Instructions Regarding Preparing of Exams, Grades Announcement, and Students' Revision of Exam Papers

1. Every course instructor shall prepare exams questions in accordance with the attached rules. The instructor must include copies of all course exams in the course report. Each subject committee must make sure that these instructions are strictly followed.

2. Instructors shall grade the midterm exams and announce the students' grades within one week after the exam.

3. Instructors must return to students; all their answer sheets (midterm exams only), quizzes, assignments, and reports. The instructor may make copies of those papers he should keep for his records.

4. Students are allowed to review their midterm exam papers with the instructor within a maximum of two (2) days after receiving the answer sheet. However, questions answered with a pencil are not to be reviewed. In such a case the instructor finds out any attempt of answer modification/change, would be treated as a case of cheating which will be firmly faced with the necessary administrative action in accordance with Qassim University regulations.

5. Instructors must announce the students' term total marks at least two (2) days prior to the start of the semester final exams.

6. Instructors have to keep copies of selected students' work (answer sheets, reports, assignments and quizzes) in the course report in accordance with the ABET requirements as follows:

   • A sample of the top ranked students.
   • A sample of the low ranked students.
   • A sample of the average ranked students.
Rules for setting up examinations

The following guidelines provide framework for preparing exams at the undergraduate level at the college of Engineering, Qassim University. The objective is to ensure a fair and uniform examination policy among various courses with different instructors.

1. The end-of-chapter problems, provided at the course textbook, shall be categorized according to the degree of difficulty into:
   - Straightforward problems (type a)
   - Problems of average difficulty (type b)
   - Difficult problems (type c)

2. Two-thirds of the exam shall belong to type (b) questions while the remaining one-third shall contain type (c) questions.

3. Exam questions shall not be restricted to end-of-chapter problems but can be extended to other out-of-textbook questions but with comparable difficulty to textbook problems and consistent with the types (b & c).

4. Problems worked out in class or home assignments shall not be included in the exam.