



Title: Conduct of Examinations Procedures

Code: GU-PR12CE

Version: 3.1

Date of Issue: 2023

Effective Date: November 2023

Approval Authority: University Council

Document Owner: Vice President for Academic Affairs

Review: The procedures are subject to reviews as per amendments of university policies and regulations

(Note: This document replaces the “Conduct of Examinations Procedures”, GU-PR12CE, Version 2.3 - November 2020)

1. Purpose

The purpose of this document is to describe procedures for conducting examinations at Gulf University. These procedures relate to major assessments (i.e Midterm and Final Examinations) undertaken by students during their formal learning process at the University. It also relates to placement tests undertaken by applicants for admission at Gulf University.

2. Scope

The procedures apply to midterm and final examinations in all programs as well as to placement tests for admission at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
VP Academic	Vice President for Academic Affairs

4. Definitions

Examinations: Examinations are summative assessments where students complete the task individually in a controlled environment.

Invigilators: Invigilators are those appointed by the Examination Committee to maintain proper conduct of examinations or placement tests in accordance with Gulf University examination rules.

Instructors: Instructor are individuals appointed by Gulf University to teach on its courses.

Assessors: Assessors are those responsible for designing the assessment tasks (major examinations or placement tests) and for marking these tasks. The assessor may be internal or external to Gulf University or a combination of both.

Students: Students are individuals who are formally registered in programs offered by Gulf University.

Applicants: Applicants are individuals who seek entrance to Gulf University in order to become registered students in programs offered by the university.

5. Procedure Details

A. Major Examinations

5.1 Instructors shall submit their approved examination scripts for both original and deferred examinations, displaying all exam information on top of sealed envelopes, (Form GU-PR12CE-F01), to Examination Committee in the 6th and 13th Week of

- the semester (in the 3rd and 6th Week of summer semester), for midterm and final examinations, respectively.
- 5.2 The Examination Committee shall keep all examination scripts under lock at their office.
 - 5.3 Unit of Admission and Registration, in collaboration with Examination Committee, shall prepare and send the draft examination schedule to HODs and instructors, providing them with one week for their feedback.
 - 5.4 Unit of Admission and Registration, in collaboration with Examination Committee, upon receiving the feedback, shall finalize and announce the examination schedule, (Form GU-PR12CE-F02).
 - 5.5 The Examination Committee shall prepare and announce the invigilation schedule (Form GU-PR12CE-F03).
 - 5.6 The Examination Committee shall ensure that the examination venue has been properly prepared, shall ensure that the seating plan eliminates the possibility of students having the same exam seeing each other's answers, (Form GU-PR12CE-F04).
 - 5.7 Examination Committee shall take the necessary measures for preventing possibilities of fraud and cheating. Such measures may include, and are not limited to, manual and electronic inspection of students (e.g. Metal Detector Smart Gate) at the entrance of the exam venue.
 - 5.8 Student(s), who refuse, or resist inspection shall not be allowed to enter the examination venue. Such case(s) shall be considered as attempted cheating and shall be dealt with accordingly. The Examination Committee shall report such incidents to the "Students Discipline Committee" for further action as per "Plagiarism and Academic Misconduct Procedures (GU-PR06PLAM)".
 - 5.9 The Head Invigilator shall be present at examination committee office half an hour before examinations begin to collect the scripts (i.e examination materials which include sealed question envelopes, answer books/papers, seating plan and report templates), shall check the number of envelopes with a staff member from the Examination Committee and sign the register of Examination Scripts. Absent without prior excuse or persistent lateness are considered as discipline offence (i.e breach of Code of Conduct).
 - 5.10 All other invigilators shall be present at the examination venue at least a half-hour before examinations begin. Absent without prior excuse or persistent lateness are considered as discipline offence (i.e breach of Code of Conduct).
 - 5.11 Exam Committee shall record Head Invigilator' and Invigilators' show-up and shall report any late show-up or absenteeism to VP Academic for further action, as per "Staff Conduct Procedures, (GU-PR30SCON)".
 - 5.12 Students shall collect their examinations entry cards from the Unit of Admission and Registration before the examination period.

- 5.13 Students should be present at the examination venue at least 20 minutes before the examination begins to allow for the inspection process.
- 5.14 Students shall present their University ID and entry cards for entrance to the examination venue. In case of missing ID or entry card, the student shall be referred to the Unit of Admission and Registration for urgent verification of his/her status.
- 5.15 Students shall not be allowed to enter examination venue after distribution of the examination scripts, except in cases of legitimate and unexpected circumstances of any occurrence or contingency beyond student's reasonable control, which are assessed by Chair of Examination Committee. In all cases, students shall not be allowed to enter the examination venue after 30 minutes from exam commencement time.
- 5.16 Students shall not be allowed to bring any books, papers, notes, Mobile phones and any other device that stores information or has access to the Internet, inside examination venue.
- 5.17 Students shall bring their own stationery as needed for their examinations.
- 5.18 The head invigilator shall approve any equipment or device that is required for the examination inside the venue provided those are specified by relevant instructors.
- 5.19 Invigilators shall hand out the examination scripts to students, and shall register them in the attendance list, (Form GU-PR12CE-F05).
- 5.20 Invigilators shall effectively monitor students' behavior throughout the examination, shall avoid any activity that distracts them from their duties (such as using mobiles or gathering and talking to each other, etc).
- 5.21 Head Invigilator shall notify students regularly and calmly about the remaining time and shall give a ten-minute alert before the end of examination.
- 5.22 Students shall not be allowed to leave the venue within the first half of the examination period and shall seek permission from the Head Invigilator before leaving the venue then after.
- 5.23 Students shall not be allowed to leave the examination venue during the exam time. A student may leave for the washroom upon seeking permission from the Head Invigilator. In such a case, the student must always be escorted.
- 5.24 In case of an emergency (such as feeling unwell), the Head Invigilator shall write a report with a note on the student's script (as relevant) indicating the reason and time for leaving the venue.
- 5.25 Students shall not be allowed to smoke, eat and drink (except water) inside examination venues.
- 5.26 Students shall not be allowed to talk with each other inside the examination venue, shall communicate only with invigilators.
- 5.27 Students shall not attempt to see another student's work by any means during the examination. Such an attempt shall be considered as a case of attempting to cheat.

- 5.28 In cases of petty offences, the Invigilator shall normally order the student to discontinue such behavior. If the student continues such behavior, the Invigilator shall order the student to change his/her seat. If that behavior persists, the Head Invigilator shall dismiss the student from the examination venue and shall report the incident to Examination Committee, (Form GU-PR12CE-F06).
- 5.29 In cases of any student that causes disturbance inside examination venue, cheating or attempting to cheat, the Head Invigilator shall act calmly without disturbing other students, shall dismiss the student from the examination venue and shall report the incident to Examination Committee, (Form GU-PR12CE-F06).
- 5.30 The Examination Committee shall report such incidents to the “Students Discipline Committee” for further action as per “Plagiarism and Academic Misconduct Procedures - GU-PR06PLAM”.
- 5.31 For written assessments, students shall submit their answer books to the invigilators before leaving the examination venue. The invigilators shall ensure that students have completed all necessary information on the front cover of their answer book.
- 5.32 The Examination Committee shall follow “Disability Policy, GU-PL13SN” to ensure that students with disabilities or specific learning difficulties are provided with the necessary services.
- 5.32.1 Arrangements to support students with disabilities during their assessments are made on a case-by-case basis depending on the requirements of the students. The relevant students must apply for these arrangements prior to the assessment period by contacting the Unit of Admission and Registration and the Unit of Students Services and provide the medical or other evidence. The Unit of Students Services shall inform the Examination Committee and the relevant instructors to prepare for the required arrangements.
- 5.32.2 The arrangement shall include one or more of the followings:
- Adjustment of the venue of assessment.
 - Assistance in reading assignments, quizzes, and exam papers.
 - Assistance in writing their answers for assignments, quizzes, and examinations.
 - Offering flexible and additional reasonable time for all assessments.
- 5.33 The Head Invigilator shall sign extra answer books/papers requested by students and shall ensure attaching them to original answer books (for written assessments).
- 5.34 Students shall stay at their seats at the end of examination period, while invigilators shall collect their answer books/papers.
- 5.35 Head Invigilator along with other Invigilators shall submit all examination materials (answer books/papers, exam scripts, attendance lists) and report, (Form GU-PR12CE-F07) to Examination Committee.

- 5.36 The Examination Committee shall check the number of answer books/papers according to attendance lists and sign the register of Examination answer books/papers.
- 5.37 The Examination Committee shall assign codes on the front cover of all answer books/papers, removing all student information before submitting them to relevant instructors for marking.
- 5.38 The instructors shall collect students' coded answer books/papers for their courses, within 24 hours of the date of their exams.
- 5.39 Instructors shall submit mark sheet to Examination Committee within 3 days from conducting the assessment, (Form GU-PR12CE-F08), and shall collect answer book/papers slips (as relevant), followed by submitting the whole batch with the model answers or assessment rubrics (for project-based courses), to U-TLAC for the moderation process.
- 5.40 The Examination Committee shall prepare the final report based on comments and recommendations received from the Head Invigilators and shall provide feedback on examinations to the Deans and the VP Academic.

B. Deferred Major Examinations

Also, refer to "Deferred and Late Assessment Procedures (GU-PR11DLA).

- 5.41 Deferred major assessments (Midterm and Final Examinations) for all semesters shall be conducted after one week from the last day of original examinations stated in the original exam schedule.
- 5.42 The Examination Committee shall collaborate with the Unit of Admission and Registration for the preparation and announcement of the deferred examinations schedule.
- 5.43 Students with approved requests for deferred examination and students, who left the examination venue (in the original examinations) with approved excuse of emergency case (such as for feeling unwell), shall attend the deferred examination(s) as per the schedule issued by the Examination Committee.
- 5.44 The Examination Committee shall report cases of students who failed to attend their deferred midterm examinations (assessments) as per the schedule to relevant Instructors. Instructors shall consider such students fail in the relevant examination and shall assign them Mark (zero) with Grade (F) for the midterm examination.
- 5.45 The Examination Committee shall report the case of students who failed to attend their deferred final examinations (assessments) as per the schedule to relevant Instructors. Instructors shall consider such students fail in the relevant courses and shall assign them Mark (zero) in the final examination with Grade (F) for the course.
- 5.46 All procedures shown in article (A) of this document shall be followed-up for the deferred examinations (assessments).

C. Placement Tests

- 5.47 The Examination Committee shall specify the date, time and venue for the placement test and communicate with Admission and Registration Unit
- 5.48 The Admission and Registration staff shall inform the applicants about the date, time, and venue for the placement test.
- 5.49 The Examination Committee, upon receiving applicants' list from the Admission and Registration staff shall appoint invigilators to conduct placement tests.
- 5.50 The invigilators shall collect the applicant list from the Examination Committee and shall be present at the test venue at least 15 minutes before tests begin.
- 5.51 Applicants shall be present at the test venue at least 15 minutes before the test begins.
- 5.52 Applicants shall present their IDs for entrance to the test venue.
- 5.53 Applicants shall not be allowed to bring any books, papers, notes, Mobile phones and any other device that stores information or has access to the Internet, inside test venue.
- 5.54 The invigilators shall effectively monitor applicants' behavior throughout the test, shall avoid any activity that distracts them from their duties.
- 5.55 The invigilators shall notify applicants regularly about the remaining time and shall give a ten-minute alert before the end of the test.
- 5.56 Applicants shall not be allowed to leave the test venue for the washroom or any other break.
- 5.57 In case of an emergency, the invigilator shall write a note indicating the reason and time for leaving the venue.
- 5.58 Applicants shall not be allowed to smoke, eat or drink (except water) inside the test venue.
- 5.59 Applicants shall not be allowed to talk with each other inside the test venue, shall communicate only with invigilators.
- 5.60 Applicants shall not attempt to see another applicant's work by any means during the test.
- 5.61 In cases of any applicant that causes disturbance inside test venue, cheating or attempting to cheat, the invigilator shall dismiss the applicant from the test venue and shall report the incident to the Examination Committee, (Form GU-PR12CE-F06).
- 5.62 The Examination Committee shall report such cases to the Admission Committee.
- 5.63 Examination Committee shall ensure that applicants with disability are provided with the following:
- adjustment of the venue for their needs.
 - assistance in reading their test scripts.
 - assistance in writing their tests.
 - offering flexible and additional time for their tests.

- 5.64 The Examination Committee shall contact relevant faculty members for marking the placement test in Arabic Language.
- 5.65 The Examination Committee shall send all test results to the Admission Committee and shall send all test records to the Unit of Admission and Registration.

D. Online Assessment

- 5.66 Students shall ensure that the software application is ready for the user and close all other programs and apps, including e-mail while appearing for online assessment.
- 5.67 Students shall be accountable to take the online assessment in a suitable and quiet place with good internet connection without any disruption during the assessment. S/he shall be permitted to take the online assessment by using desktop or laptop. The student shall not be allowed to take the online assessment using a mobile phone.
- 5.68 Students shall open the camera and share screen as requested by the instructor to monitor the online assessment.
- 5.69 Students shall be responsible to strictly follow the requirements of online proctoring including software.
- 5.70 Students shall be committed to the scheduled time specified by the course instructor and exam committee for online assessment.
- 5.71 Students shall be abstained from plagiarism or cheating in any form (copy answers from books, e-books, external sources, the Internet, peers, or any other person).
- 5.72 The instructor shall review the similarity report through Turnitin for any work of student submitted through digital platform. If the similarity percentage of the submitted work is more than 15%, the instructor shall send the case to the Student Discipline Committee.
- 5.73 The Student Discipline Committee shall send the report after investigation with the student and the instructors.
- 5.74 The instructor shall assign the mark (zero) for the assessment if any question of the assessment shows clear case of plagiarism.
- 5.75 The instructor shall have the right to conduct a viva session with the students in addition to an online written assessment.
- 5.76 Students shall not communicate with any person/colleague during online assessment for sharing answers or clarifying doubts unless the task requires collaborative work and is specified by the instructor in assessment instructions.
- 5.77 Students shall apply for deferred online assessment following the relevant procedures at the university.
- 5.78 Instructor shall upload the PDF version of the assessed answer sheet/student work in the SharePoint after the end of the semester to be accessible by the Exam Committee and U-TLAC for the moderation process.

6. Responsibilities

Students and Applicants are responsible for:

- following this document appropriately.

University Examination Committee is responsible for:

- appropriate implementation of this document.

Invigilators are responsible for:

- following this document appropriately.

Instructors are responsible for:

- following this document appropriately.

Unit of Admission and Registration is responsible for:

- appropriate implementation of this document.

Admission Committee is responsible for:

- appropriate implementation of this document.

Head of Department is responsible for:

- ensuring that all faculty members and students are fully informed of this document.
- appropriate implementation of this document.

Dean is responsible for:

- ensuring that all faculty members and students follow this document.
- ensuring that this document is appropriately implemented.

The Vice President for Academic Affairs is responsible for:

- appropriate implementation of this document

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this document.

7. Related Policies

- Assessment Policy
- Disability Policy
- Teaching and Learning Policy

8. Related Procedures

- Assessment Procedures
- Assessment Verification and Moderation Procedures
- Deferred and Late Assessments Procedures
- Plagiarism and Academic Misconduct Procedures
- Teaching and Learning Procedures

9. Related References and Standards

BQA	Institutional Review Handbook
BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook