



HAMAD BIN KHALIFA UNIVERSITY

**AC-A-08.V01: STUDENT EXAMINATION
POLICY**

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Date Endorsed by the Provost: 6 April 2017

Date Endorsed by the President: 20 April 2017

Date Approved by the BOT: 8 May 2017

Effective Date: 8 May 2017

Last Updated:

1. PURPOSE

The purpose of this policy is to outline the governance of student examination at HBKU.

2. POLICY DESCRIPTION

The policy regulates student examination at both the undergraduate and graduate levels.

2.1 POLICY STATEMENTS

Examinations During the Semester

1. All in-class examinations conducted during a regular semester should be held during regular class times; deviations from the normal scheduled class time may be allowed with the approval of the class instructor and all registered students. Exams should not be offered on Thursday evening or during the weekend.
2. The maximum limit for the number of semester exams for any student per day should not exceed two. It is the responsibility of the student to notify instructors in a timely manner to accommodate his/her request. In the event where an agreement has not been reached, the student shall notify the Registrar who shall schedule the conflicting exams or schedule a special exam period for the student, and shall notify the affected instructors and students.

Final Examinations

3. The Registrar shall provide and publish a schedule for all final exams during the final exam week. The instructor is responsible for setting the examination period but each examination period should not last more than three hours. Exceptions must be approved by the Registrar's Office based on the recommendation of the Dean of the College, who is responsible for course offerings, and should only be made for sound educational reasons. No regular final exam can be scheduled before the final exam week without Dean and Registrar's approval.
4. It is the responsibility of the student to show up at the specified time and location. Admission of late arrivals to the exam is at the discretion of the class instructor. Instructors are advised to have a late-arrival policy in the course syllabus. Make-up exams for final exams may be permitted for documented and justifiable absences. The make-up should be made at the earliest convenient time for the instructor and the student.

No Major Test in Final Week

5. Faculty shall not schedule exams other than the final during final exams week. All lab exams, projects, presentations, and homework submissions may continue into the final exam week, however, instructors must have informed students in the course syllabus.
6. Instructors must return all work to students or provide an answer key for the assigned work by the last day of regular classes.

Standard Examination Substitutes

7. The format of the examination shall be at the discretion of the instructor. However, it is mandatory that instructors maintain a number of assessment tools to ensure student achievement. Instructors must establish the assessment tools in the course syllabus. Examination methods that are outside the college's acceptable norm may require the Dean's approval.
8. An examination retake may be conducted at the discretion of the instructor, however all students must be provided with this opportunity. A rest shall not constitute a repeat of the exam.

Examinations Overloads

9. The maximum limit for the number of final exams in a day should be two exams. A student may elect to take more than the maximum limit in one day, however, it is the student's right to spread

the exams over the exam week. It is the responsibility of the student to notify instructors in a timely manner to provide accommodation for his request. In the event where an agreement has not been reached, the student shall notify the Registrar who shall reschedule the conflicting exams or schedule a special exam period for the student, and shall notify the affected instructors and students.

Rescheduling of Examinations Due to Closure of the University

10. In the event of an extenuating circumstance where the university has to close during exam week, the Registrar shall notify students through a variety of methods including, but not limited to, email, website, SMS message and the Banner mobile app.
11. The Registrar shall notify students of the new exam schedule. However, students are responsible for obtaining information regarding the rescheduled examinations, acting on this information and making sure they attend the rescheduled examinations.

Submission of Grades

12. All teaching faculty are accountable to the University throughout the exam period and until final grades are submitted for each course.
13. Grades must be submitted by faculty through Banner no later than 3:30 p.m. on the date indicated in the academic calendar.
14. In the unlikely event that a faculty member fails to submit grades by the Registrar's established deadline, the Registrar shall assign a grade of "N". Subsequently, the instructor is responsible for submitting a grade change for each of the students with justifiable reasons approved by the Dean.

Final Exam Review

15. It is the right of a student to review his or her graded final exam paper in the presence of the course instructor.
16. Unless otherwise stipulated in a college policy, returning final exam papers to students is at the discretion of the instructor. In the event where papers are maintained in the custody of the instructor, they shall remain with the instructor for at least one consecutive semester. During this period, students shall be permitted to review their graded final exam papers. In the event where the instructor is unavailable during the review of the exam paper, the Dean or designee shall be present during the student's review of their final exam paper.
17. While all efforts will be made to allow students to review their final exam papers, inability to provide such an opportunity to students does not imply entitlement for re-examination. Grade challenges are allowed through the appeal process as per the University's policies and procedures.

Reexamination for Seniors (Undergraduate Students)

18. Under the following circumstances, a senior student may file a written petition to the Dean for re-examination in a particular course. The Dean may approve the petition if:
 - The re-examination will allow the student to graduate in that particular semester;
 - The course was taken within the academic year when the student is expected to graduate in;
 - The instructor approves the re-examination.
19. The re-examination must be taken before the graduation date. Course grades will be adjusted as per the course's repeat policy and based on re-examination results. A justifiable grade change form with Dean's approval must be submitted to the Registrar before the intended graduation date.
20. Students may file a complaint to the Dean in case of perceived violation of the final exam policy or regarding changes in the exam schedule or its duration. The Dean shall intervene to correct any irregularities if deemed necessary.

3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Registrar in collaboration with appropriate college committees and deans.

3. 1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

4. Updates

SUMMARY OF CHANGES		
Date	Section	Change

5. ACCOMPANYING PROCEDURE
