



Policy of exam reporting and evaluation:

**For the course instructor(s):**

- The course instructor should distribute Form 1 “Exam evaluation form by students (1)” to student via eLearning services

(Online template: [Link](#))

You need to:

1. Press "Duplicate it"
  2. Edit information related to you and your course
  3. Then press "collect responses"
  4. Copy the link that you will have
  5. Distribute to your students
- **Please notice that the last point: “The course instructor solved the exam questions with students after the exam” should be removed for Final exams**
  - **Form 1 should be posted/distributed after discussing the exam key with the students**
  - Form 1 should be completed by a representative sample (~10%) of students enrolled in each course following each exam (first, second, mid, and final exams). The instructor should post this form (online), collect responses, conduct an initial analysis, then submit the responses to the exam evaluation committee in the department.
  - Solving the exam and posting Form 1 to eLearning should be completed within **ONE WEEK** of the examination set date at latest.
  - The course instructor should submit the following items for the departmental exam sub-committee head:
    - Copy of the exam (pdf or Word document)
    - “Item Discrimination Report” from A+ author from the instructor eServices (pdf)
    - “Item Discrimination Report” from A+ author from the instructor eServices (Excel sheet), by copying the report you generated and paste it on Excel sheet.
    - “Exam evaluation form by students (1)” (Excel sheet) [The responses of students]
    - “Exam evaluation form (2)”
  - Please name the files you will send to the exam sub-committee as following:  
[The course number\_first/second/mid/final exam\_semester\_academic year\_the instructor’s name\_Form# or report name]
    - e.g., Phar 456\_First\_Fall\_2022-2023\_Ruba Darweesh\_Form 1

**For the exam evaluator:**

- Once the documents are received from the course’s instructor(s), “Exam evaluation form (2)” should be completed
- The results of the exam assessment and all submitted documents should be submitted to the department head to take the needed action