



King Abdulaziz University

Deanship of e-Learning and Distance Education

Faculty Member Policy for Using the Questionmark Electronic Exam System



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Responsible Entity: Deanship of E-Learning and Distance Education.

Target Group: Faculty members.

Scope of Application: All in-person electronic examinations conducted through the university's Questionmark system.

1. Purpose of the Policy

This policy aims to clarify the controls that faculty members must comply with when using the Questionmark electronic examination system, ensuring that examinations are prepared, scheduled, administered, and monitored in accordance with approved procedures, thereby enhancing the efficiency and quality of the electronic assessment process and ensuring fairness and objectivity.

2. Definitions

- Questionmark System: The university-approved electronic system for creating, managing, administering, and monitoring electronic examinations and their results.
- Question Bank: A collection of questions for a course, electronically classified and indexed within the system in preparation for use in examinations.
- Examination Scheduling: Specifying the examination date, time, building, and assigned laboratory through the Electronic Examination Management Platform.
- Automatic Grading: An electronic mechanism that transfers students' grades from Questionmark to the academic system (Odus Plus) without manual intervention.
- Faculty Member: Any person granted authorization to use the system and prepare or supervise an electronic examination.

3. Scope of System Use

The Questionmark system is used to create and administer electronic examinations, including:

- Creating question banks.
- Entering, classifying, and indexing questions and linking them to relevant learning objectives.
- Creating electronic examinations.



- Scheduling examinations.
- Specifying examination settings.
- Generating reports and results.
- Integrating with the university's approved educational systems.

4. System Use Authorization and General Controls

The Questionmark system may be used by faculty members authorized by the university, in accordance with the permissions granted to each user. Faculty members must:

1. Request authorization for electronic examination systems by completing an electronic form through the Etmam system, then having it approved and submitted to the Deanship of E-Learning and Distance Education. The authorization period is one full academic year, and a new request must be submitted upon expiration.
2. Review the approved educational resources for using the electronic examination system.
3. Use the system for academic purposes only and in accordance with approved rules and regulations.
4. Maintain strict confidentiality and not share any content from the question bank.
5. Ensure that login credentials or granted access permissions are not shared with any other party. The faculty member is fully responsible for their username and password and for maintaining the confidentiality of their login credentials to the Questionmark system. Such credentials must not be disclosed or shared with any individual, whether affiliated with the University or external to it.
6. Comply with intellectual property rights when using or adding any content to the system.
7. Acknowledge that all questions and question-bank content created for electronic examinations are the property of the university and are not the personal property of the faculty member.
8. Agree to the review and audit of questions and examinations by the Deanship's system administrators when required.
9. Comply with any new instructions concerning electronic examinations issued by the Deanship.



10. The Deanship shall not make exceptions to the procedures specified and approved in this policy, and the approved procedures shall apply to all electronic examinations.
11. When necessary, the Deanship has the right to restrict or suspend certain system features and permissions to ensure continuity of work and efficient examination operations, in accordance with the applicable procedures and the interests of the work.
12. Follow up on any updates or instructions issued by the relevant academic authority.
13. Comply with the Acceptable Use Policy for Assets issued by the Cybersecurity Center.

5. Faculty Member Responsibilities

The faculty member is primarily responsible for the electronic examination, including:

1. Creating and updating questions in accordance with learning outcomes and approved assessment standards.
2. Review the questions and ensure that they are properly worded and appropriate for the course.
3. Ensuring the correctness of answers and specifying the mark assigned to each question in accordance with approved assessment standards.
4. Creating examinations and configuring their settings to ensure equal opportunities for all students and accurate and fair assessment, while ensuring alignment with the course objectives and learning outcomes.
5. Ensuring that the examination settings are correct and complete before scheduling.
6. Conducting a final review of the examination and ensuring its readiness before approval and scheduling.
7. Scheduling the electronic examination, no less than 48 hours and no more than 12 days before its scheduled time, as detailed in the 'Scheduling the Electronic Examination' section of this policy.
8. Coordinating with the relevant entity and providing information on the laboratories reserved for the examination through the system, enabling completion of procedures for assigning invigilators and supervisors.



9. Providing the relevant entity with the details of the Deanship supervisors assigned to monitor the examination, according to the information shown in the examination schedule on the Examination Management Platform, one day before the examination.
10. The faculty member shall not make any modifications to the examination in the Questionmark system during the forty-eight (48) hours preceding the scheduled examination time or during the examination. If any modification is made during this period, the faculty member shall be responsible for any consequences or effects that may result from such modification. If any modification is made to the examination after it has been scheduled, the faculty member shall be required to republish the examination in the Questionmark system after each modification is made.
11. Monitoring the actual progress of the examination, reporting the status of students during the examination, and providing the required information to the responsible entity in a timely manner to ensure that any developments or emergencies are handled in accordance with approved procedures.
12. Developing an appropriate contingency plan to ensure continuity of the examination in the event of an emergency, with the option of using the system's feature for printing a paper copy of the examination.
13. Generating reports and reviewing students' results.
14. Handling students' special academic cases in accordance with approved rules and procedures.
15. Ensuring that students' grades are transferred to the academic system (Odus Plus) and verifying their accuracy.
16. The Deanship of Admission and Registration is responsible for reserving examination buildings designated for first-year academic courses. Students are automatically distributed among laboratories through the system. The faculty member's role is limited to selecting the examination and configuring the scheduling settings in accordance with approved requirements.



6. Question Bank Preparation

When preparing the question bank, the faculty member must:

1. Ensure that questions are related to the course and its learning outcomes.
2. Ensure the scientific and linguistic accuracy of the questions and any attached media, if applicable.
3. Clearly identify the correct answer.
4. Accurately specify the mark assigned to the question.
5. Classify questions under the appropriate topics.
6. Avoid repeating questions.
7. Consider a variety of question difficulty/cognitive levels.
8. Maintain the confidentiality of the question bank and not share any of its content.

7. Reviewing the Examination Before Publishing

Before scheduling the examination, the faculty member must:

1. Ensure the examination is equivalent and covers the course objectives and learning outcomes, and that the number of questions, their marks, and the total mark conform to approved assessment standards.
2. Ensure that the approved examination type and template are used, and that the question types, options, correct answers, and their order are correct.
3. Verify the basic examination settings and specify the examination duration.
4. Conduct a comprehensive final review of the examination before scheduling and ensure that it is ready for administration.

8. Scheduling the Electronic Examination

Electronic examinations are scheduled through the Electronic Examination Management Platform. Scheduling means reserving the examination appointment, specifying its date and time, and assigning the building and laboratories in which it will be conducted within the university. This contributes to organizing examination schedules and preventing conflicts, ensuring the availability of laboratories, the examination environment, and technical support at the appropriate time, and distributing examinations across available periods to ensure the readiness of systems and human and technical resources.

The faculty member must:



1. Schedule the electronic examination no less than 48 hours and no more than 12 days before its scheduled time. Scheduling details cannot be modified after they are created. If modification is required, the existing schedule must be deleted and a new schedule created. The faculty member is responsible for deleting the schedule and for any resulting unavailability of the required laboratories because they may have been reserved for other examinations.
2. Specify the examination start time. The system automatically calculates the examination end time based on the examination duration specified in Questionmark; therefore, the end time does not need to be entered separately.
3. Ensure that all target groups or sections and the buildings to be used are selected, as the Deanship of E-Learning and Distance Education cannot modify them later.
4. Ensure that the building designated for the examination is selected. The faculty member does not have permission to select laboratories directly; the system automatically distributes students among available laboratories according to student numbers and each laboratory's capacity, while considering the provision of backup devices when necessary. The system provides free-distribution and restricted-distribution mechanisms as explained in the Electronic Examination Management Platform User Guide. If there are not enough devices to accommodate all students during the specified examination period, the faculty member must distribute the examination across multiple periods according to the available capacity and devices. The system does not allow the examination to be administered in a single period when the number of devices is insufficient.
5. Students are automatically distributed by the system among laboratories according to the actual number of students and laboratory capacity. The same laboratory may be used for one or more course examinations at the same time, subject to available capacity and backup devices. If the number of students exceeds the available capacity, the system assigns an additional laboratory and distributes students to it sequentially, without intervention by the faculty member or the ability to add, remove, or change the assigned laboratories.
6. If automatic posting of students' grades to Odus Plus is desired, the automatic grading option must be selected when creating the schedule. If it is not selected, grades will not be posted electronically after the examination.



7. Do not make any changes to the assessment in Questionmark after it has been scheduled.
8. If a student experiences a problem during the examination that requires deleting the attempt and allowing a new attempt, the system checks whether a backup device assigned to the examination is available. If a backup device is available, the student's attempt is deleted and the student is allowed to enter the examination again at the same time. If no backup device is available, or the student cannot be enabled to take the examination during the examination period, the designated procedure for the special examination is followed.
9. A special examination is created by identifying the target students and adding them using their university IDs. The student must be added at least 48 hours before the examination. A faculty member may not add any student to a special examination on the examination day. All approved controls and procedures applicable to the main examination shall apply to the special examination.

9. Uploading Assessment Results

The faculty member must observe the following when posting grades:

1. If automatic grading is enabled in the examination scheduling system, students' grades will be transferred automatically to the academic system (Odus Plus), provided that no grade component has been created in the academic Odus Plus system.
2. If automatic grading was not enabled when the examination was scheduled, the faculty member shall post the grades manually and transfer them to the academic system (Odus Plus).

10. Violations and Resulting Procedures

Compliance with the provisions of this policy is a direct responsibility of the faculty member when using the electronic examination system.

In the event of a violation of any provision of this policy, particularly with regard to the confidentiality of the question bank, sharing login credentials or permissions, or compromising academic integrity, the Deanship of E-Learning and Distance Education shall take the measures it deems appropriate in accordance with the university's approved policies.



11. Related References

This policy shall be read in conjunction with the following documents:

- [Executive Rules for the Undergraduate Study and Examinations Regulations at King Abdulaziz University.](#)
- [Intellectual Property and Entrepreneurship Policies.](#)
- [Acceptable Use Policy for Assets issued by the Cybersecurity Center.](#)
- [Illustrated Guide to Using the Electronic Exams System Questionmark issued by the Deanship of E-Learning and Distance Education.](#)
- [The Electronic Examination Management Platform User Guide.](#)

12. Approval

This policy shall be reviewed annually, or whenever the need arises.