

King Fahd University of Petroleum & Minerals



Examination Guidelines for KFUPM

(English Version)

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Examination Guidelines for KFUPM

(English Version - 2016)

1. Purpose and Scope

1.1. Purpose

- 1.1.1 The purpose of Examination Guidelines at KFUPM is to ensure the proper planning and administration of examinations at KFUPM and to maintain the highest academic standards within the University, with clear responsibilities and guidelines for all relevant individuals (chairmen, instructors, students, and others).
- 1.1.2 These Guidelines call for providing all students with a conducive environment that enables them to do their best during examinations.
- 1.1.3 These Guidelines aim to prevent and manage incidences of examination-related misconduct.

1.2. Scope

- 1.2.1 These Guidelines apply to all regular course examinations: Majors, Mid-Terms, and Finals.
- 1.2.2 In light of these Guidelines, academic Departments are expected to develop their own detailed procedures for conducting quizzes and other types of examinations such as open-book, take-home, and PhD comprehensive examinations.
- 1.2.3 Academic Departments are expected to develop their own rules and regulations for examinations of other courses, like design project courses, COOP, summer training, and examinations for Master theses, comprehensive examinations and PhD dissertations.
- 1.2.4 Service Departments, like Student Affairs, Registrar, Maintenance, Housing & Office Service, Audiovisual, Medical Center, Health & Safety, Press, and Security, are all expected to be responsible for their relevant parts of these Guidelines.

2. Examination Site and Accessibility

2.1. Environment of Examination Site

The examination site should be:

- 2.1.1 Free from distractions and disturbances, and remain quiet.
- 2.1.2 Adequately lighted.
- 2.1.3 Clean and with comfortable seating.
- 2.1.4 Adequately ventilated and the room temperature should be set at a satisfactory level.

2.2. General Requirements

- 2.2.1 While the examination is underway, a sign should be placed alerting people in the building to be quiet near the examination areas.

- 2.2.2 A clock displaying the time should be placed in a location visible to all students.
- 2.2.3 Representatives from Service Departments, should ensure – prior to examinations – that they have carried out their responsibilities with regard to the readiness of the examination.
- 2.2.4 Safety and Security Departments should ensure – prior to examinations – that the examination areas adhere to health and safety policies, including availability of ‘First Aid’ kits, functionality of exit doors, etc.
- 2.2.5 Arrangements should be made for a phone to be available in the examination hall with a clear sign showing emergency numbers.
- 2.2.6 When choosing an examination site, the proximity of the toilets should be taken into account.
- 2.2.7 A suitable area for students to drop their belongings should be available.
- 2.2.8 A source of drinking water should be nearby.

2.3. Seating of Students and Spacing

- 2.3.1 In the examination site, students should be separated from one another by an empty space wherever there are no seats in between them.
- 2.3.2 A space of 1 to 1.5 meters should be maintained between students; measured from the center of one answer sheet to the center of the adjacent answer sheet.
- 2.3.3 If the examination area has fixed seats, there should be an empty seat between each student, wherever the floor surface of the examination hall is level.
- 2.3.4 In an auditorium with an inclined floor and fixed seats, one should take extra precaution by keeping an empty seat between students on all sides (left, right, front, and rear).
- 2.3.5 It is crucial to provide proper seating for both right-handed students and left-handed students.
- 2.3.6 Arrangements for specific seating should be made for those students who need special seating requirements, as in the case of students with disabilities.

2.4. Accessibility and Disability

- 2.4.1 The Examination site should be accessible.
- 2.4.2 Students with disability, including a serious medical condition, or recent injury, which puts them at a disadvantage during examinations, should inform the instructor as soon as possible.
- 2.4.3 If appropriate, special arrangements can be made to meet particular requirements.

3. General Rules for Examinations

3.1. General

- 3.1.1 Students are not allowed to enter the examination hall after 30 minutes of the start time of the examination, or after half of the duration of the examination, whichever is shorter. Late students are only allowed the remainder of the official duration of the examination.
- 3.1.2 Students are not allowed to leave the examination site before half the duration of the examination has elapsed.
- 3.1.3 Students are not allowed to take away any examination booklets or answer sheets from the examination site, unless permitted by the instructor.
- 3.1.4 No more than one examination should be scheduled concurrently at the same location.
- 3.1.5 While applying these guidelines, the executive regulations of examination of 1416H is to be taken into consideration.

3.2. Chairman and Director

- 3.2.1 Check the examination sites pertaining to courses of his Department or Program, before the date of the administration of the examination.
- 3.2.2 Make sure that all students receive repeated warnings through faculty in all courses about the seriousness of any misconduct and that serious disciplinary actions will be imposed.
- 3.2.3 Ensure that all faculty implement the University examination Guidelines.
- 3.2.4 Assist instructors and coordinators in getting the right number of proctors.
- 3.2.5 Take full responsibility to follow up cases of examination-related misconduct with the University administration.
- 3.2.6 Make sure that the Departments have their own procedures for conducting examinations that are aligned with these Guidelines.

3.3. Coordinators

- 3.3.1 Make a final check on all the examination materials before the examination begins.
- 3.3.2 Have a clear procedure for taking student attendance with verification.
- 3.3.3 Make clear to the students the use of required devices such as calculators or prohibited materials well in advance.
- 3.3.4 Abide by the rules concerning student late arrival for the examination.
- 3.3.5 Uphold the rules regarding student early departure time from the examination site.
- 3.3.6 Apply appropriately the rules related to student absence from the examination.
- 3.3.7 Remind students that they are not allowed to go to the toilet during the examination, unless medically excused.
- 3.3.8 Take further actions to ascertain that students permitted to go to the toilet, are not taking advantage of such permission to commit dishonesty.
- 3.3.9 Bear all responsibilities assigned to instructors.

- 3.3.10 Arrange for all necessary room reservations.
- 3.3.11 Determine the necessary number of proctors and inform the chairman about this need prior to the examination date.
- 3.3.12 Distribute the examination papers to all instructors no more than one hour prior to the examination when the common examination is held in different locations,
- 3.3.13 Assign a minimum of one proctor for every thirty (30) students, whenever possible.
- 3.3.14 Act as a roving proctor, (along with his assistant, if any) circulating between rooms in order to ensure that exam regulations are followed and that careful proctoring measures are being adopted, when examinations are administered in more than one room.
- 3.3.15 Make sure that the examination hall is free from noise and any disturbance that may affect the performance of students.
- 3.3.16 Have full responsibility for any suspected academic misconduct that is brought to his attention, and should submit a written report to the Chairman or Director.

3.4. Instructors

- 3.4.1 Bear all responsibilities assigned to proctors.
- 3.4.2 Safeguard the examination material prior to the examination.
- 3.4.3 Fix the major examination dates and times, whenever possible, from the start of the semester and include them in the course syllabus. In case of unavoidable changes, the new examination dates should be announced at least two weeks ahead of time.
- 3.4.4 Stick to the announced major examination dates unless changes are agreed upon by all students according to University regulations.
- 3.4.5 Provide all needed instructions to students prior to the examination period such as examination date, time (avoiding prayer time), duration, location, allowed material and related issues.
- 3.4.6 Play the role of a coordinator and share his responsibilities for large classes that require multi-proctors..
- 3.4.7 Arrange for room reservation and assure that the allocated room and seating are suitable for the corresponding number of students. The number of students should always be less than half of the regular capacity of the room.
- 3.4.8 Urged not to repeat previous examinations.
- 3.4.9 Provide a formula sheet whenever needed and not allow the usage of a student's own prepared formula sheet, unless it is verified by the instructor prior to the examinations and then collected with the student's examination papers.
- 3.4.10 Arrange for any make-up examinations, only for students with official excuses, within two weeks from the actual examination date.

3.5. Students

It is the responsibility of every individual student to abide by these Guidelines and observe the following:

- 3.5.1 Arrive at the examination site on time.
- 3.5.2 Bring to the examination the necessary equipment (i.e. pens, pencils, erasers, and calculators if necessary), since borrowing and exchange of items are prohibited during examinations.
- 3.5.3 Follow the instructions concerning seating and the arrangements within the examination site.
- 3.5.4 Bring along his own valid KFUPM ID card to the examination site.
- 3.5.5 Find out prior to the examination date which devices, tools, or references are required or permissible for the examination.
- 3.5.6 Confine himself to his own work, examination booklets, or question papers during the examination.
- 3.5.7 Take no examination materials from the examination site unless permitted.
- 3.5.8 Provide legitimate evidence for lack of attendance of an examination to substantiate the reason for the absence.
- 3.5.9 Have a clear understanding of the meaning of cheating and its consequences as stated in the University Study and Examinations Regulations Article. 38 *"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"* along with its implementation rules.
- 3.5.10 Avoid wearing any clothing that blocks the eyes or hinders the proctors' functions.
- 3.5.11 Should not carry unauthorized material to the examination hall such as mobile phones.
- 3.5.12 Adhere to all KFUPM examination rules.
- 3.5.13 Be cooperative with Instructors and Proctors and follow their instructions.
- 3.5.14 Report all disabilities which may affect the student during the examination to the instructor well ahead of the exam.
- 3.5.15 Must alert the instructor to any medical condition which may require them to leave the examination room during an examination..
- 3.5.16 Refrain from communicating with anyone while the examination is in progress, except with the permission of the instructor.

4. Scheduled Examinations

4.1. Scheduling of Examinations

- 4.1.1. It is the responsibility of the Registrar of the University to schedule the final examinations.
- 4.1.2. For major examinations and mid-terms, instructors/coordinators are encouraged to schedule these examinations during the class times, whenever possible.

- 4.1.3. In case the major examinations or mid-terms are to be given outside the class times, it is the responsibility of the instructor or coordinator of the course to propose dates and times, and inform the department Chairman or the program Director. This should be made at the beginning of the semester.

4.2. Timing of Examinations

- 4.2.1. Prayer times should be observed when scheduling examinations.
- 4.2.2. Examinations may be scheduled on weekends and evenings.
- 4.2.3. Students should check the timings and locations of their examinations.
- 4.2.4. With the known presence of students with disabilities such as diabetes requiring regular meal times or other medical/personal care, instructors should avoid problematic examination times or permit such students alternative testing times, preferably on the same date as the regular examination.

4.3. Number of Scheduled Examinations in One Day

- 4.3.1. Students should not to be required to take more than two final examinations in any one day.
- 4.3.2. It is the responsibility of the instructors to announce the examination date and time in the syllabus at the beginning of the semester.
- 4.3.3. In case of examination time conflicts, it is the responsibility of the student to inform his instructors as soon as the examination timing is announced.
- 4.3.4. It is the responsibility of the instructors involved in an examination-time conflict to resolve the time conflict.

5. Instructions for Students During Examinations

5.1. Getting Started (pre-examination)

- 5.1.1. Students should be granted the allocated time for the examination in full. The allocated time will, of course, not include the time required for giving instructions to the students, distributing the examination booklets or the examination question papers, and collecting the examination booklets and the examination question papers as well as the answer sheets.
- 5.1.2. When all the students in the examination site are seated, they must be instructed to refrain from talking or communicating with each other. Silence is obligatory in the examination area and it must be implemented by the coordinator(s) or instructor(s) during the course of the examination.
- 5.1.3. It is imperative to remind students to write down their names, ID numbers, section numbers, course numbers, and any other required particulars, on their answer sheets at the beginning of the examination.
- 5.1.4. Students are to be instructed that all electronic devices such as mobiles, tablets, iPads, iPods, and laptops must be turned off and not just silenced,

and placed outside the examination hall. Also, proctors should have phones turned off or switch them on silent mode during examinations.

- 5.1.5. Once all the instructions are completed and students begin working on the examination, there should be no more disruptions and students must be allowed to concentrate on their examinations.
- 5.1.6. All other disruptions such as disturbances, proctor movements, student arrivals and departures must be kept to a minimum.
- 5.1.7. Instructions may include a reminder about examination misconduct.

5.2. Announcements and Time Reminders

- 5.2.1. Before the examination starts, the start time, duration, and examination end time should be clearly announced.
- 5.2.2. During the time of the examination, announcements and time reminders should be minimized and should be as relevant and concise as possible.
- 5.2.3. Time reminders might begin within the latest stages of the examination. Appropriate intervals should be given to time reminders. Before the conclusion of the examination period the proctor should announce the time remaining.
- 5.2.4. Displaying the remaining time rather than announcing it repeatedly is highly recommended.

6. Examination Procedures

6.1. Security of Examinations

- 6.1.1 Avoid the exchange of examination questions that are bound to be part of the actual examination through email, instant messaging, or chat clients.
- 6.1.2 Examination questions should not be stored on shared computers or any other unsecured devices.
- 6.1.3 The same examination questions should not be repeated in successive semesters or years.
- 6.1.4 Confidentiality of the examination should be ensured, and access/editing of soft and hard copies should be limited to the concerned instructors/coordinators only.

6.2. Material Allowed during the Examination

- 6.2.1 The material allowed to be available with the students must be indicated on the examination front page and communicated to students and all those who are involved in proctoring prior to the examination.
- 6.2.2 Mobile phones and all electronic communication devices are not allowed to be in the students' possession during the examination.
- 6.2.3 For examinations that require the use of a calculator, unless specified by the instructor, only non-programming and non-text-storing calculators are allowed.
- 6.2.4 Translation dictionaries are not permitted to be used during the examination.

6.3. Emergency and Safety Procedures

In case of an emergency during the examination, the following should be adhered to:

- 6.3.1 The Head Proctor should call immediately the concerned entity to deal with the situation, and he should report it to the chairman/director.
- 6.3.2 The Head Proctor will decide whether to proceed with or to reschedule the examination.
- 6.3.3 The students should maintain examination protocol unless instructed otherwise.
- 6.3.4 The building must be evacuated immediately and all safety/security procedures should be followed.
- 6.3.5 The students should leave all examination material behind and will only return after KFUPM security services clear the location.
- 6.3.6 A student who cannot continue the examination due to illness should report this directly to the Head Proctor. The student must provide an official medical report thereafter.

6.4. Collection of Examination Papers

- 6.4.1 Once the examination is over, the collected examination papers must be counted and verified against student attendance before they leave.
- 6.4.2 When correcting the examination papers, it is highly recommended that the examination papers are kept in a safe and secure place at all times.

6.5. Reporting of Irregularities

The coordinator must record and report to the Chairman of the department any of the following irregularities:

- 6.5.1 Insufficient number of examination question papers or answer sheets.
- 6.5.2 Errors found in the examination questions.
- 6.5.3 Defects found in examination question papers.
- 6.5.4 Misconduct committed by Students.
- 6.5.5 Mistiming of examination duration, i.e. under timing or over timing.

6.6. Grading of Examinations

- 6.6.1 Grading should be made according to standard settings that give proper assessment of the student performance that is fair, valid, and defensible.
- 6.6.2 Proper feedback should be provided to the students about assessment of their performance.

6.7. Returning of Examination Papers

- 6.7.1 The instructor should report the results/grades of the examinations to the students no later than one week of the examination date.
- 6.7.2 In case of written examination, the instructor should return the graded examination papers to the students as soon as possible, but not later than two weeks from the examination date. Afterward, he can collect the papers back, in case of intellectual-property concerns.

- 6.7.3 It is recommended to delineate all the empty spaces on the examination papers before returning them to students.
- 6.7.4 Students are allowed a maximum of one week to review their examination papers with the instructor(s).
- 6.7.5 In case of a grading error, the grade must be corrected, whether it results in the mark in question being adjusted upwards or downwards.

7. Proctoring Guidelines

7.1. Instructions for Head Proctor

The examination coordinator is the head proctor who is in-charge of the examination site and responsible for the administration of the examination in an orderly and smooth manner. The head proctor must:

- 7.1.1 Announce safety procedures and instructions relevant to the examination site.
- 7.1.2 Read and be familiar with the “Examination Guidelines at KFUPM” and Department procedures, and instruct the proctors to be acquainted with them.
- 7.1.3 Communicate with the proctors prior to the examination date and agree on a procedure to administer the examination.
- 7.1.4 Be available at the examination site at least 20 minutes before the examination begins.
- 7.1.5 Provide all needed instructions to students at the beginning of the examination.
- 7.1.6 Be familiar with the examination site, its surroundings, and the examination instructions as well.
- 7.1.7 Count all the examination question papers and answer sheets, and record their number prior to and after the administration of the examination.
- 7.1.8 Hand the examination question papers and answer sheets to the proctors for distribution to the students.
- 7.1.9 Announce or delegate a proctor to make known to the students all the instructions related to the examination.
- 7.1.10 Ensure that the proctors are monitoring the students at all times during the examination time.
- 7.1.11 Deal with the issues that arise during the time of the examination in accordance with the examination policies.

7.2. Instructions for Proctors

Proctors should take their proctoring duties seriously, follow the instructions of the head proctor, and fulfill the following:

- 7.2.1 Read and be familiar with the “Examination Guidelines at KFUPM” and Department procedures.
- 7.2.2 Be available at the examination site at least 20 minutes before the examination begins.
- 7.2.3 In case of emergency, inform the Head Proctor of your arrival time.

- 7.2.4 Distribute the examination question papers and answer sheets, and collect them at the end of the examination.
- 7.2.5 Continuously monitor and supervise the students while the examination is in progress.
- 7.2.6 Do not allow the students to talk to each other, share materials, or pass anything to one another.
- 7.2.7 Make sure students are following directions and performing the required tasks of writing the test.
- 7.2.8 Report the names of the students who arrive late at the examination site to the head proctor.
- 7.2.9 Do not answer any question related to the examination questions.
- 7.2.10 Make sure that the students adhere to the examination policies.
- 7.2.11 Report all testing irregularities and any student misconduct immediately to the head proctor.
- 7.2.12 Implement the University Examination Policy and Guidelines.
- 7.2.13 Walk through the examination room during the examination period to ensure proper proctoring.
- 7.2.14 Avoid performing unrelated activities during the examination time such as reading, grading, using PC or laptop, etc.
- 7.2.15 Verify the identity of each student in the examination hall.
- 7.2.16 Investigate with care and resolve immediately any suspicious student activity to prevent it from developing into a case of academic misconduct, and discretely collect enough evidence before any action is taken.
- 7.2.17 Write a brief report containing enough details about any cheating (or other type of) incident and submit it to the course coordinator or chairman of the department at most two days after the event.
- 7.2.18 Do not leave the examination hall unattended for any reason.
- 7.2.19 Do not allow students to enter the examination hall after 30 minutes from the starting time of the examination or leave the examination hall before half of the time has elapsed.

8. Guidelines Disclaimer and Review

8.1. Guidelines Disclaimer

- 8.1.1. These Guidelines are subject to change without prior notice, if necessary, to keep KFUPM policies in compliance with the rules and regulations of the Ministry of Education.
- 8.1.2. A current and complete edition of these Guidelines can be found in the office of the VRAA, which is available for public preview.

8.2. Guidelines Approval and Review

- 8.2.1. These Guidelines have been approved by H.E. The Rector of the University.
- 8.2.2. These guidelines enter into force upon approval by H.E The Rector of the University.

- 8.2.3. These guidelines are to be interpreted by the University Board.
- 8.2.4. These Guidelines will be reviewed in full every five years.
- 8.2.5. The Guidelines were last reviewed and agreed upon on 23rd of February 2017.