



Means of Conducting Examinations

The final exams (if any) for students are done by means of written questions (multiple choice, short problems and short answers), practical laboratory tests, objective-structured practical or clinical examinations (OSPE/OSCE), written and oral assignments, seminars, field work, research, or any combination of those, or otherwise as determined by the internal regulations of the faculties.

Long or short essays are to be used only within narrow limits, perhaps in the problem-solving questions, and are to be corrected by more than one teacher in accordance with a typical answer list agreed on (defined allotted marks) with the Course Committee.

Oral examinations are not to be used but to confirm failure or excellence of a particular student, or for other reasons submitted by the Faculty before the Board that approves it before the examination takes place. They can be part of a formative assessment.

Formative assessment is not included in the final results of the examinations.

Dates of Holding Examination and Announcing Results

Examinations are held at the end of the block courses, longitudinal exams are conducted at the end of the semester. The dates of the mid-and end-of course examination should be specified in the Academic Calendar Form at the beginning of each year. Under exceptional circumstances, the concerned faculty can present a request to hold alternative exams within a period not less than three weeks prior to the date of the exam.

The examination date determined in the schedule of the block or longitudinal courses is sacred and not subject for change without the approval of the Secretary of Academic Affairs.

Timetables and schedules of courses are the responsibility of the Dean and the Coordinators of the courses. These are signed by the Secretary of Academic Affairs well before the start of the courses. A course beginning before the publication of its schedule is deemed a serious violation of quality of the institution, and offenders will be penalized.



The Board approves dates for each semester examinations in all faculties and are then declared, and may not be rescheduled. The Faculty Board approves all the results before being signed by the Secretary of Academic Affairs. The only results brought before the Academic Council are at the end of the year (student progression).

The results of each course are announced in a period not exceeding three weeks from the end of said course.

Index numbers are used in the announcement of the results, and may, in the case of excellent students, be announced by name. Students will receive results in their electronic mail .

Mid-term exam will be scheduled in about half the period of time specified for the course, and may not be left for the end of the period, whatever the circumstances.

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Conditions for Permission/Denial to Sit for the Exam

The course Committee in each Faculty lists the names of all faculty students who are entitled to sit for the exam at least two days before the end of the course, and publishes a list of students who are denied sitting for it.

The Committee may deprive a student who did not complete the registration procedures, who is absent for more than 20% of the duration of the study, including the practical and field studies, or is unable to meet the requirements of continuous evaluation through the course (sit for tests, do assignments, exercises, and the like), and based on the recommendation of the Committee the Faculty Council decides to consider the student failing the course.

Students may in specific cases, and by way of exception, be exempted from attending the course, so they sit directly for the exam.

Article (8) Examinations and Permissible Absence

Permissible absence from the tests includes the following cases: (a) disease, certified by a medical service unit approved by the Board, (b) the week following notification of the death of a relative of the first degree, (c) absence due to testifying before a court of law, and (d) any other reason approved by the Council.



National University student manual

Medical certificates are accepted only if issued by the health unit of the faculty or a medical facility approved by the said health unit.

The medical report should be brought to the attention of the course coordinator within 24 hours of its issue which should be while or immediately after receiving the medical care.

No medical certificates or any other documents, for any excuse, are accepted after the end of the exam.

Medical certificates and documents for any (legitimate or illegitimate) excuse, put before the Course Committee after the passage of half an hour of the exam start are not considered and shall be referred to the Council by the Dean of the Faculty. In the case of legitimate absence only from exam (incomplete course) a student may be allowed to sit for the 'alternative' exam to complete the course.

In the case of legitimate absence from study for a period of more than 20% of the course duration, a student shall be deprived of sitting for the exam without being deemed failing. This is referred to as 'course deferral', and such student is allowed to repeat the course when offered, subject to payment of course fees in full.

In the case of legitimate absence from study for a long period of time that does not exceed 20% a semester of longitudinal courses, the student is allowed to sit for the exam or the 'alternative' exam.

Article (9) Exam Preparation & Examiners

The Course Committee transforms into the course-exam committee by adding a number of course teachers as committee members; the course coordinator becomes a chairman of the Committee.

In the development of theoretical and practical exams, it shall be taken into account that the exam covers the objectives of the course, diversity of questions, the variety of assessment tools and its credibility in measuring student capabilities.

A course is not deemed complete unless exams are drafted and answers thereto graded. Part-time teachers' remuneration is deferred until the results of course exams are finalized.



Course Committee receives examination questions from their authors, and approves the paper a week before the scheduled end of the short courses (2-4 weeks) and two weeks before the end of longer courses (more than 4 weeks).

The Course Committee authorizes theoretical and practical examination papers, which should be drafted or reviewed by more than one examiner.

Examination papers must bear the following lines: (a) name of National University, (b) name of the faculty, (c) course name, code and number, (d) type or format of examination, (e) the semester in question, and (f) the date, time and duration of the exam.

Examiners and the Course Committee may, in their own discretion, increase the time of the exam, but may not shorten the time written on the exam paper.

The course Committee nominates (an) external examiner according to External Examiner Policy and Practice document. For external examiners specialty, the complementary nature of most of the courses of the University's programmes should be taken into account. Names of the examiners shall be referred by the university President to the Directorate General of National & Foreign Higher Education (DGNFHE).

In the case of the appointment of an external examiner the exam question papers may be referred to him/her to evaluate. He/she may recommend amendments in a manner not incompatible with achieving the objectives of the course, not in conflict with the philosophies of the university, and does not contradict with its strategies. The report of the external examiner should be itemized as stated in the External Examiner Policy.

Examination Course Committee selects a number of teachers and teaching assistants as invigilators to help the members of the Committee in proctoring, upon approval of the Secretary of Academic Affairs.



Instructions for Examinees

Candidates are allowed to enter the exam room five minutes before the time announced for the beginning of the exam, if they present University ID and are part of the students allowed to sit for the examination.

Candidates are not allowed to enter the examination hall after the passage of half an hour after the start of the exam, or half the exam time if the duration of the examination is less than an hour.

Candidates are to comply with the directions of invigilators in the hall.

Examinees are to read and follow the instructions on the outer cover of the answer booklet.

Inside the hall, examinees are allowed to drink water only.

No candidates are allowed to bring with them any book, paper (with writing thereon