



## Exam policy

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<b>Related policies:</b>	<b>Exam Policy</b>
<b>Policy history:</b>	<b>Policy last reviewed in June 2015</b>

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## **1. Introduction**

This examination information is maintained in a safety file by the relevant department offering the course for reference upon request. In order to help students plan their time and study optimally for examinations, this document lays out policies regarding final and in-term examinations. Lecturers at IBA are requested to provide notification of the major in-term examinations in the course syllabus. The final examination date is posted early in the semester. It is the responsibility of the student to give his or her lecturer sufficient notice to work with the lecturer to reschedule examinations if this is needed.

## **2. Final Exams**

Final examinations must be administered during the final exam period. *One month before the completion of any particular course, the module leader is expected to have a meeting with CEO of the campus and schedule a date for the examinations being held.* During the last week of classes, no comprehensive examinations may be scheduled. Exceptions to this policy may be granted for educational reasons if authorized by the faculty of the program offering the course approved by the campus CEO. Final Examinations can either be comprehensive, covering all course materials or non- comprehensive, covering only a part of the course.

## **3. Lectures**

Lecturers at the Campus are required to participate for the final meeting that will be conducted by the CEO of the campus two weeks prior to the final exam and in this meeting, procedures related to the examinations will be discussed in detail. Furthermore, lectures are expected to bring the exam papers prepared and discuss about the changes with CEO and academic board. Once the permission for a particular exam paper has been granted, lecturers are not allowed to do any amendments in exam papers designed.

**Note: lecturers are required to release the final results of the examinations in one month from the date the exam was undertaken, and submit the final report to the CEO, including all students ID, grades and the passing percentages.**

#### **4. Using Proctors**

Proctors are available from 9.00 am to 4.30 pm at the campus during final exam period in April

Instructors are to provide the proctor with the following:

- The exam material
- Any special instructions
- A list of students ( name and ID number ) who are scheduled to take the exam that day

The above items should be placed in a sealed envelope on which the instructor's name, courses name and selection are clearly written. The exam materials must be delivered to the proctor 30 minutes before the scheduled exam.

Student should be given the following instructions

- Arrive at Campus 30 minutes before the exam
- Bring the student ID
- Bring pens and pencils

Instructors are to pick up completed exam papers from the proctors within 15 minutes after the successful completion of the final exam

## **5. Schedule**

Final examination periods are a maximum of 180 minutes long. The final exam schedule is posted on the campus website.

## **6. Unforeseeable Conflicts**

In exceptional circumstances, a student may encounter a medical, personal or family emergency that unexpectedly interferes with his/her ability to participate in a scheduled final examination. When encountering such a situation, the student should contact the lecturer as soon as possible, and ideally before the final examination has been administered. After reviewing the matter, the lecturer may elect to campus one of several options, including: rescheduling the exam for later in the final examination period; assigning an "I" incomplete grade until a make-up exam can be administered in the following semester; or utilizing another method for resolving missed exams