



The American University of Kurdistan Examination Procedures Policy

Policy Number: AS010
Effective Date: October 4, 2020

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I. INTRODUCTION

- a. Authority: The Board of Trustees (herein referred to as "Board") at The American University of Kurdistan (herein referred to as "AUK" or "University") is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. Purpose: The purpose is to set forth policy of general examination procedures for best practice to ensure understanding and standardized procedures to administer examination fairly.
- c. Scope: This policy applies to all enrolled students, faculty and programs.

II. ROLES AND RESPONSIBILITIES

- a. Responsible Executive: Provost
- b. Responsible Administrator: Dean and/or Associate Dean of Colleges
- c. Responsible Office: Office of Provost
- d. Policy Contact: Office of Provost

III. EXAMINATION PROCEDURES BEST PRACTICE

The following are recommended best practices in examination procedures. Faculty and Colleges may review the recommendation and select options that will work for their students.

- a) Student IDs are checked upon entering the examination rooms. Students are to sign in as their ID-cards are checked.
- b) Every student receives one question sheet or scantron form. At the end of the examination, students have to return their answer sheet together with their answer booklets.
- c) Students are allowed writing materials and a bottle of water during the exam. Every other material (calculators, books, etc) are only allowed with the explicit permission of their professor.
- d) In any exam, multiple forms of one exam might be provided. Students need to be aware that the exams might differ, misconduct is consequently apparent.
- e) Students will be assigned their seats by the professor/proctor.
- f) Students have to sign a pledge on the answer sheet that they do their own work and that they understand that cheating hurts others and is dishonorable and not permitted. Every attempt at cheating will result in an exam grade of zero.
- g) Plagiarism checkers are used for every submitted work. A percentage above 25% means a fail. In written exams, if a student is caught cheating, the professor will remove them from the classroom. No discussion is permitted to not disturb the other students. If a student that has been caught cheating tries to engage the professor or proctor in discussion, they will additionally be accorded zero marks for the exam in question and face disciplinary action, such as failing the whole course.
- h)

- b. During fall semester, when there is a conflict between two exams scheduled outside the regular class times, the course having the lower course number within the College will take precedence. During spring semester and summer session, when there is a conflict between two exams scheduled outside the regular class times, the course having the higher course number within the College, will take precedence.
- c. When there is a conflict between an exam scheduled outside of class time and other scheduled and required course activities (e.g. performances, meetings, lectures), the required course activity will take precedence.
- d. When there is a conflict between an exam scheduled outside of class time and other scheduled, non-required course activities or personal obligations, the exam will take precedence. However, exams not scheduled and announced in class at least 14 days in advance will not have priority under this policy.
- e. Should a student miss an exam due to a conflict as described above, the Professor must offer reasonable options for the student to sit the exam. The Professor must offer a re-sit of the exam within two weeks of the originally scheduled exam. The above-mentioned rules about conflicts apply. No penalty for the student is allowed.

V. RE-SIT EXAMINATION POLICY

Students have the right to re-sit midterm/final exams and have extensions

VI. TEST MODIFICATION FOR STUDENT WITH DISABILITIES OR IN EXCEPTIONAL CIRCUMSTANCES

Students who wish to claim exceptional circumstances or have disabilities need to contact the Office of Student Affairs as soon as possible, but at the very least three working days before the scheduled exam. The Office of Student Affairs has the sole power to grant appropriate modification for students with disabilities or in exceptional circumstances.

The university recognizes that there is no single universal term relating to disabilities.

Disabilities, under this policy, are seeing or hearing impairment, physical impairment, -4(.)pr in exceari0 g0 59

