
Policy: **Examinations**

Code: **03EP12**

Reviewed/ Revised: **05/09/2022**

Policy Owner: **Dean**

Target audience: **Faculty and Students, Exam Unit**

PURPOSE:

This policy states how final examinations at EAHM are prepared and conducted.

SCOPE:

This policy defines the final examination activities that faculty and Exam Unit should undertake during the distinct stages of the examination process.

DEFINITIONS:

Examinations: formal assessments conducted within an approved academic setting, usually at the end of a trimester.

POLICY STATEMENT:

This policy set the rules for assessment activities that faculty and exam unit should follow from the examination setting moderation to the actual examination procedures.

It covers the activities required by the Examination unit. A flowchart can be found in Annex

RESPONSIBILITY:

The Examination Unit will ensure this policy is implemented on a day-to-day basis and will monitor and update the policy annually.

IMPLEMENTATION OF THE POLICY:

Moderation of course examinations papers

The final examination set is moderated by a faculty within the subject area. The faculty in charge of course submits his/her question paper, evaluation rubrics, and the answer key, along with the *Final Exam Moderation Form* (FEMF) (Annex 1) to the Academic Services as below for moderation on week four (4) of the trimester. At the beginning of the trimester, the programme manager prepares the list of course final exams and assigns the moderators among the faculty.

Double marking: all examinations will be double marked (refer to policy 03EP11 Grading & Assessment). At the beginning of the trimester, the programme manager prepares the list of course final exams and assigns the moderators (who will also act as double markers) among the faculty.

Moderation of Marking

All course grades and examination grades are assessed for grade distribution by the programme manager.

Individual questions on an examination paper may be assessed and moderated by the programme manager with the course lecturer, should they be highlighted as a concern during the marking process.

Examination rules

Final examinations are scheduled by the Registrar in Week Twelve (12), the Academy's designated trimester examination week. The Head of Academic Services and Registry will also appoint invigilators who have been trained to oversee the examinations. Faculty are responsible for preparation of the examination paper, and submission at the beginning of the trimester for moderation (Week 4).

During the final examination, course instructors are required to attend the first ten (10) minutes of their examinations in the case of assessment ambiguity or student questions. Postgraduate examinations may be scheduled and supervised by the course faculty member but should follow the same examination guidelines as published on Moodle.

The Academic Services and Registry Office must be informed of all examinations taking place in case of an emergency and for the security of examination papers.

The Registrar will appoint and train invigilators. These are appointed from outside EAHM and are not connected with any of the current students. They are trained in the administration of examinations. This training also involves developing considerable awareness of approaches to cheating.

The trained invigilator(s) are required to arrive at the examination site at least fifteen minutes before the start of the examination. They will be given access to the locked room by the Head of Academic Services and Registry or his/her nominee. The following items may be available inside the room, as required:

- Approved calculators
- Pencils, pens, highlighters, and erasers
- Examination papers (if applicable)
- EAHM issued Laptop (for Opera exam only)
- Examination report
- List of registered students and assigned seating arrangements
- Water

A list of the registered student's names and table numbers will be displayed outside the door.

The students will be required to bring their own laptop and charger to be used during the examination period, except during the Opera exam where an EAHM issued laptop will be provided inside the examination room.

All students MUST have a copy of Lockdown Browser downloaded to their laptop prior to the exam. This may be checked by the invigilator or the course lecturer prior to the commencement of the exam.

The doors to the examination room should be opened and students allowed to enter ten minutes prior to exam start time.

A member of staff from the Academic Services and Registry Office will check off the names of the students in attendance and ensure that students' personal belongings are left outside of the examination room. Students ID might be requested if necessary. Impersonation is a serious offence, and it will be dealt as per the UAE law. Once students enter the examination room, they must observe silence, and they must not open the examination papers.

At the appointed and published time, the Head of Academic Services and Registry or Invigilator will start the examination. They will quickly explain the rules which include (also displayed on the screen):

- Reminder: Mobile phones and/or any unauthorized electronic devices are strictly forbidden in the examination site.
- The first ten (10) minutes are designated as reading time. Students may not write during this period.
- During the first ten (10) minutes, a relevant member of faculty will be present to address any ambiguities that may exist in the examination.
- Calculators, if required, will be provided by the invigilator(s).
- No notes or concealed messages are allowed in the room.
- Once the reading of instructions is completed and the examination is started, no students will be allowed to enter the examination site.
- Students will also not be allowed to leave the examination site during the first thirty (30) minutes or during the last fifteen (15) minutes.
- If the fire alarm sounds, this should be initially ignored. However, if it sounds for a second time, evacuation of the building will proceed, and all the examination materials will be left behind.

Once the examination has started, the invigilator must start the countdown timer setup by the Registry team to indicate when the examination must be completed. During the examination, the invigilator(s) are required to actively monitor students' behaviour, ensuring against cheating. Please note that examinations that are conducted in the auditorium or allocated classrooms are also subject to video recording.

If a student requests to leave the examination to go to the washroom, he/she should be escorted by the invigilator who will monitor for suspicious activity. The times that the student left the room will also be recorded in the examination report and may be restricted if necessary.

If a student is found cheating, this should be recorded on the student's examination paper and reported on the examination report. The student should be made aware of their offence and any notes or illegal materials should be removed and retained by the invigilator. He/she is asked to leave the Examination Hall immediately. The invigilator collects all incriminating evidence and report to the Registrar. At this time, the Registrar will be contacted and informed of the incident. If the case of cheating during examination is clearly established by the invigilator, the concerned student shall be awarded zero marks for that component.

If a student violates any other rules or instructions during an examination, it will be reported to the Registrar who shall in turn report to the disciplinary committee. The invigilator will also contact the Registrar if a student is not following the exam regulations or if a student is not feeling well. The Registrar will at that point determine the necessary course of action. The decision of the Registrar should then be communicated to the invigilators and noted on the examination report.

At the end of the examination, the invigilator should say, "This examination is now over. Please stop typing and remain in your seats until all exam submission has been checked in Moodle".

Once all exam submissions have been checked and accounted for, the students may leave.

Exam Board

The Head of Registry and Admissions will convene the exam board one week after the conclusion of exam week.

The Exam Unit will ensure all reports are ready for submission and will advise the agenda. All course lecturers who delivered courses will attend, as will program managers and the Dean. Grade moderation will be discussed in terms of grade distribution and highlighting areas of concern or comment on course exams.

All exam boards are minuted and copies are stored with Academic Services and Registry and Quality Assurance.

All grades will be available for publishing immediately following the exam board.

The exam unit is responsible for the archiving of all exam papers for the appropriate period of time and in the correct format.

ASSOCIATED DOCUMENTS:

- Course Syllabi
- Faculty Handbook
- Catalogue
- Exam Guidelines
- Academic Integrity Policy
- Invigilator Pack

MENTIONS:

N/A

DATE OF NEXT REVIEW:

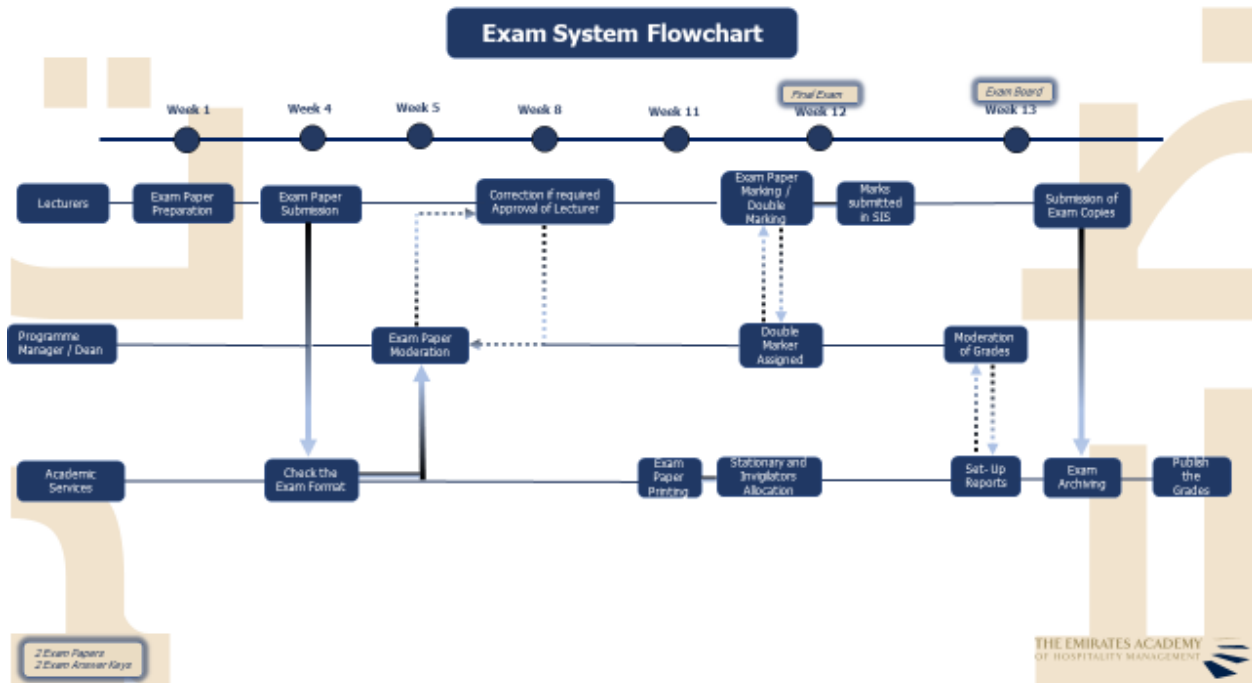
This document should be reviewed by **February 2024**.

POLICY APPROVALS RECORD

Policy Name:	Examinations	
Policy Code:	03EP12	Formerly: EA/ACA/018
Date of first approval:	09/2013	

Reviewed/ Updated	Details of Amendment
31/07/2015	
15/08/2016	
20/01/2019	
24/02/2020	
15/07/2021	- Exam paper question moderation procedures added
05/09/2022	- Addition of EAHM Exam Flowchart - Responsibility for policy now assigned to the Exam Unit

Annex 1: Exam Flowchart



Annex 2: Final Exam question Moderation Form (FEMF)

Final Exam Question Moderation Form (FEMF)

Programme (BBA/MBA):	_____
Faculty Name:	_____
Moderating Faculty Name:	_____
Course Code and Title:	_____
Exam date:	_____
Date of Submission:	_____
Trimester:	_____
Academic Year:	_____

1- Appropriateness of Questions for measuring Course Learning Outcomes

Learning Outcomes (To Be Filled in by the Faculty)	
Questions/Assessment (To Be Filled in by the Faculty)	
Appropriateness (Yes/No) (To Be Filled in by the Moderator)	

2- Checklist of Assessment (To Be Filled in by the Moderator)

	Yes	No
1 Cover page of Examination paper is as per the template		
2 Two set of exam papers are submitted		
3 Weight/Marks assigned to the examination is appropriate		
4 Instructions are clear to the students		
5 Two set of Answer Key; and Appropriate		
6 Language is simple and free from Typographical errors		
7 Coverage is as per the Course Syllabus		
8 Time allotted is appropriate for the examination/ assessment		
9 The exam questions level matches the framework of assessment		
Remarks of the Moderator (Use additional sheet if Necessary)		
Action by The Course Faculty (Use additional sheet if Necessary)		
Faculty Signature	Moderator Faculty Signature	