

King Abdulaziz University

Faculty of Dentistry

Examinations

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Definitions

Semester Work Grade

The grade awarded for coursework that a student earns during a course, semester, or full academic year, if applicable. This includes exams, research, and educational activities related to the course syllabus.

Final Examination

A summative assessment (exam) in the course material that is held once at the end of the course, semester, or academic year.

Final Examination Grade

The grade that a student receives for each course in the final examination.

Final Grade

The total of the semester work grades, plus the final examination grade for each course, with the overall grade calculated out of one hundred.

Academic Grievance

It is the student's dissatisfaction with examinations related to academic matters.

Make-up Exam

It is an exam administered to a student who has failed, allowing them to retake up to a maximum of four courses.

Alternative Examination

It is an exam given to a student who was absent from the exam due to an acceptable excuse which is approved by administration.

Introduction

Examinations are an important part of the direct assessment process and are one of the methods used to measure learning outcomes. They help in developing the educational process and the evaluation methods used.

The Faculty of Dentistry, through the Examinations Unit, is committed to providing all possible means for students to facilitate their educational journey. This includes preparing appropriate assessment plans and monitoring the evaluation process to ensure the quality of educational outcomes for its students.

Examination Policy

Improving learning outcomes and measuring student performance are among the key goals that universities and educational institutions strive to develop. They aim to align with national and international quality standards and to ensure that the university's outcomes meet the needs of the labor market and align with Saudi Arabia's Vision 2030 and its ambitious programs. In this context, King Abdulaziz University has focused on developing examination policies, enhancing student performance assessment, and measuring learning outcomes in line with national and international quality standards to achieve the university's and the Faculty of Dentistry objectives.

Therefore, the Faculty of Dentistry follows the regulations and executive rules for undergraduate study and examinations at King Abdulaziz University for the academic year 1445H, the examination policy and student performance evaluation at King Abdulaziz University for the year 1441H, and the undergraduate study and examination regulations issued by the University Council for the year 1444H.

Types of Examinations

Several types of examinations are conducted at the faculty according to the course specifications and the assessment methods. This follows Article 5 of the Examination Policy and Student Performance Evaluation at King Abdulaziz University, these include:

Written Examinations: tests that are held in classrooms where the exam questions are printed on paper and made available at the start of the exams.

Electronic Examinations: tests that are conducted where the questions are uploaded electronically to the Question Mark system, in coordination with the Deanship of E-Learning and Distance Education (elearning.kau.edu.sa).

Oral Examinations: tests that take place in interactive rooms where students are individually tested orally.

Laboratory Examinations: These tests are conducted in specialized laboratories for all academic levels.

Practical Examinations (OSPE): These tests assess the practical skills that students have acquired.

Clinical Examinations (OSCE): These tests are conducted in clinics once a year for students in their fourth, fifth, and sixth academic years.

Examination Timings

Examinations are held throughout the academic year as follows:

Quizzes/periodic examinations (Continuous Assessment):

These are administered weekly to students throughout the academic year.

Midterm Examinations:

These are conducted at the end of the first semester of the academic year.

Final Examinations:

These are held at the end of the academic year.

Responsibilities and Procedures of the Examinations Unit

The Examination Management Committee oversees and monitors the examination process and prepares the examination committees according to national and international quality standards. The committee records observations after each exam to identify challenges encountered and ensure they are not repeated in future exams. Additionally, the committee ensures the provision of an appropriate environment for administering exams and guarantees that exams are conducted according to the approved schedules and policies of the faculty.

1.Examination Schedules:

Examination schedules for students are issued well in advance to ensure that exam classrooms are prepared according to the standards followed by the Faculty of Dentistry and King Abdulaziz University.

2.Adherence to Examination Timings for Students:

Compliance with examination timings is governed by Article 37 of the Undergraduate Study and Examination Regulations and Executive Rules at King Abdulaziz University.

2.1. Quizzes/Periodic Examinations:

Students are not permitted to enter the exam if they arrive more than halfway through the exam's duration.

2.2. Midterm Examinations:

Students are not allowed to enter the exam if they arrive more than halfway through the exam duration. If a student is late by up to ten minutes, they must sign a form pledging not to be late for future exams.

2.3. Final Examinations:

Students are not allowed to enter the exam if they arrive more than 30 minutes after the start of the exam. If a student is late by up to ten minutes, they must sign a form pledging not to be late for future exams.

3.Submission of Excuses:

If a student is absent from an exam, they must submit their excuse electronically through the ERS system or hand in the excuse to the Educational Affairs Office within 5 days from the date of absence to take the necessary actions. This is in accordance with Article 32 of the Undergraduate Study and Examination Regulations and Executive Rules at King Abdulaziz University and the Faculty of Dentistry regulations.

4.Denial of Entry from Final Examinations:

The Student Performance Evaluation Committee meets periodically during the academic year to discuss student performance and may issue recommendations for denying entry of students from final examinations if they exceed the allowed absence percentage

or fail to complete clinical requirements. This is in accordance with Article 33 of the Undergraduate Study and Examination Regulations and Executive Rules at King Abdulaziz University.

5. Supplementary and Alternative Examinations:

If a student cannot attend the final exam due to an acceptable excuse, the faculty council may accept the excuse and allow the student to take a supplementary exam. The exam must be conducted by the end of the next academic level, semester, or academic year. The student will receive the grade based on the supplementary exam or an "F" if the supplementary exam is not taken. This follows Article 32 of the Undergraduate Study and Examination Regulations and Executive Rules at King Abdulaziz University.

The department responsible for teaching the course, based on the recommendation of the course instructor, may allow the student to complete course requirements in the next academic level, semester, or academic year. An "Incomplete" (IC) grade will be recorded in the student's academic record and calculated into the semester or cumulative GPA. If the course requirements are not completed within the specified period that was agreed on, the grade will be replaced with an "F," which will be calculated into the semester and cumulative GPA.

6. Academic Grievance:

The Faculty of Dentistry is committed to protecting the students' rights and ensuring fairness through a systematic academic administrative process. This approach aims to provide a fair, safe, and productive learning environment, ensuring that student academic grievances (appeals) are handled impartially, with consideration for all parties involved and based on transparent policies and procedures. This process follows Article 36 of the Undergraduate Study and Examination Regulations and Executive Rules at King Abdulaziz University and the regulations of the Faculty of Dentistry.

6.1 Procedures for Reviewing Grades:

- 6.1.1. **Quizzes/Periodic Examinations:** Students have the right to review their grades within one week of the examination date.
- 6.1.2. **Midterm Examinations:** Students have the right to review their grades within the first week of the following semester.
- 6.1.3. **Final Examinations:** Students have the right to review their grades within the first month of the following academic year.

Electronic Examinations

Electronic Examinations: These are exams conducted in computer labs, where questions are uploaded electronically to the available lab in coordination with the Deanship of E-Learning and Distance Education (elearning.kau.edu.sa).

The shift to e-learning and distance education during exceptional circumstances has become a fundamental change in the methods and processes for evaluating students' skills, performance, and assessments. Students' performance is now evaluated, and examinations are conducted entirely electronically. Therefore, mastering electronic examinations and keeping up with the latest digital technologies has become essential rather than optional. This booklet aims to outline the roles and responsibilities of e-examination administrators and the mechanism for conducting electronic examinations through the different phases of examination management (Pre-exam phase, Exam administration phase, and Post-exam phase).

Improving learning outcomes and assessing student performance are among the primary objectives that universities and educational institutions strive to enhance. These institutions aim to align with national and global quality standards to ensure that their graduates meet labor market needs and align with Saudi Arabia's Vision 2030 and its ambitious programs. Based on this, King Abdulaziz University has worked on developing policies for electronic examinations, evaluating student performance, and measuring learning outcomes in line with national and international quality standards to achieve the university's desired objectives.

Therefore, the College of Dentistry follows the **Undergraduate Study and Examination Regulations** and the executive regulations of King Abdulaziz University for the year 1445H. It also adheres to the university's **Examination and Student Performance Evaluation Policy** for 1441H, as well as the **Undergraduate Study and Examination Regulations** issued by the University Affairs Council in 1444H.

Roles and Responsibilities of Electronic Exam Administrators

The Exam Process Committee in both sections supervises and monitors the exam process and prepares the rooms where exams are conducted according to local and international quality standards. Observations are documented after each exam to identify and address challenges to prevent their recurrence in future exams. Additionally, the committee ensures a suitable environment for student exams and adheres to approved schedules and mechanisms within the college.

No.	Role	Tasks
1	Question Bank Supervisor (One faculty member per subject)	- Supervises the entire question bank with full permissions (create, edit, view questions and exam results, and view reports). - Creates the exam at least 48 hours before the scheduled time. - Schedules the exam at least 48 hours in advance.
2	Question Bank Officials	- Contributes to question bank creation by activating some or all of the following permissions: entering and editing questions, viewing questions, and viewing results (reports).
3	Course Coordinator	Responsible for communicating with the question bank supervisor.
4	Exam Official	- Monitors the number of registered students. - Addresses any student issues. - Sends the exam schedule. - Submits exam official details to the Deanship of E-Learning and Distance Education. - Appoints student supervisors. - Coordinates with the Deanship's supervisor to open and close the test labs and answer queries during the exam.
5	Lab Technicians from Colleges	- Updates Internet Explorer to version 11. - Installs the Electronic Exams-QM program on lab devices. - Provides a link to reset passwords if needed. - Loads an audio file on all lab devices to test sound quality. - Ensures headphones are connected to the devices via AUX. - Verifies device readiness and internet connectivity before each exam.
6	IT Supervisors (on exam day)	Oversees network issues.
7	Deanship of E-Learning and Distance Education	- Assigns usernames and activates permissions across all exam systems. - Provides training on exam systems. - Offers technical support for exam systems. - Opens the labs and monitors the exam process.
8	Maintenance and Services Department	Oversees building maintenance issues (e.g., lab air conditioning, power outages).

E-Exam Process Mechanism:

The following outlines the steps to conduct an electronic exam at King Abdulaziz University, under the supervision of the Deanship of E-Learning and Distance Education, across three key stages: organizational, technical, and technological.

First: Pre-Exam Phase

No.	Procedure	Responsible Party
1	Training on electronic exam systems	Deanship of E-Learning and Distance Education
2	Request for permissions on exam systems by filling out an electronic form, getting it approved, and sending it to the Deanship.	Relevant Department
3	Permissions activation for faculty on electronic exam systems	Deanship of E-Learning and Distance Education
4	Preparing the question bank and entering it into the electronic exam system	Question Bank Supervisors or Officials
5	Reserving exam labs and providing the following to the Deanship: - Exam date (day/time: from 00 to 00) - Building names and numbers where exams will be held - Lab numbers used on exam day - Name and contact of the exam official present on exam day	Exam Official
6	Creating and scheduling the e-exam at least 48 hours in advance	Question Bank Supervisor
7	Providing the academic department with the name of the e-learning supervisor responsible for the exam system before the exam day	Deanship of E-Learning and Distance Education

Second: Exam Administration Phase

No.	Procedure	Executing Entity
1	Technicians and supervisors arrive early to open the labs and start devices, with the course coordinator present.	Technicians, supervisors, lab technicians, and the course coordinator
2	Opening exam labs at the scheduled time in coordination with the exam official	Deanship of E-Learning and Distance Education
3	Resolving technical issues in the e-exam system or university network promptly	Deanship of E-Learning and Distance Education
4	Closing the labs at the end of the exam in coordination with the exam official	Deanship of E-Learning and Distance Education

Third: Post-Exam Phase

No.	Procedure	Executing Entity
1	Downloading students' results from the e-exam system, if not recorded automatically, and generating statistical reports	Question Bank Supervisors and Officials

Instructions for the Technician and Proctor for Electronic Exams:

1. Arrive at the designated lab 30 minutes before the exam start time.
2. Log in to all computers using the system administrator's username and password.
3. Keep two computers as a backup in case any student's computer encounters an issue during the exam.
4. Receive students sent to the lab by the administrative supervisor and ensure they are seated at the designated computer.
5. Verify the student's information (name and student ID) on their ID card matches the details displayed on the program.
6. If the student is unable to access the system (e.g., incorrect password), contact the E-Learning and Distance Education supervisor.
7. For any technical issues with the device, contact the IT department technician.
8. Have the student sign the attendance sheet after confirming they have clicked the "Finish Exam" button.
9. Log out from all devices once the exam is over and coordinate with the lab supervisor to ensure all systems are shut down.
10. Hand over the lab and sign out upon leaving.

Instructions for Students:

1. Display your student ID card visibly on your desk.
2. Log in with your academic services username and password (ODUS).
3. If you encounter any issue, ask the lab technician for assistance.
4. Once you finish answering all questions, notify the technician to finalize the exam and sign the exam record.
5. Do not click the "Finish" button until you are completely done, as your score will be recorded as final and cannot be changed.
6. For additional information, you can refer to the "Help" section in the electronic exam program.

Regulations and Policies Followed by the Unit

Undergraduate Study and Examination Regulations and Approved Executive Rules (Issued by the Deanship of Admissions and Registration).



Undergraduate Student Regulations: Rights and Responsibilities (Issued by the Deanship of Student Affairs).



Code of Conduct for Students at King Abdulaziz University (Issued by the Deanship of Student Affairs).



Academic Grievances Regulations at the Faculty of Dentistry:



Electronic System Used in the Unit

Electronic Transactions System (ERS)



Email Address Used in the Unit:

For Male Students: den-sau@kau.edu.sa

For Female Students: deng.aaf@kau.edu.sa