



Electronic Examination Procedure

The following procedure outlines all the steps involved in administering an electronic examination for students at King Abdulaziz University. The process is carried out under the supervision of the Deanship of E-Learning and Distance Education and consists of three main stages covering organizational, technical, and technological aspects, as follows:

First: Pre-Examination Stage

#	Procedure	Responsible for Implementation	Activation Method
1	Request access privileges for electronic examination systems by having the faculty member complete an electronic form, which is then approved and submitted to the Deanship of E-Learning and Distance Education.	Question Bank Supervisor	Electronic Exam Access Request Form - New Version Through the Etmam System
2	Review the guides and training materials related to electronic examination systems.	Deanship of E-Learning and Distance Education	Self-Training Online Course
3	Granting and activating the required access privileges for faculty members on electronic examination systems.	Deanship of E-Learning and Distance Education	
4	Preparing the question bank and entering it into the electronic examination system.	Question Bank Supervisor	Electronic Exam System
5	Creating the electronic examination in the electronic examination system.	Question Bank Supervisor	Electronic Exam System



#	Procedure	Responsible for Implementation	Activation Method
6	Scheduling the electronic examination, no less than 48 hours and no more than 12 days before the scheduled examination date.	Question Bank Supervisor	Electronic Exam Platform
7	Providing the Deanship of E-Learning and Distance Education with the examination details, the name of the person responsible for the examination at the concerned entity who will be present on the examination day, and their contact information.	Examination Coordinator	Email
8	Ensuring that the building's computer laboratories are ready and meet the requirements of the Electronic Examination Platform, and carrying out updates when necessary.	Building Supervisor at the Relevant Entity	Electronic Examination Platform

Second: Examination Administration Stage

#	Procedure	Responsible for Implementation	Activation Method
1	The technicians, proctors, and examination coordinators at the concerned entities must be present sufficiently in advance of the examination to open the laboratories, turn on the equipment, and organize students into groups.	Proctors, Laboratory Technicians, and Examination Coordinators at the Concerned Entities	



#	Procedure	Responsible for Implementation	Activation Method
2	Open the examination laboratories at the scheduled examination start time in coordination with the examination coordinator at the concerned entity.	Deanship of E-Learning and Distance Education	Electronic Examination Platform
3	Resolve technical issues in the electronic examination system promptly as they arise.	Deanship of E-Learning and Distance Education	
4	Document technical observations and issues, follow up on their resolution in coordination with the relevant entities, and update the status of the devices on the Electronic Examination Platform.	Building Supervisor at the Relevant Entity	Electronic Examination Platform
5	Close the examination laboratories at the scheduled examination end time in coordination with the examination coordinator at the concerned entity.	Deanship of E-Learning and Distance Education	Electronic Examination Platform

Third: Post-Examination Stage

#	Procedure	Responsible for Implementation	Activation Method
1	Retrieve students' results from the electronic examination system unless they have been automatically recorded, and generate statistical reports.	Question Bank Supervisor	