج) بحيث تغطي جميع المادة العلمية للمقرر.</li> <li>يلزم ان تقيس أسئلة الاختبار المعارف والمهارات المكتسبة لدى الطالب والمحددة في توصيف المقرر مثل المهارات المعرفية، مهارات التواصل، المهارات الشخصية.</li> <li>يلزم مشاركة جميع أعضاء هيئة تدريس المقرر في اعداد أسئلة الاختبار.</li> <li>يقوم منسق/رئيس لجنة المقرر بالتنسيق مع مدرسي المقرر لاعداد الأسئلة وتبادلها بطريقة آمنة تمنع من احتمالية وصولها لغير أعضاء لجنة اختبار المقرر.</li> <li>تقوم اللجنة الفرعية للامتحانات بالقسم بمراجعة الأسئلة والتأكد من جودتها وكفايتها وارتباطها بمهارات ومعارف المقرر.</li> </ol>
<p><b>IV. Procedures Before the Exams</b></p> <ol style="list-style-type: none"> <li>Supervise the preparation of the final exams' schedule so that final exam starts on week 17 of the semester, in case the department has many courses, the final exam may start on week 16 but should consider the general subject courses (English &amp; Basic Science courses) to avoid any conflict with the exams of general subject courses.</li> <li>Final exams schedules are approved by the Main Exam Committee, and announced at the college two weeks before finals.</li> <li>Final exams regulations and procedures should be announced at the college before the finals.</li> <li>The final exam questions for each course and the answer key should be prepared by the course subcommittee, and copied the exam's sheets according to students' number, and submit it in an envelope to the exams center in the college three days before the start of the course exam's date. The exams questions should be developed in two forms.</li> <li>The course exam's subcommittee should receive the exams envelope from the exams center along with the needed forms (cheating report form, students' lists, invigilators' list, answer sheets receipt form, etc) before the start of the exams of at least 30 min.</li> <li>Exam subcommittee at department should hand the</li> </ol>	<p><b>IV. اجراءات ما قبل الاختبارات</b></p> <ol style="list-style-type: none"> <li>تقوم اللجنة الرئيسية بالإشراف على إعداد جدول الاختبارات النهائية بحيث تبدأ اختبارات المواد التخصصية بداية الأسبوع السابع عشر، عند الحاجة يجوز أن تبدأ الإختبارات النهائية للمقررات التخصصية بداية الأسبوع السادس عشر بالتزامن مع اختبارات مقررات الإعداد العام بشرط التنسيق مع قسم الاعداد العام للتأكد من عدم التعارض مع أوقات مقررات الإعداد العام.</li> <li>يعتمد الجدول العام للامتحانات من قبل اللجنة الرئيسية في الكلية وتعلن للطلاب قبل الاختبارات النهائية بما لا يقل عن أسبوعين.</li> <li>تعلن ضوابط الاختبارات للطلاب/الطالبات قبل بداية الاختبار بفترة كافية.</li> <li>تقوم لجنة اختبار كل مقرر بإعداد أسئلة الاختبار النهائي والإشراف على تصويرها بعدد طلاب/طالبات المقرر وحسب عدد اللجان المخصصة للمراقبة مع نموذج الإجابة وتسليمها لمركز الاختبارات في الكلية قبل ثلاثة أيام من بدء الاختبارات مع مراعاة ان يكون الاختبار مكون من نموذجين.</li> <li>يقوم رئيس لجنة اختبار المقرر باستلام مظاريف الأسئلة والنماذج الخاصة برئاسة اللجان (نماذج من محضر غش، كشف حضور الطلاب، كشف حضور وانصراف الملاحظين، نموذج استلام اسئلة الاختبار، نموذج تسليم اوراق الاجابات... الخ) من مركز الاختبارات بالكلية قبل</li> </ol>

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<p>chair of the course exam's subcommittee the exam's envelope along with the answer sheets before the start of the exams at least 30 min, so the course exam subcommittee chair arrives at the exams room 20 min before the exams' start.</p> <p>7. All invigilators are required to be in the exams' rooms 20 min before the start of the exams.</p> <p>8. Course exam subcommittee's chair should make sure that the exam starts on time, and should stay within the exam's rooms with the invigilators till the end of exam and receiving the answers' sheets with the students' and invigilators' attendance lists.</p> <p>9. The department exams subcommittee should make sure that the course's exams subcommittees are ready and are functioning well, as well as making sure the exams start on time smoothly.</p> <p>10. The Main Exam's Committee should follow up all subcommittees in all departments to assue their readiness of the final exams.</p> <p>11. The course exam subcommittee's chair should hand the exam's envelope containing the exam's papers, answer sheets, and grade recording sheets to each instructor using the designated form.</p> <p>12. The security department's persons should be available at the exams' building and entrances to control the entrance and exit of the building and exams' rooms as well as controling the general order of exams.</p> <p>13. The Main Exams' Committee should arrange with the technical department (if needed) to prepare and arrange the exams rooms and seats.</p>	<p>بدء الاختبار بما لا يقل عن نصف ساعة</p> <p>6. تقوم لجنة الاختبارات بالقسم بتسليم رئيس لجنة كل مقرر أسئلة الاختبار مع الأوراق المخصصة للإجابة قبل موعد الاختبار بما لا يقل عن نصف ساعة بحيث يتلزم رئيس لجنة المقرر بالحضور لقاعة الاختبار قبل بدء الاختبار بـ 20 دقيقة.</p> <p>7. يتلزم الملاحظون بالحضور قبل بدء الاختبار بـ 20 دقيقة، والتواقيع على النموذج المعد لذلك.</p> <p>8. يقوم رئيس لجنة اختبار المقرر بالتأكد من بدء الاختبار في الوقت المحدد ويبيّن في قاعات الاختبار مع الملاحظين حتى نهاية الوقت واستلام أوراق إجابات الطلاب وكشف الحضور للطلاب والملاحظين.</p> <p>9. تقوم لجنة الاختبار في كل قسم بالتأكد من جاهزية لجان اختبار كل مقرر وسيرها بالشكل المطلوب ومتابعة بدء الاختبار في كل لجنة حسب الوقت المحدد.</p> <p>10. تقوم اللجنة الرئيسية للامتحانات بمتابعة لجان الاختبارات في الأقسام للتأكد من جاهزية الاختبارات ولجانها في كل قسم.</p> <p>11. يقوم رئيس لجنة المقرر بتسليم أوراق الإجابات ونماذج رصد الدرجات لأساتذة المقرر كل حسب الشعب التي يتولى تدريسيها باستخدام النموذج المخصص لذلك.</p> <p>12. تقوم ادارة الأمن والسلامة بالكلية بالتواجد في مداخل مباني الاختبارات لضبط دخول وخروج الطلاب/الطالبات للمباني وقاعات الاختبار ولمراقبة الجو العام للامتحانات.</p> <p>13. تقوم اللجنة الرئيسية للامتحانات في الكلية بالترتيب مع الشئون الفنية بالكلية عند الحاجة لتجهيز أو ترتيب القاعات (توزيع المقاعد بما يناسب انعقاد الاختبار بكل قاعة).</p>
<p><b>V. Procedures During Exams</b></p> <ol style="list-style-type: none"> <li>1. The course's exam subcommittee's chair should close the exam room's door at least 5 minutes before the start of the exam, and distribute the exams' questions and answer sheets to the students within the exam room.</li> <li>2. The course's exam subcommittee's chair should make sure that all students attending the exam are allowed to do so according to the printed names' list, validating the names on answer sheet with the student's ID, and they signed on the designated exam attendance sheet.</li> <li>3. In case of late students, they should not be allowed to enter the exam room, and must stay outside the exam room until the invigilators finish distributing the exam papers to student inside the exam room, the late</li> </ol>	<p><b>اجراءات خلال الاختبارات</b></p> <ol style="list-style-type: none"> <li>1. يقوم رئيس/منسق لجنة اختبار المقرر بإغلاق باب قاعة الاختبار قبل بدء وقت الاختبار بما لا يقل عن خمس دقائق، ويتم البدء بتوزيع الأسئلة وأوراق الإجابة على الطلاب.</li> <li>2. يقوم رئيس/منسق لجنة اختبار المقرر بالتأكد من حضور جميع الطلاب المسروح لهم بأداء الاختبار حسب قوائم الكشوف المطبوعة من النظام الأكاديمي و مطابقة البطاقة الجامعية مع اسم الطالب على ورقة الإجابة وتوقيعهم على كشف الحضور في قاعة الاختبار.</li> <li>3. في حال وجود طلاب متاخرين خارج قاعة الاختبار، فيمنعون من دخول قاعة الاختبار لحين الانتهاء من توزيع الأسئلة وأوراق الإجابة على الطلاب داخل قاعة الاختبار، ثم يسمح للطلاب المتاخرين، خلال نصف ساعة من بدء وقت الاختبار، بدخول الاختبار على شكل مجموعات بطريقة لا تسبب ارباكاً أو ضوضاء لبقية الطلاب.</li> </ol>

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<p>students may be allowed to quietly enter the exam room within the first half an hour of the start of exam time.</p> <p>4. Students are not allowed to enter the exam room after half an hour of the start of the exam.</p> <p>5. Students who are deined the final exam (DN student) should not be allowed to enter the exam room.</p> <p>6. Students should not be allowed to enter the exam room without the college ID.</p> <p>7. Students are not allowed to carry any electronic device and mobile phones into the exam room. The college is not responsible in case of loss of such device.</p> <p>8. Students are not allowed to carry any papers, handouts, references, or anything related to the course into the exam room.</p> <p>9. Students are not allowed to leave the exams room without submitting their answer sheets and signing on the signature sheet.</p> <p>10. The course exam subcommittee's chair should be around during the exam and assure that all invigilators are focus on invigilation.</p> <p>11. When a cheating/ Plagiarism occurs, the students should stay at the room exams in which the course exam subcommittee's chair should document it using the designated form, and signed by the students, invigilators, and the exam subcommittee chair, and pass it to the department chair.</p> <p>12. The exam's building should be closed by the security personnel after half an hour of the start of the exam.</p> <p>13. Students are not allowed to leave the exam room before half an hour of the start of the exam.</p> <p>14. The course exam subcommittee's chair should forward an illness case that may occur to any student to the college medical clinic to take the proper action.</p> <p>15. The course exam subcommittee's chair should process any case/problem that may occur during the exam with the arrangement with the department's exam subcommittee. Any case requires an official arrangement/decision should be passed to the exam main committee.</p> <p>16. The course exam subcommittee's chair should receive the answers' sheets with the students' and invigilators' attendance lists.</p>	<p>4. لا يسمح للطالب بالدخول لقاعة الاختبار بعد مضي نصف ساعة من بدء وقت الاختبار.</p> <p>5. يمنع من دخول الاختبار اي طالب محروم من دخول الاختبار.</p> <p>6. يمنع دخول الطالب للاختبار بدون البطاقة الجامعية.</p> <p>7. يمنع الطالب من ادخال جميع انواع الاجهزه الالكترونية والاتصالات كالهواتف الجواله، والكلية غير مسؤولة عن فقدان الجهاز.</p> <p>8. يمنع ادخال أي أوراق أو مراجع دراسية أو أي وسائل لها علاقة بالمقررات الدراسية.</p> <p>9. لا يسمح للطالب بمغادرة قاعة الاختبار الا بعد تسليم ورقة الاجابة والتوجيه على النموذج المعد لذلك.</p> <p>10. يقوم رئيس لجنة اختبار المقرر بمتابعة الملاحظين والتأكيد عليهم بعد عدم الغفلة أو الانشغال عن المراقبة بالقراءة أو نحوها.</p> <p>11. عند حدوث أي محاولة غش من أي طالب، يبقى الطالب في قاعة الاختبار لحين اعداد محضر الغش بحيث يقوم رئيس لجنة اختبار المقرر بتدوين ذلك في محضر الغش حسب النموذج المخصص ويوقع عليه الطالب والملاحظ/الملاحظين ورئيس لجنة اختبار المقرر، ويرفع ذلك لرئيس القسم لاتخاذ الإجراء اللازم.</p> <p>12. يقوم رجال الأمن والسلامة بكلية بإغلاق باب المبنى وعدم السماح للطلاب البنين بالدخول بعد مضي نصف ساعة، وتقوم موظفات الأمن والسلامة بشطر الطالبات بمنع الطالبات المتأخرات من دخول قاعات الاختبار بعض مضي نصف ساعة من بدء الاختبار.</p> <p>13. لا يسمح للطالب بالخروج من القاعة الاختبار إلا بعد مضي نصف ساعة من بدء الاختبار للمقرر.</p> <p>14. يقوم رئيس لجنة اختبار المقرر بعرض اي حالة مرضية قد تحدث للطلاب على عيادة الكلية لاتخاذ الاجراء المناسب.</p> <p>15. يقوم رئيس لجنة اختبار المقرر بمعالجة اي تقصير او خلل قد يطرأ على سير الاختبار بالتنسيق مع لجنة الاختبار بالقسم، وترفع الحالات التي تتطلب اتخاذ اجراء نظامي من قبل اللجنة الرئيسية.</p> <p>16. يقوم رئيس/منسق لجنة اختبار المقرر بعد انتهاء الاختبار باستلام أوراق إجابات الطلاب مع كشف الحضور والانصراف.</p>
<b>VI. Procedures After the Exams</b>	<b>VI. اجراءات ما بعد الاختبارات</b>
<p>1. The course instructors should start grading the final</p>	<p>1. يقوم استاذ/اساتذة كل مقرر بالتصحيح، والالتزام بالانتهاء</p>

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answer sheet immediately after the exam, and should finish grading, marks recording, and signing on the designated form within 48 hours after the course final exam. Answer sheets and marks sheet should be handed to the department chair.

2. The department exam committee should receive the finals answers sheets along with the marks sheets for review and verification, then sign the marks sheet and hand it to the department chair for approval.
3. The approved marks sheets should be passed to the college's exam center for record keeping. A copy of the marks sheet should be kept at the department. The students' answers sheets along the attendance list should be kept at the exam center for at least two years.
4. The department chair should prepare a report about the final exams using the designated form, and pass it to the college vice dean during the week after finals.

## VII. Students' Exams Regulations

1. Students should be at the exam room at least 15 min before the exam starts, and sign the exam's attendance sheet. The exam buidling will be closed after the exam starts.
2. Students are not allowed to enter the exam room without the college ID.
3. Students are not allowed to enter the exam room after half an hour of the start of the exam or when any student left the exams room under any circumstances.
4. Students are not allowed to carry into the exam room any electronic devices such as mobile phones. The college is not responsible in case of loss of such device.
5. Students are not allowed to carry into the exam room any papers, handouts, references, or any materials related to the course.
6. Students should focus on their exam, and should not talk to colleagues, keep turning their faces, or perform any type of gestures during exam.
7. Students are not allowed to leave the exam room while they are conducting the exam under any circumstances.
8. Students must maintain the college property, and should avoid any writing on the room boards, seats, or table. Also, should avoid any writing on hands. Such case is considered as type of cheating.
9. There should be complete silence during the exam to provide a proper examination environment by avoid

من عملية التصحيح ورصد درجات الطالب/الطالبات في البوابة الالكترونية وطباعة نموذج رصد الدرجات والتوفيق عليه خلال 48 ساعة كحد اقصى من نهاية الاختبار وتسلیمه لرئيس القسم.

2. تقوم لجنة الاختبارات بالقسم باستلام كشوف الدرجات النهائية مع أوراق اجابات الطلاب/الطالبات للمراجعة والتدقيق، ثم التوفيق عليه واعتماده من قبل رئيس القسم.

3. يقوم القسم باحالة كشوف الدرجات النهائية المعتمدة لمراكز الاختبارات في الكلية للحفظ، وتحفظ نسخة لدى القسم، ويتم حفظ اوراق اجابات الطلاب مع كشوف حضور الطلاب والملحوظين في مركز الاختبارات في الكلية لمدة لا تقل عن سنتين.

4. يقوم رئيس كل قسم باعداد تقرير عن سير الاختبارات حسب النموذج المخصص لذلك ويرسل لوكيل الكلية للشؤون الأكademie خلال الأسبوع ما بعد الاختبارات النهائية.

## VII. ضوابط الاختبارات للطلاب

1. يلتزم الطالب بالحضور قبل بدء الاختبار بـ 15 دقيقة على الأقل ويوفر على نموذج الحضور، ويغلق مبني الاختبار بعد بدء الاختبار.
2. يجب احضار البطاقة الجامعية لدخول قاعة الاختبار، ولن يسمح للطالب بدخول الاختبار بدون البطاقة الجامعية.
3. لا يسمح للطالب بدخول قاعة الاختبار بعد مضي نصف ساعة من بداية الاختبار أو حال خروج أحد الطالب من قاعة الاختبار تحت أي ظرف من الظروف.
4. لا يسمح بإدخال جميع أنواع الأجهزة الالكترونية والاتصالات كالهواتف الجوالة، والكلية غير مسؤولة عن فقدان الجهاز.
5. لا يسمح بادخال أي أوراق ، أو مراجع دراسية ، أو وسائل لها علاقة بالاختبار إلى قاعة الاختبار.
6. يلزم التركيز في اداء الاختبار ولا يسمح بالالتفاتات المتكرر والكلام مع الزملاء ، أو الإشارة بين الطالب أثناء الاختبار.
7. لا يسمح بمعادرة الطلاب مكان الاختبار أثناء تأديته ولأن سبب كان باستثناء الحالات الطارئة وحسب تقدير رئيس القسم على أن يتم توثيق الحالة.
8. يلزم المحافظة على ممتلكات الكلية ويعذر الطالب من الكتابة على اللوحة أو اليد أو المنديل أو الطاولة.
9. يلزم الهدوء التام أثناء الاختبار ، ومراعاة منح الطالب أجواء اختبار هادئة، والتركيز في المراقبة من خلال تجنب الأحاديث الجانبية بين المراقبين أو استخدام الجوال.
10. يمكن للطالب تسليم أوراق الإجابة إلى الأساتذة والمراقبين بعد مضي نصف ساعة من بدء الاختبار.

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<p>chatting or using the mobile phones by the invigilators.</p> <p>10. Students can submit their answer sheets after half an hour of the start of exam.</p> <p>11. Answer sheets are taken at the end of exam specified period of time.</p> <p>12. Students should use pen with blue or black color when writing on the answer sheets, pencils can be used at the Mathematics and Statistics course only to review the answer.</p> <p>13. Calculators are not allowed during exam except for the courses that required such and determined by a decision by the department chair, and such device are not allowed to be passed between students.</p> <p>14. Students must adhere to the college dress code all the time and during final exams.</p>	<p>11. تسحب أوراق الإجابة بعد انتهاء الوقت المخصص لكل اختبار.</p> <p>12. يلزم استخدام القلم الجاف أو السائل باللون الأزرق أو الأسود في أوراق الإجابة ويمكن استخدام قلم الرصاص في مادتي الرياضيات والإحصاء للتأكد من الإجابة.</p> <p>13. لا يسمح باستخدام الآلة الحاسبة باستثناء المقررات التي تتطلب ذلك وقرار من رئيس القسم، ولا يسمح بتبادل الآلة الحاسبة بين الطالب أثناء الامتحان.</p> <p>14. يلزم الطالب الاستمرار في لبس الزي الرسمي للكلية في الامتحانات.</p>
<p><b>VIII. Rules for invigilation</b></p> <p>1. Be at the exam room at least 20 min before the exam to locate groups and student seats.</p> <p>2. Students are not allowed to enter the exam without their college ID's.</p> <p>3. When exams start, building doors are closed by the security.</p> <p>4. Late students for more than half an hour of the exam start are not allowed to enter the exam, however, late students within the first half an hour may be allowed to enter the exam with a consultation of the exams committee's chair.</p> <p>5. No mobile phones or other electronic devices are allowed in the classroom during the exam. NB: The College is not responsible for any lost phone.</p> <p>6. No materials (paper, cd and calculator) are allowed in the classroom, except for the Biostatistics exams, where the calculators are allowed but should not be circulated between students.</p> <p>7. No contact (verbal or gestures) is allowed.</p> <p>8. Students are not allowed to leave the classroom during the exam without submitting their answer sheets.</p> <p>9. Students are not allowed to have any writing on hands or exam table.</p> <p>10. There should be complete silence during the exam, and concentration in the invigilation process by avoid</p>	<p><b>VIII. ضوابط المراقبة في الامتحانات</b></p> <p>1. الحضور قبل بدء الامتحان بما لا يقل عن 20 دقيقة على الأقل وتثريغ الكراسي وتنبيه المجموعات.</p> <p>2. لا يسمح للطالب بدخول قاعة الامتحان بدون ابراز و مطابقة البطاقة الجامعية مع هوية الطالب.</p> <p>3. يغلق مبني الامتحان بعد بدء الامتحان من قبل الأمن والسلامة.</p> <p>4. لا يسمح للطالب بدخول قاعة الامتحان بعد مضي نصف ساعة من بداية الامتحان أو حال خروج أحد الطلاب من قاعة الامتحان تحت أي ظرف من الظروف.</p> <p>5. يبلغ الطالب قبل الامتحان بأنه يمنع منعاً باتاً إدخال أجهزة الاتصال (الجوالات) أو أي أجهزة الكترونية أخرى، والكلية غير مسؤولة عن فقدان الجهاز.</p> <p>6. يمنع منعاً باتاً وضع أي أوراق أو مراجع دراسية أو وسائل لها علاقة بالامتحان على طاولة الامتحان.</p> <p>7. يمنع الالتفات المتكرر ومكالمة الزملاء أو الإشارة بين الطالب أثناء الامتحان.</p> <p>8. يمنع منعاً باتاً مغادرة الطالب الفصل الدراسي أثناء الامتحان ولأي سبب كان.</p> <p>9. الحذر من الكتابة على اللوحة أو اليد أو المناديل أو الطاولة.</p> <p>10. الهدوء التام أثناء الامتحان و مراعاة أهمية منح الطلاب أجواء امتحان هادئة، والتراكيز في المراقبة من خلال تحجب الأحاديث الجانبية بين المراقبين أو استخدام الجوال.</p> <p>11. يقوم الطالب بتسلیم أوراق الإجابة مع ورقة الاستئلة إلى المراقب.</p> <p>12. في حال اكتشاف حالة غش فيبلغ رئيس لجنة امتحان المقرر ويحرر محضر غش باستخدام النموذج المخصص.</p> <p>13. يقوم المراقب تسليم أوراق الإجابة إلى منسق المقرر مع</p>

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<p>chatting or using the mobile phones by the invigilators.</p> <p>11. Students should submit their exam paper (answer sheets+exam questions) to the invigilator.</p> <p>12. Anyone who tries to cheat or does cheat should immediately be reported to Student Affairs using the Plagiarism Form.</p> <p>13. Invigilator should confirm the number of students with respect to the number of submitted papers, and submit to the course coordinator.</p>	<p>التأكد من مطابقة عدد المختبرين.</p>
<p><b>IX. <u>Retention and Destruction of Exams Papers' Policy</u></b></p> <ol style="list-style-type: none"> <li>1. The department exam subcommittee should send the students' answer sheets with the exams questions along with students' and invigilators' attendance lists to the exams center.</li> <li>2. The students' answer sheets for the midterms and course works should be kept at the exam center until the end of the year.</li> <li>3. The students' answer sheets for the final exams should be kept for at least two academic years (four semesters).</li> <li>4. The department exam subcommittee should review and examine the students' answer sheets stored at the exams center at the end of each academic year.</li> <li>5. The department exam subcommittee should identify the students' answer sheets that can be destroyed (shredded/burned) after completing the determined storage period (two years).</li> <li>6. The department exam subcommittee should fill the required form to consum the students' answer sheets, and pass it to the department chair.</li> <li>7. After the department chair approval, the form should be passed to the chair of the exam main committee for final approval.</li> <li>8. The cunsmption of the the students' answer sheets should be done under the supervision of the exam main committee using the proper cunsmption method/machine.</li> <li>9. The waste of the consumed students' answer sheets should be dumped safely (burned) with the arrangement with the department in charge of managing the college waste.</li> </ol>	<p><b>IX. آلية حفظ واتلاف أوراق الاختبارات</b></p> <ol style="list-style-type: none"> <li>1. تقوم لجنة الاختبارات بالقسم بارسال أوراق إجابات الطلاب مع كشوف حضور الطلاب والملاحظين لمركز الاختبارات في الكلية للحفظ.</li> <li>2. يقوم مركز الاختبارات بحفظ أوراق إجابات الطلاب للختبارات الفصلية والأعمال الفصلية الى نهاية العام الدراسي.</li> <li>3. يتم حفظ أوراق إجابات الطلاب للختبارات النهائية لمدة لا تقل عن عامين دراسيين (4 فصول دراسية).</li> <li>4. تقوم لجنة الاختبارات بالقسم بفرد ملفات أوراق إجابات الطلاب المحفوظة في مركز الاختبارات في نهاية كل عام دراسي.</li> <li>5. تقوم لجنة الاختبارات في القسم بفرز أوراق إجابات الطلاب التي يمكن اتلافها بعد مضي فترة الحفظ المقرره (عامين دراسيين).</li> <li>6. تقوم لجنة الاختبارات بالقسم بتبني النموذج المخصص لاتلاف أوراق إجابات الطلاب، ويرسل الى رئيس القسم الموافقة.</li> <li>7. بعد موافقة رئيس القسم باتلاف أوراق إجابات الطلاب، يرسل النموذج الى رئيس لجنة الاختبارات الرئيسة للاعتماد.</li> <li>8. يتم اتلاف أوراق الإجابات تحت اشراف اللجنة الرئيسة للختبارات باستخدام النموذج المخصص وباستخدام الآلة المخصصة لذلك.</li> <li>9. يتم رمي نفايات الأوراق المتلفة بطريقة آمنة كحرقها مثلاً وذلك بالتنسيق مع الإدارة المختصة بنفايات الكلية.</li> </ol>