Policy Code	Policy Name	
DAU 3-19	**Exit Exams Policy**	

Responsible Executive	Current Revision Date	Next Revision Date
-Head of the Departments in Colleges -Deanship of Admission, Registration and Student Affairs - Teaching & Learning Unit	10/2023	10/2027

1. Policy Purpose

This policy was developed to provide guidance on an exit exam and present a set of procedures associated with organizing and conducting a reliable exit exam. The policy also aims to introduce exit exams as a tool to enhance quality delivery of academic programs and services, support student academic success, and ensure that students graduate from DAU with the knowledge and skills they need to be successful in the workforce.

2. Policy Scope

This policy applies to all DAU bachelor's degree students in their final year of study.

3. Policy Statement

DAU is committed to assessing the effectiveness of its academic programs and ensuring that the academic programs and study plans are in line with national and international standards and that its graduates meet the needs of the labor market. One of the most important tools the University uses to upgrade its outputs and achieve competitiveness both nationally and internationally is exit exams for graduates. Exit exam provides a good and honest measurement of the level of university outcomes and gives feedback, through which weak areas can be discovered and be treated for improvement. DAU develops exit exams to implement its goals and objectives in prompting educational excellence and upgrade the level of its graduates through continuous development of its academic programs.

Definition

An exit exam is a test taken by expected graduates in their final year before graduation to assess their attainment of program learning outcomes (knowledge, skills, and values).

Objectives of Exit Exams

- Measure the extent to which the targeted students have attained the intended learning outcomes of the programs they have attended.
- Assess the quality of study plans and learning outcomes in academic programs and provide useful information on the overall quality of the educational system.
- Identify shortcomings of the study plans and reconsider defects, if any, to improve the quality and effectiveness of academic program and institutional performance
- Upgrade the level of DAU graduates to achieve the requirements of the labor market.
- Support academic decision-making in the university.

General Principles of the Exit exam

- The exit test is required for all students. However, passing the exit exam is not a requirement for graduation and a student's performance in the exit exam does not affect his/her GPA.
- All students who are in their final year of studies are eligible to take an exit exam.
- A targeted student is allowed to take the exit exam more than once.

- The Deanship of Admission, Registration and Student Affairs, in coordination with the colleges, schedules the exit exams, which in any case should not be conducted during the final examination period.
- The Teaching and Learning Unit at DAU oversees the conduct of exit examinations across all bachelor programs and ensures that these exams are administered in accordance with the DAU Examination Control Policy (DAU 3-18).
- Following the recommendation of the relevant department council, the college council determines the duration of the exit exams, which should not be less than Two hours and not more than Three hours 'duration.
- Exit exams should be designed to measure program learning outcomes and graduate attributes.
- It is recommended that the relative weight assigned to academic program courses in exit exams align with the weighting used in ETEC Jahzia exams and other comparable national standardized exams.
- Exit exams are conducted digitally in the university's computer labs.
- All standard regulatory procedures and computerized examination codes of conduct are to be enforced during the administration of exit exams.

4. Policy Procedure

DAU applies the following procedures for developing a reliable exit exam:
- Department Heads develop a plan for achieving program learning outcomes for each of the academic programs that they supervise, and their measurement through exit exams and other measures and various assessment tools.
- Department Heads, faculty staff and the Quality Assurance units in colleges prepare the question bank specifications table according to the program learning outcomes and their relative weights.
- Academic departments organize training sessions to prepare students for exit exams.
- Academic departments, in cooperation with Quality Culture Unit, provide several workshops for academic staff aimed at developing their skills in building question banks, linking the exit exam to the program learning outcomes and ensuring the validity and reliability of the exam.
- Department Heads form a committee composed of faculty members to prepare and organize the exit exams for each of the academic programs that they supervise.
- The question banks for exit exam should be comprehensive and classified according to the program learning outcomes, considering their extension in sub-learning outcomes in the curricula, and their relative weights in each course separately.
- Department heads shall form ad hoc committees to review proposed exit exam questions, ensuring that each item meets the required specifications prior to inclusion in the exam test bank.
- The Department Council and the Academic Program Development Committee (APDC) at the Department level should choose and nominate an external reviewer for the test bank. The nomination of the external reviewer should follow the instructions stipulated by DAU External Reviewing policy (DAU 3-6).
- Responsibilities and Duties of External Reviewer:
    - Ensuring that the test bank covers all knowledge and cognitive skills intended by the program.
    - Ensuring that the questions relate to the Intended Course Learning Outcomes, the Program Learning Outcomes, the Graduate Attributes (Knowledgeable and Critical thinker), and the Knowledge Units set by the ETEC Jahzia Exams and other standardized national exams.
    - Ensuring that all questions are presented exclusively in the form of Multiple-Choice Questions (MCQs)
    - Ensuring that all questions fully comply with the guidelines of ETEC Jahzia Exams and the other standardized national exams, particularly in terms of comprehensiveness, quantity, duration, and level of difficulty.
    - Ensuring that each Intended Course Learning Outcome contains at least five questions to apply the randomization properly.
    - Ensuring that no questions are repeated, even if they are rephrased or presented in different formats.

- Ensuring that the question bank is updated annually with newly developed questions, not less than 20%.
- Academic departments apply the exit exams, analyze their results, and send the final report to the College Dean, who in turns submit the report to DAU's Teaching and Learning Unit.
- Academic Program Development Committees (APDC) use results of exit exam as a direct assessment tool for measuring and improving of CLOs and courses.
- An official document from the university is given to the student who passes the exit exam successfully with his/her exit exam grade/marks.

5. Related Policies

DAU 3-4 Program Specification Policy
DAU 3-7 Grading and Assessment Policy
DAU 3-15 Undergraduate Completion Requirements Policy
DAU 3-18 Examination Control Policy

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1st issue of the policy
2	13/11/2023	External reviewers and role of teaching and learning unit