Policy Code	Policy Name	
DAU 3-18	**Examination Control Policy**	

Responsible Executive	Current Revision Date	Next Revision Date
-DAU's Final Examination Committee - Colleges' Examination Committees -Teaching Staff and Administrative Staff	10/2023	10/2027

1. Policy Purpose

This policy outlines the basic principles, rules and instructions supporting examinations at the university to ensure that the examination process is transparent, fair, trustworthy, convenient, and up to high standards for all parties involved.

2. Policy Scope

This policy is applied to all Exams within DAU in all Colleges and academic programs.

3. Policy Statement

Examinations play an integral part in assessing the skills and knowledge of the students in a particular subject. DAU conducts different examination types such as written exams, computer-based exams, and online exams. Students should be aware of the associated requirements of those examinations' rules and regulations.

4. Policy Procedures

General Exam Rules and Code of Practice

- Instructors must be present during their courses' exams, but they cannot serve as proctors for their own courses' exams. Whenever an instructor needs to address an issue with an examination, he/she should address the entire class rather than to a single student privately and leave the exam room immediately afterwards.
- The final exam should cover all course topics, and not simply a portion of the curriculum on the pretext that they are already assessed.
- The instructor should specify what tools the student can use on the exam paper, such as a calculator or additional external paper. Students should not be permitted to use more tools than those authorized by the instructor. In addition, no tools may be borrowed or transferred between students.
- The exam envelopes must be submitted to the college examination committee head one day prior to the exam.
- Proctoring exams is restricted to teaching staff members.
- In any exam, at least two proctors should be present. The number of proctors should be increased by one for every ten students when the number of students exceeds 20.
- There must be at least one male and one female proctor in a shared hall (male and female students). As previously specified, the number of proctors should increase as the number of students increases.
- A standby proctor should be present during every exam period to ensure that a substitute proctor is available in case of a proctor's delay or absence.
- Proctors must arrive in the exam hall 15 minutes before the scheduled exam time.
- All exam texts must be reviewed by department heads to ensure linguistic accuracy and clarity, according to moderation policy.

- Students are not allowed to keep their mobile phones, electronic watches, or other electronic devices, and carrying them is considered cheating.
- It is the responsibility of the final exam supervisor (member of the College Examination Committee) to ensure that no students are present in front of the exam halls during, before, or after the exam.
- A paper-based exam should have at least two test forms. When there are more than 20, an additional test form should be provided for every 10 additional students.
- A list of students who are eligible to take the exam should be placed outside the exam hall entrance. Examinations are not permitted to students who have been denied (DN) from the course according to the SIS system.
- There should be sufficient distance between students in the exam hall, and students should not be allowed to choose where to sit.
- The proctor must always be present inside the exam hall in the appropriate position. Distractions like side conversations with other proctors, reading, using mobile phones, or similar activities should be avoided. The proctor who needs to leave the hall for any reason should contact the examination committee head, who will provide a replacement.
- Except with the permission of the head of the examination committee, students are not allowed to leave the exam hall to use the restroom. Students must remove all documents and electronic devices before going to the restroom. The college examination committee members should accompany students to the restroom and ensure that there are no papers or materials in the restroom that could be used for cheating.
- It is the responsibility of the proctor to ensure that all course materials and documents are removed from the exam hall before the exam begins.
- It is the proctor's responsibility to verify students' identities and make sure their university IDs are present before allowing them to sit for the exam.
- Students are not allowed to leave the exam hall before half of the scheduled time has elapsed. Also, students cannot take an exam if they are more than 30 minutes late.
- The proctor should promptly remove the cheat tool and the exam paper if a student cheats on an exam, he/she should immediately contact the college examination committee head and initiate disciplinary measures without engaging in any dialogue with students.
- Proctors must be familiar with the proper procedure for handling suspected cheating, including filling out the appropriate forms and following instructions carefully under the supervision of the college examination committee head. Following the exam, DAU's examination committee should receive a report, along with all evidence of cheating attempts, such as confiscated notes or mobile devices.
- A regular round of the exam halls should be made by the examination committee head to ensure smooth examination conduct.
- Teaching staff members are encouraged to suggest ways to improve the exam control process and deal with students using new cheating methods.
- It is the proctor's responsibility to submit a report to the head of the college examination committee on the conduct of the exam.

Computer Based Examination Controls

- The adoption of computer-based exams should be a priority for all colleges to enhance exam control and fairness. It is the instructor's responsibility to develop an appropriate question bank and feed it with new questions over the semesters so that each exam has enough random selection.
- Question banks should be categorized based on learning outcomes, topics (chapters), difficulty levels, question types (MCQ, TFQ, short essays, long essays, case studies, etc.) so that the exam measures appropriate learning outcomes and is fair to all students.
- All electronic tools available in computer-based exams must be used to prevent access to outside material or information by students.
- It is the responsibility of proctors of computer-based tests to make sure that each student can access the exam page and nothing else that could allow cheating is accessible.

- For computer-based exams, the head of the examination committee must coordinate with the IT Department to ensure that all devices are working properly, and that internet access and other cheating methods are completely blocked. Throughout the exam period, there should be technical support available in case of technical issues. Male technicians should be available in male sections, and female technicians should be available in female sections.

Online Examinations Control

- Before a student takes an online examination, the entire process should be explained clearly and explicitly.
- Virtual examination applications approved by DAU as Microsoft Teams are required.
- 15 minutes before the exam begins, the proctor and students must log on to the virtual examination application.
- The student must access the Virtual examination application using his/ her full name and ID.
- It is necessary to use the LMS link to access and submit the online exam.
- Student responsibility includes internet connection, computer speed, batteries, and other technical equipment for online exams.
- Online exams cannot be taken without a specific proctoring program, which students must install and activate on their computers. Online exams cannot be taken online otherwise.
- The examination session may be recorded for proctoring purposes. The video recording will be used to monitor and review the exam session as well as to provide evidence of any misconduct.
- The student should always be within view of the webcam during the exam, and the room lighting should be adequate.
- Students' communication with anyone other than the proctor is not permitted during the online examination.
- The classroom environment should be quiet and calm, and no television, radio, or other audio-visual devices are allowed for use.
- Students must keep their mics unmuted during the entire online exam, and only the host can mute them.

Note: DAU Examinations Rules and Regulations .pdf clarifies in detail rules and regulations for the examination in DAU.

5.Related Policies/Documents/ Forms

DAU 3-7 Grading and Assessment Policy
DAU 5-8 Student Disciplinary and Academic Integrity Policy
DAU Examinations Rules and Regulations .pdf

6. Document History

Version	Date	Updated Information/ Summary of Changes
1	2017	1st issue of the policy
2	10/2023	Modified examination rules and regulations within DAU.