



Policies and Procedures Manual:	Originating Department/ Committee:
Policy No. : ST 06	Page 1 of 2
Date Originated: 1983	Last Revision: Dec 2, 2018
Approved by: FON Council	Approval Date: Dec 12, 2018

Purpose:

The purpose of this policy is to inform students of the expectations related to examinations administered in each course. This will help the students to plan their time and study optimally for examinations, in term and final examinations, either written or online exams.

Policy:

This policy provides a framework for term and final examination of students through academic guidelines, assessing course content as prescribed by the course outline and ensure a degree of consistency and standardization in operation of examinations.

Students are expected to take examinations as scheduled by faculty.

Procedure: (Procedures during the examination)

1. Students are required to be in the exam room 15 minutes before the start time of the exam.
2. Every student in attendance at an examination must complete the attendance paper provided.
3. Students who arrive more than 30 minutes after the commencement of an exam will not be permitted to enter the exam room
4. Students require a current student identification card to obtain admission to the examination room. If the card has been misplaced or is not valid, He/she will be directed to the appropriate place or person for identification.
5. During the designated perusal time, students are permitted to read the examination paper and request clarification of question/s from the instructor.
6. During the perusal time students are not permitted to write in the examination booklet or on the examination question paper.
7. All students must stop writing when instructed by the instructor.
8. During the examination students are not permitted to speak to, or communicate with, any other student either orally or electronically.
9. A student is not permitted to leave the examination room permanently in the first 30 minutes after the published starting time of any examination.
10. At the end of the examination all students must stay seated until all examination papers have been collected.
11. A student wishing to permanently leave the examination must submit all examination materials to the instructor who endorses the examination booklet/s, correctly identifying the student.
12. A student cannot remove any examination papers, examination booklet/s, scrap paper or attendance slips from the examination room.
13. No student is re-admitted to an examination room after they have left, unless during the full period of the absence the student has been under approved supervision.
14. If a misconduct happens in the examination room the instructor will examine permitted materials during the exam. The instructor has the authority to take any action necessary to prevent misconduct within the examination area. Examples of misconduct include: talking to another student during an exam, copying from another student, and bringing in unauthorized material. If such things occur, the student may be escorted from the exam room. The student will be contacted by the course coordinator for an informal interview. After the interview, the course coordinator will recommend whether to conduct a formal investigation by the FON investigation committee, or if no further action should be taken; a Summary of the Inquiry may be submitted to the dean and the faculty member.



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15. A student who cannot take the exam at the scheduled time because of an acceptable excuse, should complete the special form for excuse and request a make-up exam and submit it to the faculty member and the Dean for verification and approval (online).
16. A deferred examination enables eligible students to complete a final exam at a later time because of illness or other unavoidable and compelling circumstances.

Definitions:

Classroom examinations: are an important component of measuring student learning and achievement in nursing courses

Final examinations: Final examinations can either be comprehensive, covering all course materials, or non-comprehensive, covering only a part of the course.

Deferred examination: is the administration of an examination at a time other than the scheduled time/date. The University may make alternate provisions for undergraduate students who are unable to attend a formal examination at the prescribed time, due to extenuating circumstances.

Online examinations or examinations: is conducting an exam online to measure the knowledge of the students, with their own assigned device in the computer lab in the University. It needs a browser and internet connection.

Documentation Required:

Request for make-up exam (online)

Approval:

Policy was approved by the Dean Council of JUST

References: Jordan University of Science & Technology Rules and Regulations