



## Final Examination Regulations at American University of Madaba No. (5) / 2018 with its amendments



AMERICAN UNIVERSITY OF MADABA (AUM)

**Final Examination**

<b>Faculty:</b>	<b>Department:</b>
<b>Semester/Academic Year:</b>	<b>Course Name:</b>
<b>Instructor:</b>	<b>Course No.:</b>
<b>Examination Date:</b>	<b>Examination Time:</b>

<b>Student Name:</b>	<b>ID No.:</b>	<b>Section No.:</b>
----------------------	----------------	---------------------

Question No.	Question Full Marks	Question Obtained Marks
<b>Total</b>	<b>40</b>	<b>Obtained Total:</b>
		<b>In Writing:</b>
<b>Instructor's Signature:</b>		

## Final Examination Regulations No. (5) / 2018

### **A. For Academic Staff**

1. All examination question papers must be typed. Each faculty examination instructions should be included within the examination booklet.
2. Examination results should be handed in by the instructor to the Department Chair no longer than (48) hours and to be signed by the Dean not later than (72) hours after the examination date.
3. Under no circumstances should examination results be announced to students by instructors. The Admission and Registration Department is the only authority responsible for this task.
4. Photocopying of final examination papers are done in the specified photocopying areas by the course instructor only.
5. Course instructor should be available in the examination room at all times during the examination period. In case the students of the course are distributed into more than one examination room, the instructor should divide his presence evenly between the examination rooms in order to respond to any queries or questions raised by the students.
6. Department Chairs are responsible for the application of the examination instructions in their departments.
- \*7. In the case of multiple Course sections, the department chair shall appoint one of the course instructors as coordinator to determine the common teaching materials and supervise the preparation of common exams and setting their dates and methods of evaluation in cooperation with the other course instructors.  
In cases of multiple course sections, the final exams for all sections shall be unified

### **B. For Invigilators**

1. Invigilators should be available in the examination room 10 minutes before their allocated examination time.
2. Invigilators will receive the following from the Instructor:
  - a. Questions paper
  - b. Answers booklet
  - c. Examination attendance sheet
  - d. Examination instructions
3. Invigilators should not engage in activities such as: reading newspapers, using their cell phone, or marking examination papers; etc.

4. Invigilators must ensure that students follow examination instructions and regulations.
5. Make sure that there are no markings on the walls or on the seats or any other material that could be used for cheating purposes.
6. Students are not allowed to sit for the examination if they show up after 30 minutes from the start of the examination.
7. Students who finish early will not be allowed to leave the examination room before 40 minutes after the start of the examination.
8. Invigilators must abide by the regulations and procedures related to cheating and/or attempting to cheat.

### **C. For Students:**

1. Fill in all information required on the examination cover page.
2. Non-programmable scientific calculator can be used.
3. No calculator exchange.
4. No use of smart devices with communications capabilities (mini laptops, pens, watches, phones, etc.)
5. All cell phones must be turned off and placed under student seat.
6. Questions are not allowed after 15 minutes of the beginning of the examination.
7. Should raise his/her hand if he/she has a question during the allowed time.
8. All examinations are closed books & notes unless stated otherwise.
9. Final correct answers without showing calculations will be given zero grades except if the examination problems are of the MCQ's type.
10. Answers should be clean, neat and tidy.
11. Must not communicate with one another in any manner whatsoever during the examination.
12. Should have their students' ID card and place it on the desk for the invigilator to see.
13. Are not allowed to sit for the examination if they show up after (30) minutes from the beginning of the examination.
14. Are not allowed to leave the examination room before (40) minutes after the beginning of the examination.
15. Should comply with any further instructions announced by the instructor.
16. Students are obliged to abide by the regulations and procedures related to cheating or attempting to cheat under penalty.