



**BRAINAE UNIVERSITY**

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## **Examinations Policy**

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## **I. GENERAL PROVISIONS**

### **1. Vision**

To excel internationally with quality education, research and innovative service to the community

### **2. Mission**

To be a locomotive of the sustainable development in the World by developing competency in educational practices

### **3. Core Values**

BU is a singular and multi-partners educational institution offering a wide range of academic and professional studies. As such, we provide opportunities for trainee to pursue a variety of programs; some are quite specialized in nature, others that are multi-disciplinary and/or problem-based in focus - and to undertake their studies at different locations across the world, both through classes at designated open and through access to distance learning.

- Affordability
- Collegiality
- Commitment to professionalism and social accountability
- Humility
- Integrity
- Kindness
- Loyalty
- Spirituality
- Transparency
- Trustworthiness

## **II. Examinations Policy**

### **2.1. Examinations, Grades, and Averages for Bachelor's Degree of All University Colleges**

#### **2.2.1 Teaching and Evaluation**

- The instructor shall prepare a detailed syllabus specifying the objectives, outcomes, content, teaching methods, evaluation, references, and additional readings required. The syllabus shall be handed out to students at the beginning of the semester and shall be kept in the course files in the college.
- The Department shall appoint a coordinator for multi-section courses taught by more than one instructor. The coordinator shall prepare the syllabus and appoint dates for the uniform examinations in cooperation with the other instructor(s) of the course.

#### **2.2.2 Examination Questions Shall Be**

- in line with the objectives and outcomes stated in the syllabus
- commensurate with the time allocated for the examination
- clearly formulated and weighted
- varied to measure the students' aptitude and skills in terms of recall, comprehension, application, and analytical skill
- in the language in which the course is taught

#### **2.2.3 Answer Sheets or Booklets**

- The Council shall, upon the recommendation of the College and the academic departments, prepare procedures for documenting and storing final-examination answer sheets or booklets and for keeping them for a period of no less than four regular semesters, after which they shall be destroyed under the supervision of a committee formed by the College Council for this purpose.
- The instructor of each course shall consult with his/her department's Chair to determine the form of the answer sheets or booklets suitable for the course and to put together the necessary instructions.

- The instructor of the course shall keep the results of all his/her examinations for one regular semester.

#### **2.2.4 Evaluation of Students' Performance**

- The final grade in any course shall consist of the grade obtained in the final examination plus all the other grades obtained during the semester.
  - The general framework for examinations shall be as follows: Purely or mainly theoretical courses:
    - o 40-50% shall be reserved for the final examination, which shall be in writing, covering the entire contents of the course and realizing its objectives and outcomes and held at the times announced in the University calendar.
    - o 50-60% shall be given to course work consisting of two written examinations, reports, research papers, quizzes, and any other tasks. The relative weight of each of these two examinations and other tasks shall be determined by the concerned department.
      - o The first examination shall be held in the sixth week of the regular semester or the third week of the summer session, and the second shall be given in the twelfth week of the regular semester and the fifth week of the summer session.
- College Councils shall, upon the recommendation of departmental councils, determine the distribution of grades and inform the Registrar's Office of the procedures followed.
- The above regulations shall not apply to courses that have a special nature of their own. Such courses and the methods of evaluation in them shall be specified by the College Council upon the recommendation of the Department Council. The Chancellor shall be informed of all decisions in this regard fully explained and justified.

- The Department Council shall approve the method of evaluation for each course separately in accordance with the following:
  - ✓ that the components of the course and its objectives are taken into consideration
  - ✓ that self-instruction is duly recognized and evaluated so that students may be encouraged and motivated to engage seriously in this kind of activity
  - ✓ that evaluation can be objectively implemented and fully documented, especially with reference to students' participation in class and other activities
  - ✓ That the evaluation achieves the academic and scientific objectives and outcomes of the course.
  - ✓ that the evaluation procedures can be used in future to develop the educational process as well as student performance
- The instructor shall be responsible for correcting the examination papers of the course he/she teaches, recording final grades in letters and percentages correctly.
- Course examination sheets or booklets shall be returned to students within one week after the date of the examination and, a week later, the grades shall be reported to the Department's Chair.
- Final grades for each course shall be calculated and recorded in letters, and the number of credit hours allocated for the course shall be specified.

### **2.2.5 Evaluating Examinations**

The College Council shall establish policies and procedures to be followed in evaluating examinations in courses offered by the academic Departments in the College.

### **2.2.6 Exam Grading**

The instructor of each course shall correct the answer sheets or booklets of the final examination and submit the results fully documented in letter

grades and percentages to the Department Chair within forty-eight hours of the date of the examination. The Chair shall then submit the results to the College Council for approval.

### **2.2.7 Department's Chair's Responsibilities**

The Department's Chair shall

- receive the documents relating to the final examination from the instructor
- Submit all documents related to all final examinations to the Dean as soon as they become available.
- Prepare for the Dean a report on the examinations with an analysis of the results. The report shall include the following:
  - ✓ The number of students enrolled in the course
  - ✓ The number of students permitted to sit for the examination
  - ✓ The number of student who were absent
  - ✓ The distribution of grades and the percentages thereof
  - ✓ The percentages of passing and failing grades
  - ✓ The numbers and percentages of students getting incompletes and those barred from sitting for the examination

### **2.2.8 Monitoring Examination Results**

The College Council shall study the comprehensive reports prepared by the academic Departments on the examinations in order for the College to monitor, develop, and improve the educational process.

### **2.2.9 Reviewing Final Examination Answer Sheets or Booklets**

A student may submit a written petition to the Dean of the College which offers the course within two weeks after the grades have been posted to have his/her final examination answer sheets or booklet reviewed. The petition shall be submitted through the Registrar's Office after payment of a fixed fee. If the petition is granted, the review shall be conducted by a committee formed by the Department's Chair consisting of himself/herself and two other members of the Department, one of whom shall be the

instructor of the course. The review shall ascertain whether or not there is a material error in adding up the grades allocated to each question, copying the components of the grade, or forgetting to correct a question partially or wholly. If such an error exists, the instructor of the course shall correct it, and the corrected result shall be approved in accordance with standard procedures.

- No student shall be allowed to sit for the final examination without having settled all his/her financial obligations to the University.
- If a student fails to attend a final examination without an excuse acceptable to the Dean of the College that offers the course, the student shall be considered to have failed in that course:
  - ✓ If failure to attend the final examination is caused by ill health or some other compelling circumstances acceptable to the Dean of the College that offers the course, the student shall be given a grade of Incomplete. The Dean shall notify the Registrar's Office of this grade.
  - ✓ Any student who has been given an Incomplete must remove this mark from his/her record within two weeks after the commencement of the next regular semester by sitting for a special examination given to him/her in arrangement with the instructor of the course and the Department. The result shall be submitted to the Registration and Admission Department within this period. Otherwise, the Registrar's Office shall give the student an F for the course in question.
  - ✓ If the reason for not attending the examination mentioned in (b1) above still exists, the College Council may allow the student to withdraw from the course(s) in question and have a mark of W in his/her record.
  - ✓ The mark obtained to remove the Incomplete shall be recorded in its proper place in the semester in which the course was taken.
  - ✓ If the graduation of a student depends on removing an Incomplete Grade of a course, the student shall be considered a graduate of the semester in which s/he removes the incomplete grade.

The minimum passing letter grade is E.

- Letter grades shall be calculated as follows:

<b>%</b>	<b>Letters</b>	<b>Grade Points</b>
90 - 100	A	4
85-89	B+	3.5
80-84	B	3
75-79	C+	2.5
70-74	C	2
65-69	D+	1.5
60-64	D	1
50-60	E	0.5
Below 50	F	Zero

- Grade point averages shall be designated as follows:

<b>GPA</b>	<b>Designation</b>
3.60+	Excellent
3.00 - 3.59	Very Good
2.50 - 2.99	Good
2.00 - 2.49	Satisfactory
Less than 2.0	Unsatisfactory

- The averages listed above are obtained by multiplying the points obtained in each course by the number of credit hours allocated for the course and then dividing the result by the total number of credit hours of all the courses.
- The semester average consists of the average of all points obtained in all the courses studied in that semester regardless of whether the student has passed or failed in any of them. The student shall have a cumulative grade point average by the end of his/her second semester at the University.

- In addition to what is stated in Article 16 of the By-laws book, the accumulative grade point average at any point in time is the aggregate of points obtained in every course studied up to that date regardless of failing or passing.
- The CGPA is rounded to the nearest two decimal digits.
- Names of distinguished students shall be listed in three lists: Chancellor's list, Dean's list and List of the Deans of Students' Affairs (males/females) in accordance to the regulations and by-laws of honor lists at the University.

## **2.2 Assessment Committee**

**FIRST:** The examinations shall be supervised by the College Assessment Committee. This Committee shall be formed yearly upon a decision from College Council approved by the Vice Chancellor for the Medical Colleges & Health Sciences. The members of The Assessment Committee shall be faculty members representing their respective academic departments and its responsibility shall cover all aspects of examinations in the college at all stages and levels of the curriculum.

**SECOND:** The Assessment Committee shall supervise the examination process and allocate the faculty in charge of correcting and reporting the final results to be referred to the College Council for approval.

## **College Council**

The College Council shall, upon the recommendation of departmental councils and the Assessment Committee, determine the distribution of grades and shall inform the registrar's office of the procedures to be followed.

The College Council shall approve the method of evaluation for each phase of the curriculum and it shall take the following into consideration:

- ✓ The objectives of each course

- ✓ Self-directed learning activities and group activities shall be graded to encourage students to take such activities seriously.
- ✓ The method of evaluation shall allow objectivity and proper documentation of results especially when evaluating activities that focuses on the student's role and interaction in the process of learning.
- ✓ The method of evaluation shall achieve the learning objectives stated in the study plan.
- ✓ The University shall verify the validity and reliability of the method of evaluation to improve the learning process and students' performance.

**FIRST:** The Assessment Committee at the College shall supervise the correction of answer sheets or booklets of the examination and submit the results fully documented in letter grades and in percentage terms to the Dean within forty-eight (48) hours of the date of examination. The Dean shall then submit the results to the College Council for approval. The documents submitted shall include the following:

- ✓ Answer sheets or booklets
- ✓ Attendance sheets
- ✓ One set of the final examination questions
- ✓ The grades, with fractions rounded to the nearest integer
- ✓ All extra, unused answer sheets or booklets
- ✓ A report on the results including:
  - The number of students enrolled in the course
  - The number of students who were allowed to appear in the examination
  - The number of students who failed to attend the examination
  - The distribution of grades and their percentages equivalence
  - The failing and passing grades in percentage terms

- The number of students getting incompletes or forfeiting the right to attend the examination, and the percentages thereof.

**SECOND:** The College Council shall approve the results of the final examination and send them in letters and figures to the Registrar's Office no later than 72 hours after the end of the final examination period, so that they may be filed, checked, and released.

**THIRD:** The College Council shall study the comprehensive analytical reports prepared by the Assessment Committee on the examination. Subsequently the Council shall advise on any further improvement of the process, if needed.

**FOURTH:** A student may submit a written petition to the dean within two weeks after the grades have been released to have his/ her final examination answer sheet or booklet reviewed. The petition shall be submitted through the Registrar's Office after the required payment is made. If the petition is granted, the review shall be conducted by the Assessment Committee. The review shall ascertain whether or not there is a factual error in adding up the grades allocated to each question, copying the components of the grade, or forgetting to correct a question partially or wholly. If such an error exists, the committee shall correct it, and the corrected result shall be approved in accordance with standard procedures.

### **2.3 Procedure for Reviewing the Final Exam Paper**

1. Once the final examination period starts, the "Final Exam Review" electronic service is activated online.
2. Students can apply for a grade change online through their Banner self-service for the Final Exam Review service within two weeks after the grades have been posted.
3. The Registration Department charges the fees.

4. The application is automatically sent to the concerned college for processing.
5. The respective department chair forms a committee comprised of the Department's Chairman and two other members of the Department, one of whom shall be the instructor of the course.
6. The review shall be limited to the following:
7. Material errors in adding up the grades assigned to each question.
8. Forgetting to correct or copy the grade of a specific question or part of a question.
9. Once the committee completes its review and reaches a decision, the instructor reports the corrections (if any) using the "Online Grade Change Form".
10. The Dean of Academic Support Services reviews the submitted corrections and forwards the approved changes to the Registration Department.
11. The registrar in charge of the respective department implements the correction on Banner, which will reflect on the student records.
12. The "Online Final Exam Review Application" is de-activated after two weeks from the last day of exams.

#### **2.4 Online Exam Policy**

- ✓ Students and faculty are expected to comply with all policies regarding the conduct of online examinations.
- ✓ BU shall provide an online exam system (e.g. Blackboard) for all instructors and students.
- ✓ BU shall provide faculty, instructors and students with appropriate training on online examination setup and deployment on the system.
- ✓ BU shall provide technical support to instructors and students to engage in online exam effectively.

- ✓ The instructor is responsible for designing, writing up the exams questions, assigning the weights, uploading the exam into the system, set up the grading scheme, providing answer key, evaluating, recoding and archiving his/her online exams.
- ✓ The instructor is responsible for taking the attendance of students for all online exams.
- ✓ The Department chair is responsible for coordinating online exam committee.
- ✓ The online exam committee is responsible for ensuring the invigilation quality during online exams.
- ✓ Colleges Deans are responsible for coordinating and evaluating all activities related to online exams and committees within each college.
- ✓ BU shall regularly evaluate the effectiveness of the online process and uses the feedback for improvement of the online exams systems.
- ✓ BU shall ensure compliance of its online exams activities with CAA standards for online exams issue.
  - ✓ Students are required to maintain a secure exam environment by observing the following actions throughout the whole exam period:
    - a. Working alone, without aid from anyone or any resource, including but not limited to written notes, recordings or internet sites except those allowed or provided by the examiners.
    - b. Keeping full face, hands, workspace including desk, keyboard, monitor, and scratch paper if permitted, in full view of the webcam.
    - c. Remaining in the originally scanned exam environment for the entirety of the exam.
- ✓ Any exceptions to item 11 must be clearly highlighted by instructors before the exam, e.g. this will be an open book or open source exam.

- ✓ It is understood that all online examination including midterm and final exams must be proctored, regardless of delivery mode.
- ✓ Two cameras should be used to observe a student while taking an exam, a front camera and a side camera.