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Ministry of Manpower
Shinas College of Technology

Examination Policy

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Contact Number	26852890; qa@shct.edu.om; QAU, ShCT		

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Version Control

A. Feedback and amendments

Version	Author	Date (dd/mm/yy yy)	Summary of Revisions	Contributed by
1	Exam committee	01/01/2014	First Draft.	Examination committee
2	QAU	16/12/2014	Final Draft (studied by CC and approved refer CC meeting 001/Dec/2014-15)	CC
2.1	Dr. Syed	05/10/2016	Amendments and approval Points were revised in Part-3 under during examination point 3; part-4 point no.1. Sections were newly introduced Section-10 regarding ID card and Section-12 regarding breach of exam rules.	Academic departments and ELC
2.2	Dr. Syed	24/05/17	Amendments and approval Changes to the section-10	Heads of BSD, ITD and ELC
2.3	Dr. Syed	28/11/17	Amendments and approval Changes regarding Supplementary exam for ELC related exams. Refer ELC memo/324/dated 27/11/2017	Exam Committee from ELC
2.4	PMC	13/02/2019	Review of policy by PMC	PMC members
2.5	PMC	05/03/2019	Amendments and approval	CC Members
2.6	PMC	12/06/2019	Combined- Exam and Exam Paper policy	PMC Members

B. Plagiarism verification

Version	Team/committee/person	Date (dd/mm/yyyy)	% of Similarity
2.5	QAU (Turnitin)	21/01/2019	7%

C. Document proof read by:

Version	Team/committee/person	Date (dd/mm/yyyy)	Language quality (Excellent, Good, Fair)
2.5	Ms. Maryam, HoD, QAD	10/03/2019	Good

Approval Signature:



Table of Contents

1. Purpose	4
2. Scope	4
3. Definitions	4
Acronyms	4
Definitions	4
4. Policy Statement:	5
Breach of the Examination policy	8
References	10

1. Purpose

The purpose of this policy is to set clear directions to college staff and students with regard to midterm and final examinations. Through the implementation of this policy, the college strives to bring consistency, reliability, and validity in the assessment process.

2. Scope

The policy is applicable for midterm and final examinations conducted by the college, departments and centers. While, other assessment like quizzes and continuous assessments will be governed by the respective departments /centers course assessment regulations. The policy is applicable to all stakeholders (College management members, staff and students) who are taking part in the examination process with their respective roles.

3. Definitions

Acronyms

ADAA: Assistant Dean for Academic Affairs

ADSA: Assistant Dean for Student Affairs

Ds&C: Departments and Center

DAC: Department/Center Academic Council

DQAC: Department/Center Quality Assurance Committee

EC: Examination Committee

HoD/C: Head of the Department (Academic/Administration) or Center

HoS: Head of the Section

ARD: Admission and Registration Department

QP: Question Paper

Definitions:

Supplementary Examination: The reset examination conducted by the departments /centers examination committee.

Moderation: Moderation is a checking process which supplements the question paper setting and evaluation of answer scripts (marking). "It involves using other academics and qualified staff to perform designed tasks to ensure that paper setting and marking are valid and reliable." [1] (Assessment Policy and Procedures Manual, 2014).

4. Policy Statement:

1. Examinations will be centrally organized with proper planning and coordination supervised by an examination committee at the college level to ensure effective evaluation of student achievement of learning outcomes.
2. Examination Committee at the College level headed by the Assistant Dean for Academic Affairs (ADAA) with exam coordinator from each Department/Center as members will monitor the administration of the examinations.
3. The Heads of departments /center are responsible for the implementation of examination rules and regulations in their respective Department/Center with the help of the Department/Center exam coordinators and they are also responsible to supervise the administration of examinations within their Department/Center.
4. The Examination Committee is responsible to ensure that staff and students are aware of the rules and regulations.
5. The Assistant Dean for Administration and Finance (ADAF) is responsible to ensure the examination facilities are well prepared and the college is ready to handle any medical emergency.
6. Every member in the examination process will ensure highest levels of confidentiality and academic integrity.
7. Students of Post Foundation (PF) and General Foundation Program (GFP)-IT and Math program, shall not be allowed to write the exam, if they do not show any one of the following identification documents (Student College ID/National ID/Driving license) to invigilator during the exam. For General Foundation Program (GFP) - English language (L1 to L4) exams refer GFP-Examination Policy.
8. The examination paper setters are to prepare the examinations as per the prescribed specifications set for the respective program and level.
9. Question Paper Preparation - Exam setters should ensure that questions test students' critical thinking abilities, more than their memorization capabilities. The examination paper should comprise
 - i. Easy questions (20-30%) - Students who attended classes and follow up lectures can answer these questions.
 - ii. Moderate questions (50-60%) - Students who prepare well can answer these questions.
 - iii. Challenging questions (20-30%) - Outstanding and hardworking students can answer these questions.
10. The moderators will check the assigned examination paper according to the following criteria:
 - a. Authenticity of the exam paper- the moderator should refer to the previous semester exam papers (at least one semester) of the course for the purpose of avoiding the repetition of the question in the exam.
 - b. Consistency of the questions as described above in point 8 this policy statement.
 - c. Adequacy of time allotted for the questions

- d. Coverage of the outcomes covered and course material
 - e. Scheme of the mark distribution
 - f. Format of the paper
 - g. Proofreading of examination papers
11. The exam paper setter is responsible for printing exam papers without any errors and should be submitted to the Department/Center Examination Committee at least three (3) working days before the examination date.
 12. The exam paper Security & confidentiality is the responsibility of the exam paper setters, the moderators, the HoSs, the HoDs/C, and the Department/Center Examination Committees.
 13. The exam paper setters, moderators, and approving authority (HoSs or HoD/C) are responsible for the quality (Error free) of exam paper.
 14. The Department/Center Examination Committees are responsible for the safe keeping of the printed exam papers.
 15. The staff members those who are assigned invigilation duties are expected to follow the invigilation procedures strictly thereby ensuring the assessments are adhere to highest levels of academic integrity and honesty.
 16. The assigned answer script evaluators will evaluate the answer scripts as per the marking scheme/rubrics provided by the examination paper setter.
 17. The answer scripts will be double marked by the assigned evaluators as per the following double marking procedure.
 - a) A double marker will recheck those answer scripts¹ which are marked by first marker to ensure the validity of the marks awarded to each response by randomly rechecking five (5) answer scripts with the class size less than or equal to 25 students and 20% of answer scripts if the class size more than 25. The answer scripts selected for moderation shall be based on the marks (High, moderate and low scoring).
 - b) If the difference in the total mark awarded by both markers in all the selected answer scripts is less than three (3), then the marks awarded by the first marker will be considered as final (to be fair with all the students).
 - c) If the difference in the total mark awarded by both markers is three (3) and above, in few of the selected answer scripts, then both markers should come to an agreement for those select answer scripts, if not, the case will be referred to the HoS for final decision.
 - d) If the difference between the total marks awarded by both markers is three (3) and above in all the selected answer scripts, then all answer scripts of the group are to be re-marked by a third marker appointed by the HoS. The marks awarded by the third marker will be considered as final.
 18. The midterm exam answer scripts after the marking will be distributed to the students to check if there are any unmarked responses. The students will be given 15 to 20 minutes to check their papers. During this time, if any student has any doubt

¹ Double marking is only for the final exam answer scripts.

with marking can approach the staff and get it clarified. Even then, if the student is not satisfied, then the staff need to retain the student paper and ask the student to visit him/her during Student Hour for further consultation. If still the student does not agree, the paper should be retained by the course lecturer until it is resolved fully and agreed by the student. The course lecturers should report such cases to the Exam Coordinator of their respective department. Other students who don't have any doubts could take their papers. Any further change in marks or clarification due to whatever reasons will not be entertained after the allotted verification period of 15 to 20 minutes.

19. The Department/Center examination committees will be responsible to process the exam appeal applications as per the respective articles of the Bylaws of CoTs.

20. The Department/Center Examination Committees are responsible for the safe storage of all answer scripts after evaluation of answer scripts and responsible for the disposal of old exam answer scripts based on the disposal guidelines given in the Documentation Policy.

21. Results Moderation - Rules

- a. The Academic Departments/Center Council should study the histogram of result of each course before being submitted to the College Council.
- b. The Head of Departments/Center/the HoSs shall present the results of all the courses to the College Council (CC) with full analysis; extreme cases with abnormal distribution² are to be studied and recorded.
- c. The recommendations of College Council need to be studied and discussed in respective academic departments/center councils for improving the assessment system.
- d. The Assistant Dean for Academic Affairs (ADAA) shall seek analysis report for the abnormalities from the academic departments/center. The report shall include:
 1. Distribution of the result-histogram
 2. Authenticity of midterm and final examinations, i.e. not repeated from previous examinations.
 3. Consistency of mark distribution in the midterm and final examinations, i.e. including easy, moderate and challenging questions.
 4. Coverage of the examinations to the objectives and outcomes of the course.
 5. Time of the examination
 6. Consistency of the assessment methods applied by the course lecturer: quality and quantity of homework, quizzes, class participation, attendance and other assignments.
 7. The results of the other sections having the same course taught by other course lecturers in the same semester and previous semester/s.
 8. Performance of the same lecturer in other courses.

² lack of normal distribution curve, and more failures in a course

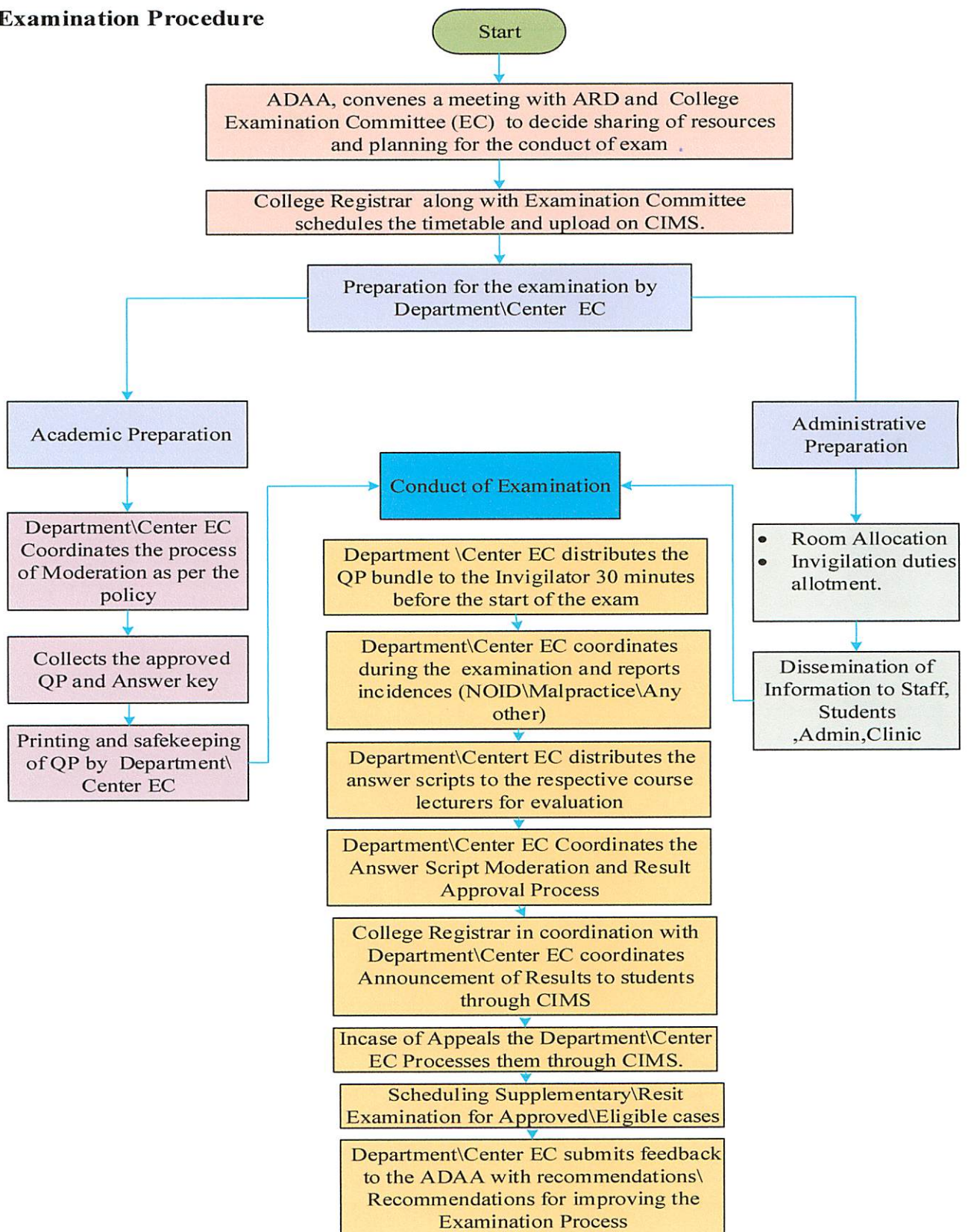
22. Supplementary exam is conducted for student who are failed to attend the semester exam. This exam is conducted based on the following rules.

- a. A student has to apply for supplementary exam through Admission and Registration Department about his or her absence within **one week** from the date of the exam.
- b. If the student fails to submit the request within the specific period, he/she will be given zero marks in the examination (Art 70 of Bylaws of CTs).
- c. If a student's excuse for absence for Midterm exam is accepted by the Student Absence Approval Committee, then a make-up exam (*Supplementary Exam*) will be arranged for the student before the end of the semester. (Art 71 of Bylaws of CTs).
- d. If a student's excuse for absence for Final exam is accepted by the Student Absence Approval Committee, then a complementary exam (*Supplementary Exam*) will be arranged for the student within four weeks of the commencement of the next semester. (Art 71 of Bylaws of CTs).
- e. If a student failed to attend the supplementary exam, he/she will not be permitted for another supplementary exam even if he/she has a valid excuse. (Art 71 of Bylaws of CTs).

Breach of the Examination policy

The Head of departments/ center and the Department/Center exam coordinators are jointly responsible to report immediately to the College Dean for any violations concerning the policy.

Examination Procedure



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