

## Schedules and Tests Committee

### Members of the Committee:

Name	Description
1. Ms. Hadeel Madkhali	President
2. Ms. Shaima Omer (Examination & Timetables)	Member
3. Ms. Fatima Saleem ( Examination & Timetables)	Member
4. Ms. Sana Ahmed ( Timetables)	Member
5. Ms. Heena Ansari (Examination)	Member
6. Ms. Hessah Somaili (Timetables)	Member
7. Ms. Nusrat Mallick (ELI Examination)	Member

### The tasks of the committee are as follows:

1. Making study schedules and exam schedules for students.
2. Preparation of examinations, their timetables and monitor their progress.
3. Distribution of invigilation's to faculty members.
4. Preparation of final exams schedule and coordinate with the central exam division at the university.
5. Distribution of halls, ensure classrooms are equipped in terms of seating arrangement, lighting, and air-conditioners.
6. Administer absentee exams in the presence of observers, and provide alternative dates in case of emergency.
7. Receive question papers and lists of students from the respective teachers, and deliver them to the concerned committees.
8. Receive answer sheets along with the student signatures and deliver them to teachers taking the courses, and inform them of any errors.
9. Submit the list of absentees to the concerned committee.
10. Submit a daily report on the progress of the final exam.
11. What the department head refers to the committee.