

King Fahd University of Petroleum & Minerals



**Examination Policy for KFUPM**  
(English Version)

**October 26, 2016**

# Examination Policy for KFUPM

1. The purpose of this Policy is to ensure the proper planning and administration of examinations at KFUPM, with clear responsibilities and guidelines for all relevant individuals. It applies to all regular course examinations: Majors, Mid-Terms, and Finals.
2. The examination site should be accessible to all, free from distractions and disturbances, and remain reasonably quiet, adequately lighted and ventilated, clean and with comfortable seating.
3. Rules governing administering examinations:
  - 3.1. The Chairman/Director is in charge of matters pertaining to implementing the policy, checking examination sites, providing proctors and following-up on misconduct.
  - 3.2. Coordinators are in charge of room reservations, attendance, late arrivals, toilet breaks, departures from the examination hall, and reporting any irregularities to the Chairman of the department.
  - 3.3. Instructors are in charge of confidentiality, instructions to students and proctors, non-repetition of examinations, formula sheets, and make up examinations.
  - 3.4. It is the responsibility of every individual student to arrive on time, bring adequate supplies, and be aware of academic ethical standards.
  - 3.5. While applying this policy, the executive regulations of examination of 1416H are to be taken into consideration.
4. Scheduling of Final Examinations is the responsibility of the University Registrar. For other examinations, instructors/coordinators are encouraged to schedule these examinations during the class times, if possible. Examinations should start and end at reasonable times, and observe prayer times.
5. Students must be informed about instructions regarding examination time, identification needed, and use of electronic equipment.
6. Procedures need to be implemented to ensure the following:
  - 6.1. Confidentiality, security and storage of examination material.
  - 6.2. Allowable materials.
  - 6.3. Safety and evacuation in case of emergency.
  - 6.4. Prompt feedback to students regarding their performance.

7. Proctoring guidelines

- 7.1. 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.
- 7.2. Proctors should follow instructions of the head proctor.

8. Policy disclaimer and review:

- 8.1. This policy must be approved by H.E. the Rector of the University.
- 8.2. This policy enters into force upon the approval by H.E the Rector of the University.
- 8.3. This policy is to be interpreted by the University Board.
- 8.4. This policy is subject to change without prior notice, and will be reviewed in full every five years.
- 8.5. The University shall develop explicit guidelines that explain this policy.