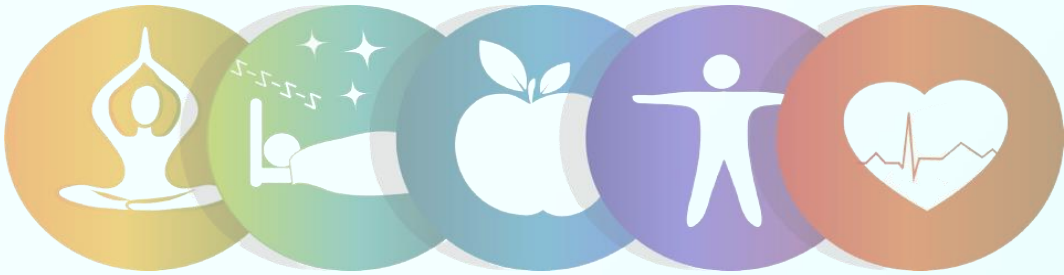


Department of Health Education and Promotion

Students Manual of Policies and Procedures



قسم التثقيف والتعزيز الصحي
Department of Health Education and Promotion



Kingdom of Saudi Arabia
Ministry of Education
Jazan University
College of Public Health and
Tropical Medicine
Department of Health Education
and Promotion

رؤية
VISION 2030

المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

كلية الصحة العامة وطب المناطق الحارة
Faculty of Public Health and Tropical Medicine



المملكة العربية السعودية
وزارة التعليم
جامعة جازان
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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

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Purpose of this Manual

The policies contained in this manual have been compiled for the benefit of students, College of Public Health and Tropical Medicine (CPHTM) from a variety of University sources. In addition to these policies, students should consult the Jazan University Student and College Handbook which is available in the website of Deanship of Academic Development.

Students are expected to become thoroughly familiar with these policies and procedures and to contact the Office of the Vice Deanship for Quality and Development in the college about questions related to the Policy Manual. Most policies will also be made available of the college's website. Other informational announcements may be made as necessary during the year.

College Profile

Public health is the science of preventing disease, promoting physical and psychological health through the efforts of organized society for health and environmental services, combating community diseases, teaching the individual the principles of personal hygiene, organizing medical and nursing services for early diagnosis and preventive treatment of disease. To develop social mechanisms that include everyone in the community, and ensure that they have an adequate standard of living to maintain health. The top priority of the Faculty of Public Health and Tropical Medicine in the Jazan region is the graduation of well-qualified health personnel to contribute to the prevention and control of current and potential health challenges, as well as enhancing the health of the population, locally and regionally, and thus strengthening the global health care initiatives, God willing.

Vision Mission Goals of the College

Vision

College of Public Health and Tropical Medicine will be locally and nationally recognized with its excellence in education, research and services to the community.

Mission

We provide education, research, and services in public health and tropical medicine that are based in science, proven in practice, and adapted through creativity to build a responsible and healthy community.

Objectives

1. To provide evidence-based educational experience for students through study, research, and practice, to address public health challenges of the twenty-first century.
2. To create and advance research that can inform policy and practice in order to improve health of people and population.
3. To engage in service activities that expand the capacity of communities to improve health and public health advocacy.
4. To cultivate partnerships with governmental entities, private and non-profit organizations to address the health needs of people and population.
5. To nurture an academic setting that fosters work ethics, respect, diversity, cooperation, learning, and fun.
6. To ensure that the college infrastructure supports operational effectiveness, through enhanced personnel, technical and financial capacity, and adequate modern facilities that meet the needs and expectations of faculty, staff and students.

Organizational Chart



Department of Health Education and Promotion

Health education and promotion is a scientific discipline that combines biological, psychological, physical, environmental, and medical sciences to prevent disease, disability and premature death and promote health by educating individuals and societies to change their behaviors voluntarily in order to improve their health and well-being. Health education and promotion has a positive impact on the behavior of individuals and societies and helps prevent diseases through spreading health awareness, advocacy for health issues and helping people to adopt healthy behaviors. It also helps people with disabilities, chronic patients and their families to adapt and co-exist with illness or disability by teaching them new lifestyles. In addition to promote health of individuals and societies, it emphasizes on policy approaches to health behavior, health education and health promotion.

The platform provides opportunity and the ability to design, implement and monetize health education and promotion research that deals with health issues in society, within the framework of professional ethics. The program is keen to provide its graduates with the knowledge, capabilities and skills that qualify them to work as specialists in this field, through the continuous updating of academic curriculum and the intensification of practical training in various fields of health education and promotion. The program intends to promote the values of community responsibility, continuous self-construction, and the development of built healthy practice based on scientific evidence and teamwork.

The Department of Health Education and Promotion was established in 2013 in the College of Public Health and Tropical Medicine to prepare qualified and trained cadres in the field of health education and promotion in order to improve community health and achieve a better quality of life for all segments.

Purpose of the Program

The department provides students with broad theoretical and practical knowledge and deep understanding of health education and promotion. It provides information about the different behavior and biological risk factors which are currently responsible for more than 50% of deaths around the world. The program also provides the students insight on how the different theories/models of health promotion can be used for prevention of these diseases. Health education and behavior program gives an opportunity for graduating public health professionals to be competent in finding out the major behavior and biological risk factors,

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disseminating the knowledge about causes of diseases, applying different models of health promotion for prevention of diseases, for doing research on risk factors responsible for major burden of diseases and plan for evaluation of different programs in the field of health education.

Vision Mission Goals of the Department

Vision

Department of Health Education and Promotion will be locally and nationally recognized with its excellence in education, research and services to the community.

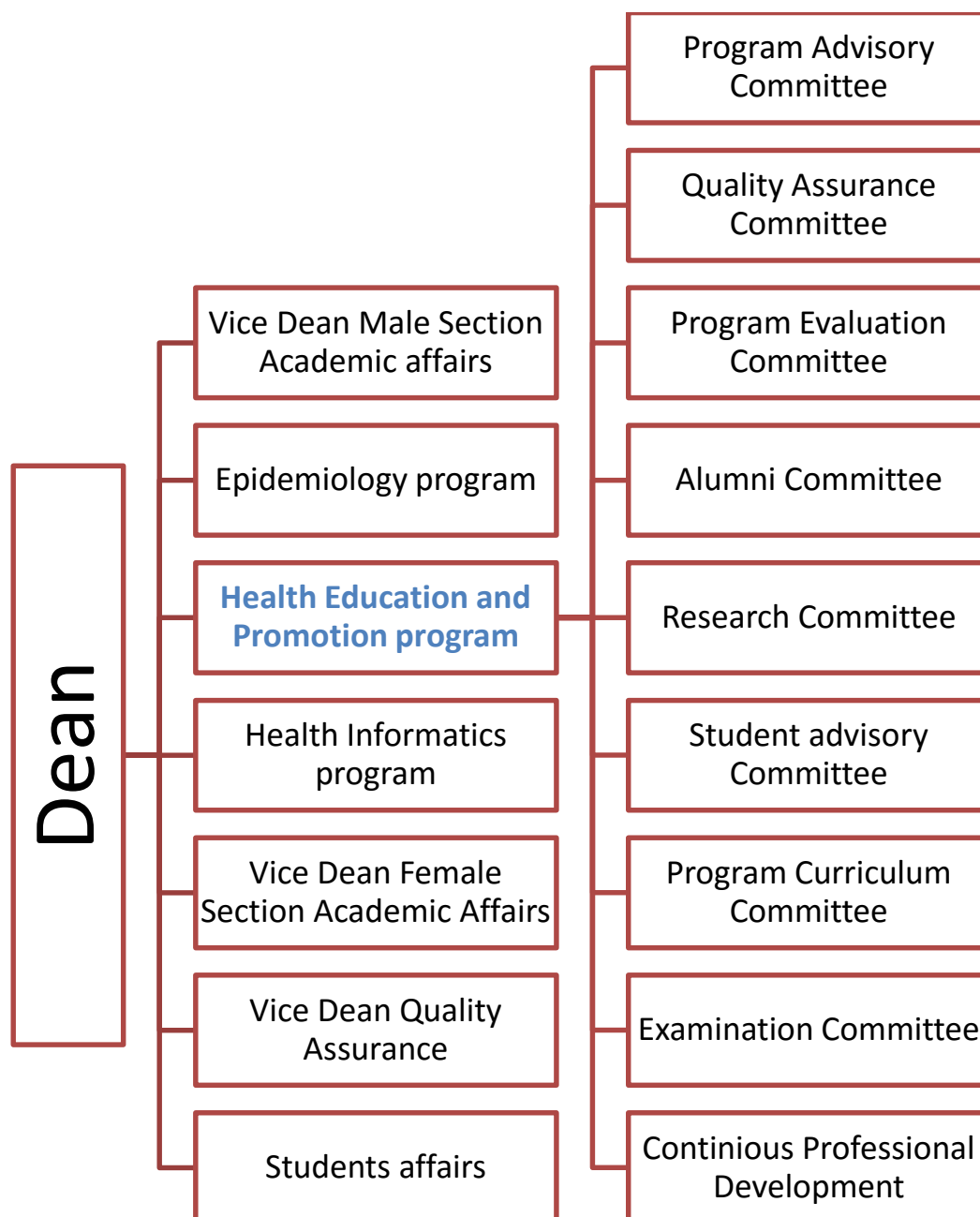
Mission

Health Education and Promotion program is committed to provide quality based academic education, research and innovative community services with in the spirit of professional ethics, responsibility and collaboration.

Goals

1. To graduate competent health education and promotion specialists to serve in different health care and community settings, based on Health education and Promotion core competencies.
2. To foster multidisciplinary health promotion research and intervention programs within academic institutions and in collaboration with Ministry of Health and relevant sectors, in order to improve individuals, families and community's well-being.
3. To cultivate strong work ethics, team work and responsibility towards lifelong personal and community development.
4. To enthuse students' and staff members' engagement in community based health education and promotion programs and activities to promote health and improve quality of life.
5. To foster high quality of health education and promotion practices through providing consultation services and continuous professional and academics training programs.

Department structure



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Students Manual



Academic Terms

Semester Study: period no less than 15 weeks excluding registration and final exams periods.
Summer Semester: Study period no more than 8 weeks excluding registration and final exam periods. Course time is doubled during summer semester.
Academic Level: Study level as per approved study plan.
Study Plan: Mandatory, elective, and free courses required for graduation in a specific specialty.
Course: Subject matter in certain academic level of a study plan in a program with a course name, code, number, description, and specifications kept in course file in academic department for regular follow up, evaluation, and improvement. Course may have pre-requisite or co-requisite.
Academic Unit: Weekly theoretical lecture, Practical hours not less than 1.40 minutes.
Academic Warning: Notice issued to a student in response to a GPA lower than the minimum required score as per regulations.
Course Work Marks: Marks awarded for student work, exams, research, and learning activities during a semester.
Final Exam: Exam held at the end of a semester.
Final Exam Marks: Marks awarded to a student in the final exam.
Final Mark: Sum of course work marks and final exam marks for each course out of 100.
Grade: Description of percentage of final mark of a course.
Incomplete: Temporary grade for students who could not sit for the final exam, referred to as (IC).
In Progress: Temporary grade for students whose study requires more than one semester, referred to as (IP).

Semester Grade: Total points scored by student divided by all unites studied in a given semester. Points are calculated by product of course units and grade in each course.
Grade Point Average (GPA): Total points scored by student in all studied courses in passed levels divided by the total units of studied courses.
General Grade: Description of student learning level during study.
Credit Hours: Points describing expected learning load required to pass a learning unit or course as part of program units.
Contact Hours: Total theoretical and practical classes hours that a student takes to gain skills required in the course objectives.

Admission Mechanism

- Students have to apply through the Jazan University web application form: <http://edugate.jazanu.edu.sa/jazan/init>
- Upon filling and submitting the web application form and ticking the acceptance box, Jazan University has the right to exclude all applications that do not meet the admission requirements and procedures.
- The bachelor degree programs of CPHTM will only appear if the applicant has a Qualifying and Grade Point Ration score of 60% or more.
- Non-Saudi applicants born to Saudi mothers should upload their birth certificates and their mothers national ID cards where indicated. Failure to provide these documents will result in automatic exclusion from the initial nomination process.
- At the end of application time acceptance will be competitively decided on the basis of met conditions, and available seats.
- Applicants are required to refer to the university admission plan dates and regularly follow up on their applications status online, and confirm their registration once accepted.
- Applicants must confirm their registration when prompted online.

- Failure to confirm registration will result in their exclusion from the admission process.
- Applicants must show up at times announced for exams and interviews.

Admission Procedure

- Upon primary online nomination, applicant will see three options:
 - (Accept and Confirm) Pressing this option means that the applicant is accepting the offered primary nomination and confirms it as final acceptance without any competition for other specialty in case seats are available.
 - (Accept and Upgrade) Pressing this option means that the applicant is accepting the offered primary nomination with and authorizes the university to upgrade their admission to another program if a seat becomes available.
 - (Withdraw) Pressing this option means that the applicant does not accept the offered primary nomination. This is considered a final withdrawal and a withdrawal form can then be printed online.
- Not confirming primary nomination within the allowed time means that the applicant does not wish to join the program. This will cause the applicant to lose their right to admission and as well as their access to their online account.
- At the end of acceptance process applicant's state online is changed to (primarily accepted) or (finally accepted) and receives college, specialty, and student number online.
- An applicant can withdraw after receiving student number by printing a Withdrawal form (a Clearance form) online. In this case the current admission will be terminated and the applicant will be eligible for admission after two academic years.
- Accepted students should complete the final acceptance procedure by making reservation for issuing University Student card following these steps:
 - sign in to the online account.
 - access the University Student Card page (using student number or national id number)
 - select a date for issuing student card
 - print out student card issue date slip
 - print out notice of admission slip

Having met these conditions, the final admission becomes confirmed.

Required Score for Admission

The Qualifying Score, calculated as follows, 30 % of high school score + 30 % of General Skills Test (Qiyas) score + 40 % of The Achievement Test (Tahsili) score The Grade Point Ration score, calculated as follows, 40 % of high school score + 60 % of General Skills Test (Qiyas) score

The Levels System

The levels system is a study system in which academic year is divided into two semesters with an additional summer semester that can be offered in some years and in some programs. Graduation requirements are distributed over this level system according to syllabus approved by the University Board. Registration, deletion, and addition procedures within syllabus are allowed to guarantee that students register for a minimum study load in accordance with the following rules:

1. A student is transferred from a level to the next only by successfully passing all courses
2. The minimum study load is 12 units.
3. If a student fails one course or more, he/she should retake the failed course(s) observing the following rules:
 - a. Failing courses that add up to the minimum required study units of a level, a student will only be able to register only courses which he/she failed.
 - b. Failing courses that do not add up to the minimum required study units of a level, a student will have to register the courses that he/she failed in addition to other courses according with the following schedule and study plan regulations: -
 - Registration should be made in light of schedule and study plan regulations
 - A student registration load is based on his/her GPA provided that it meets the minimum required load condition, and as per the following:

Allowed Unit	GPA
12-14	Less than 2.00
14-16	2.00-2.74
16-18	2.75-3.74
18-20	3.75 or higher

4. The student table must have no conflicts.

- If registration could not be made (due to schedule confliction, incompleteness of pre-requisites, or exhaustion of current level courses), a student can register available courses from the following levels, and if the student's load continues to be below the minimum required load, the minimum required load condition is then waived.
- Courses are allowed for registration from up to three consecutive levels only.

Postponement

- Postponement is allowed based on a student request before the end of the first week of a semester and is only warranted based on an excuse accepted by the dean. Postponement is not allowed for more than two consecutive semesters or three non-consecutive semesters.
- The college deanship has the right to seek next of kin for approval of postponement for female students.

Withdrawal

- Withdrawal from a registration for a semester is allowed for one semester and in this case the student is not considered failed in courses during that semester. A withdrawal request must be made at least four weeks before final exams. In colleges that have a full year system, an excuse can be made 8 weeks before the final exam. A withdrawal shows in the student transcript as a (W). The semester in which a withdrawal occurs counts towards the required the maximum period allowed for graduation. Colleges are required to update the Deanship of Admission and Registration with withdrawal cases observing the university calendar
- Withdrawal is not allowed for more than two consecutive semesters or three non-consecutive semesters. In colleges that follow a full year system, a withdrawal cannot be made for two consecutive years and the maximum allowed number of withdrawal years is two unless the student is exempted by the university president.
- The college deanship has the right to seek next of kin for approval of postponement for female students.

Dropping-out

- Student dropping out for a complete semester without accepted request is expelled. The university council is entitled to expel such student even based on a shorter drop-out period.
- A student is not considered a drop-out if he/she is a visiting student at another university.

Readmission

A dropped-out student can apply for readmission at the Deanship of Admission and Registration according to these rules:

- A readmission request should be submitted prior to the intended readmission semester
- A readmission request has to be approved by the student's college council or any third party authorized by this council.
- If the expulsion occurred four semesters prior to the intended readmission semester (or two academic years in colleges that follow the full year system), a student can then apply for a new admission where admission conditions apply and a new university ID is issued.
- Readmission is allowed only once and University Board has authority to make exceptions.
- Readmission is not allowed for students expelled for academic or disciplinary reasons.

Transfer

Transfer from another University

- Transfer to Jazan University is allowed by acceptance of Dean of Faculty to which transfer is required according and the rules:
 - Applicant was enrolled in an approved college/university.
 - Applicant was not dismissed for academic or disciplinary reasons from college/university of origin.
 - Applicant meets requirements set by Faculty Board and has GPA no less than 3.00 out of 5.00.
 - Application is made during time set for transfer during academic calendar.
 - Applicant should have at least 60% of units left to study in Jazan University.
- Applicant will be denied admission in case it was revealed that he/she was dismissed for academic or disciplinary reasons from university of origin.
- A student is transferred in any given semester from one university to another according to announced procedures and dates in the target university and within general transfer regulations

- Courses completed in university of origin and valued by Department Board and are approved by Faculty Board and added to applicant's academic record and accounted for in GPA.

Internal Transfer

- Internal transfer in Jazan University is granted upon approval of Deans of both Faculties.
- Internal transfer is allowed only once.
- Applicant should have GPA not less than 2.00 out of 5.00.
- Applicant should not have exceeded 4 semesters in Faculty of origin.
- Applicant should fulfil requirements for Faculty to which internal transfer is required.
- Applicant finished courses are added to academic record including grades and GPA.
- Internal transfer can be made from program to another within the same Faculty as per Faculty Board regulations.
- Applicant finished courses are added to academic record including grades and GPA.

Visiting Student

A visiting student is a student who studies some courses in another university or in one of the branches of his own university without transfer. A visiting student is credited for his/her studied courses according to the following rules

- Approval of the original college in which he/she studies at
- Study should be in a recognized university or college
- The course that the student studies outside the university should be equivalent to one of his courses in the original university
- If the student studies in another branch in his own university then he is processed according to article 47
- The university council determine the maximum number of units that can be credited for visiting students
- The causes that the stools division because is that a visit in student study are not included in his GPA
- Any other regulations that the university determines

Condition for visiting students

First: A student from Jazan University wishing to study as a visiting student in another university,

- A student must have an academic record showing no less than 2 semesters in his original college prior to the visiting student status request
- A student must obtain approval from his/her college to study as a visiting student noting the courses that he/she would be studying, and the college has the right to set a minimum GPA to credit the student for his studied courses. Based on a recommendation from the student's college the student is handed an official letter from the Deanship of Admission and Registration before the end of the first week of the semester.
- A visiting student studies must be taken in a recognized university.
- The courses that the student study outside university should be equivalent to a core course in the student study plan.
- The maximum number of credited units for a visiting student is 40% of the total number of units required for graduation at Jazan University.
- Credited courses are not included in the student GPA yet they are recorded in his/her academic record.
- A student must provide proof of his results in the first week of semester that follows his/her study as a visiting student. Failure to do so the student is then.
- Considered dropped-out during the in which he/she was registered as a visiting student, and he is process according to article 15.
- A student is paid his/her monthly allowance after providing proof of study to the deanship of admission registration.

Second: A student from another university wishing to register as a visiting student at Jazan University

- Student must have an academic record showing no less than 2 semesters in his original college prior to the visiting student status request at Jazan University.
- A visiting student must not be expelled based on academic or disciplinary reasons.

- A student must produce a written letter of approval from his/her original university stating that he is allowed to study as a visiting student at Jazan University. The letter must mention the courses that the student will register for at Jazan University.
- Visiting student must obtain approval of the targeted college.
- The maximum number of semesters a visiting student is allowed to register for is 2.
- A visiting student is not entitled to housing or monthly and allowance at the Jazan University.
- A visiting student courses are registered in his targeted college in accordance with registration regulations

Absence and Denial

- Regular student is denied attending final exam if attended less than 75% of lectures and practical/clinical lessons during semester. Course work marks are added to denied student academic record and appear as (DN). Denial is approved by Faculty Board before start of final exams.
- Faculty Board cancels denial for acceptable reasons made in application by student who attended at least 50%.

Student Assessment

- Faculty Board approves total marks for the program recommended by Department Board between 40% and 50% of the total mark of the course, and the student classwork mark is determined by
 - practical exams, research, and curricular activities, or a selection of this and addition to one written test, or
 - A minimum of two written exams.
- College Board approves Department Board recommendation to include oral/practical parts in final exam.
- Department Board allows student to complete a prerequisite course on recommendation of teaching faculty.
- General grade for GPA upon graduation is as follows:
 - (Excellent) GPA no less than 4.50 (or 3.5 out of 4.0)
 - (Very Good) GPA 3.75-4.49 (or 2.5-3.49 out of 4.0)

- (Good) GPA 2.75-3.74 (or 1.75-2.74 out of 4.0)
- (Pass)GPA 2.00-2.74 (or 1.00-1.74 out of 4.0)
- Honors are granted according to GPA on conditions that: -
 - Student has not failed courses in Jazan University or elsewhere.
 - Student completed graduation requirement within time frame.
 - Student completed 60% of graduation requirements in Jazan University.

Policies and Procedures – Academic Advising

The process of Academic Advising helps students learn to develop greater confidence in their academic performance, make better decisions, improve personal skills, and define career directions. Students are encouraged to explore any personal, academic, or career concern with the counseling services. Student counseling services require consistent feedback from faculty, staff, students and administration to ensure the availability of excellent and timely services. Academic advisors assigned to the students inform them their roles, responsibilities and rights. Academic advising and counseling service provide guidance and support for students to overcome any academic problems or personal difficulties that may hinder student's academic progress, and develops the student's potential, that enhances their academic performance.

Academic advising and counseling services are basic steps that guarantee collaborative relationship between faculty members and students. The intent of this collaboration is to facilitate learning by providing opportunities for students to achieve their goals and uphold the academic standards of the college.

Roles and Responsibilities of the Academic Advisors

- Acquaint the new students with rules and regulations of CPHTM and provide outreaching programs about advising and counseling.
- Assist students in their decision-making related to course selection and registration in collaboration with the Registrar's office.
- Provide accessible advising services to students by scheduling and maintaining regular office hours throughout the semester.
- Send invitations to students encouraging them to visit the counseling office to discuss and review their academic and nonacademic problems.
- Identify and select meritorious students, continuously encouraging them and honoring them at the University level to maintain excellence.
- Maintain confidentiality of students' information and academic records unless student.
- Assist in overcoming barriers that may prevent the students from completing their study plan.
- Provide supportive academic advising by recognizing the personal, social or educational difficulties and responding to the different students' needs.

- Follow-up and monitor student's academic progress and provide guidance.
- Provide information regarding courses, requirements, tests, registration, course changes and so forth.
- Provide encouragement and assistance for student with academic difficulties.
- Assist them in managing their time, develop more effective study skills, and send recommendations to the responsible course coordinator.
- Provide a private space in which student feel free to discuss their thoughts, aspirations, concerns, and interests.
- Become knowledgeable concerning university rules, policies, regulations and procedures that affect academic programs and activity.
- Help students have better understanding skills, self-development and enhance their self-confidence by identifying their strengths and weakness.
- Keep resource materials such as the Student Handbook, college rules and Regulation, academic calendar, class schedules and other useful resources on hand to answer questions about academic and non-academic concerns.

Student conduct

- If a student commits any misconduct (refer to Policy on Student Code of Conduct), the Office of Student Affairs will report it to the appropriate advisor.
- The VD for academic affairs will determine the subsequent appropriate actions (refer to the Policy on Ethics and Conduct) and meet the students in the presence of the advisor.
- A report of the appropriate disciplinary meeting is forwarded to the student's advisor with a copy maintained in student's file.
- For students placed on probation or compliance for a determined period, the advisor will continually monitor the student and provide monthly reports to the VDAA until the student is removed from probationary or disciplinary status.

Examination and Evaluation Policies

- The evaluation is an important component of the educational process, it goes beyond just granting students grade, as the activities and elements of the evaluation are used to measure the extent to which the learning outcomes of the program or course are achieved and it also help in redesigning the methods and strategies of teaching and learning.
- The University defines an examination as an assessment undertaken within a constrained period of time in a set location following a specified rubric of instruction. The candidate will undertake examination by writing except where the assessment is conducted using computer aided assessment software.
- The Examination and Assessment policies of the College of Public Health and Tropical Medicine will ensure that examinations are conducted ethically to provide valid assessment of academic performance and the achievement of proficiency of learning outcomes without adding undue stresses on students. These policies outline the rights and responsibilities of students in the assessment process so that this process can add to their learning experiences.
- These policies apply to assessment of students in the different courses offered by the Faculty of Public Health and Tropical Medicine. They encompass all types of assessment including continuous assessment and finals, examinations (written, OSCE, OSPE and others) and other types of assessments (assignments, presentations, practical etc.). These policies govern the actions of teaching staff, administrators and students in assessment activities.

Ethics of Assessment

- The assessment of a student's performance in a course shall be just and fair.
- All rules and arrangements related to examinations and assessments are transparently published and made available to students.
- There should be more than one assessment for each course. This includes different types and / or different times during the course.
- Students shall be provided with a description of the means of assessment to be used in each course including:
 - the number and types of assessment

- the date, time and location of assessment (dates of examinations, deadlines/ due dates for submission of assignments and clinical requirements)
- the weighting to be accorded each assessment
- Pre-defined criteria are announced to students to indicate the method of grading and marking for different types of assessment in each course.
- Every student has a right to review and discuss an assessment with the Instructor/ Examiner provided the indicated procedure for this is followed. Students also have the right to appeal to the Head of the Examination and Assessment Committee regarding a decision related to procedures of assessments and examinations but not an examiner judgment.
- Students are required to adhere strictly to ethical and responsible conduct through all types of assessments. Academic misconduct including cheating, plagiarism and others are subject to penalty according to College and/ or University rules.

Confidentiality of Assessment

- All examination related materials including questions sheets and answer sheets are confidential and shall be kept in Exam control Room.
- Assessment outcomes are confidential. No person involved in the process should divulge to any unauthorized person any information related to an individual students' assessment or grades.

Validity of Assessment

- Assessment shall reflect the content of the course and its intended learning outcomes (ILOs).
- Assessment activities and examinations are monitored by the Assessment and Examination Committee for the validity of the questions, their difficulty and discrimination ability.

Roles and Responsibilities

Students

- The students should actively and positively participate in all task and activities of the evaluation process.
- Should complete and deliver all evaluation requirements and tasks according to schedule.

- Students are expected to be honest in meeting the requirements of courses in which they are enrolled and to be aware of the examination's rules and instructions.
- Carry out all evaluation tasks assigned with honesty and in reliable manner.
- Adhere to the dates and times of the exam
- Adhere to the instructions directed by the official and examiner in the examination hall.
- To express an opinion on the evaluation tasks and activities through questionnaire.
- Abide by the regulations and arrangements related to test and not to cheat, attempt or assist in its commission
- Students should bring their own tools.
- Students shouldn't bring their mobiles or any other material related to the course inside the examination halls

Faculty:

- Design and implement the assessment task and activities to achieve the targeted learning outcome.
- Establish clear standards for each task and activity assigned to students.
- Inform students of the task, activities and evaluation criteria.
- Granting marks and reviewing the grading process.
- Provide students with feedback based on the evaluation process.
- Review the evaluation results annually.
- Submitting sealed exam papers for reviewing.
- Marking exam papers.
- Entering results in the website after being approved by the college Dean.
- Auditing and announcing the results in the website after being approved by the college Dean.

Dean:

- Approving the final schedule.
- Signing the final results after being approved by the college council.

Examination and Evaluation committee

- Implement evaluation and examination policies at the faculty in all programs.
- Preparing the first and final draft of the final exam schedules.
- Prepare meetings and workshops for students to introduce them to the evaluation tools, methods and system used in each program.
- Review the evaluation plan for all program courses and ensure that evaluation tasks and activities are designed, managed, reviewed and evaluated in a manner consistent with learning outcome and academic standards.
- Prepare the student guide for evaluation in cooperation with University Quality Examination Assessment center.
- Follow up of the continuous evaluation process for all courses.
- Submitting evaluation report on exam and clarify strength and weaknesses.
- Provide feedback to faculty about the exam in a confidential manner.
- Ensure the commitment of all faculty for the tools of evaluation and distribution of grades.
- Preparing the examination halls for conducting the exam.
- Prepare control room for correction of exam papers. (No exam paper is corrected out of the control room of the college and the result should be submitted within 48 hours after the exam).
- Supervise the examination process.
- Receiving exam Papers submitted by the Faculty in sealed envelope.
- Supervising examination process.
- Preparing schedule of students' distribution in exam halls.
- Preparing the invigilation schedule.
- Supervising and scheduling the auditing process.
- Preparing the absenteeism report.
- Preparing the exam final report.
- Storing exam papers

Examination Period

- A draft schedule for examinations to be posted on the JU website at least three weeks before the end of the semester.
- A student, who finds a conflict within the schedule of examination, should notify the examination committee by submitting written notes within a week after announcing the schedule.
- The final examination schedule is to be announced to students before two weeks from the examination period by examination committee.

Procedure before Exam

- Ensure that evaluation methods are consistent with teaching strategies and the intended learning outcome of the course.
- Ensure that the time allocated for the evaluation process is consistent with the level of course and no of accredited hours.
- Review the assessment plan annually to ensure that the intended learning outcome of the course are appropriate for the students.
- Ensure the safety and efficiency of the Evaluation process used and use appropriate, honest and reliable mechanism to verify the level of student achievement standards compared to the relevant reference point, whether internally or externally.
- Process of evaluation student with special need depends on the characteristics and need of each student according to the type of disability and learning difficulties.

Entering and Leaving the Examination Room

- Candidates will not be admitted to the examination room more than fifteen minutes before the start of the examination.
- Candidates may not enter the examination room later than thirty minutes after the start of the examination.
- No candidate may enter the examination room after the start of the examination if, for any reason, another candidate has already left the examination room.

- No candidate may leave the examination room, other than for illness or other reason acceptable to the invigilator, until thirty minutes after the start of the examination. Candidates who leave the examination room without the permission of an invigilator will be deemed to have withdrawn from the examination, and will not be permitted to re-enter the examination room.
- A candidate who wishes to leave the examination room early shall attract the attention of an invigilator and, when given permission to do so, shall leave the room with the minimum disturbance.
- All answer books (used and unused) and/or records of assessment are to be collected from candidates before they are permitted to leave the examination room.
- All candidates must take their belongings and their litter with them when they leave.

Starting and Ending Examinations

- No candidate shall start the examination until directed to do so by an invigilator.
- Candidates must stop working immediately when instructed to do so by the invigilator. Late arrival candidates will be required to finish at the stated end time, as instructed by the invigilator.
- In computer aided assessment the candidate will be timed out at the end of the assessment.
- All candidates are to remain seated in silence until scripts and/or records of assessment have been collected and permission to leave is given.
- Students must show their ID to the invigilator whenever asked
- Students must not have the following items in the examination room: Books - Mobile phones or electronic devices - Notes/ documents - Personal items
- Female students unveil their head cover during the exam
- Each student signs his/her name in the attendance sheet
- Examination answer sheets and attendance slips are kept in the control room in a confidential safe for one year after graduation; after which they are disposed of.

Examination Stationery and Materials

- All work, including rough work, must be written in the answer books provided or on the relevant paper provided, where answer books are not used. Additional sheets of paper, such as graph paper and drawings, must be clearly marked with the candidate's Student Number and fixed to the candidate's answer book or record of assessment.

- Answer books are to be given to the invigilator on request.
- Pages may not be removed from an answer book, nor may an answer book or record of assessment be removed from the examination room.
- Mathematical tables, charts, etc. which may be provided for candidates' use are the property of the University, and may not be removed from the examination room.
- Candidates will be instructed prior to any examination which aids such as calculators or notes are permissible. Candidates will not be permitted to use their mobile telephone or smart watch (or other means of transmitting or receiving information in any form) as a calculator and a separate device must be used which cannot store text or other information that might unfairly be of use in the examination. A candidate who brings into the examination aids other than a type specified in the examination rubric commits an assessment offence.

Behavior during Examinations

- Throughout the whole of the examination, silence must be maintained, except when requests for anything etc. are made.
- A candidate whose behavior persistently disturbs other candidates may be excluded from the examination.
- Candidates are permitted to bring drinking water into the examination room. No other food or drink is allowed.
- A candidate may not communicate in any way with any person other than an invigilator during the examination.
- No candidate may retain during the examination any article which is not required for the purpose of the examination. Such articles should preferably not be taken into the examination room. If they are, they must be left in a part of the room, as directed by the senior invigilator, but they remain the responsibility of the candidate.

In the case of illness

- In case of illness Candidates are required to notify the invigilator
- A candidate may temporarily leave the examination room for illness or other reason acceptable to the invigilator. During such absence, a member of the University staff will accompany the candidate.

- If the candidate returns to complete the examination, they will not be able to submit a claim for extenuating circumstances.
- If the candidate cannot continue, or feels that their examination has been affected, they should leave the examination. Where this occurs, the invigilator will sign the answer book or record of assessment stating the time at which the candidate left. The candidate will need to submitting extenuating circumstances following the examination. Where a student submits an extenuating circumstances form for an examination, they left due to illness, the examination mark will be recorded as zero.

Breaches of Examination Procedures:

Breaches of examination procedures will be considered as misconduct.

- To avoid student's tendency to commit any attempt to cheating which is considered as a serious offense to academic goals and objectives as well as to the rights of fellow students. Students can be suspended, demoted and dismissed following a cheating incident.
- It is the policy of the CPHTM in compliance with the JU regulation, to prevent & to take disciplinary action in cases of cheating. Reported cases will be referred from the Examination Committee to Disciplinary Committee.
- The invigilator is responsible for dismissing any student who commits a misconduct during the exam, documents the incident in the standardized forms and handles the report to the Exam control after finishing the exam.

Student examination cheating policy

Level -I offence:

- Whispering / talking, glancing / looking / staring, responding to others whispers and assisting others in seeing own answer sheet, & other offences of similar nature and intensity to cheating during exams.

Level -II offences:

- carrying of mobile phones and any other communication device is strictly prohibited in the examination rooms, mobile phone / device shall be confiscated
- Getting / giving assistance by exchange of personal items like calculators, etc. Punishment will be oral warning, change of seats, the authority is invigilator.

Level -III offences:

- Writing on the desk before the start of the exam.
- Sitting contrary to seating plan, intentionally.
- Being caught talking while outside the examination hall during the examination when allowed to go out e.g. visit to washroom, visit to administration for issue of temporary ID Card, etc.

Level IV Offence

- Using pre-meditated sheets containing helpful material.
- Using Mobile Phone /Smart watch to cheat.
- Carrying helpful material written on hands / arms
- Exchanging question papers

Punishment Cancellation of course ("F" grade shall be given), decision given by Examination and Disciplinary Committees Decision.

Level -V offences:

- Exchanging Answer Sheets during the examination.
- Writing each other's Roll No. on own answer sheet.
- Replacing answer sheets with other answer sheets not distributed for this exam (e.g. prepared at home, prepared in class).
- Cheating and being argumentative, rude, aggressive, etc. with the invigilator when checked. Whenever decided by the Disciplinary Committee.

Punishment will be Rustication / Expulsion from FPHTM and ("F" grade shall be given in all subjects), authority will be Examination and Disciplinary Committees.

The recommendations of the Examination Disciplinary Committee are submitted to FPHTM Dean for approval.

Appeals

- A student must submit a written appeal and state clearly the rationale for the appeal and must be submitted to the dean within seven calendar days of the date of the decision.

Examination and disciplinary Committees

- Investigate the reported case and check all the documents and evidence related to the cheating case.
- Make sure that the policy is implemented.
- Report to the dean of FPHTM.

FPHTM Dean:

- Approve the disciplinary actions taken by the examination and disciplinary committees.
- Investigate the issue if there is an appeal by the student.

Makeup exam procedures

A student who is unable to take an examination due to unavoidable circumstances (e.g., hospitalization, car accident, major illness) is expected to do the following:

- The student must notify FPHTM Head of department & the examination committee Head of his/her absence for not attending the exam within three days after the exam date.
- Make-up exams are to be completed within 2 College days of the student's return to the College. Make-up exams should cover the same content area of the missed examination, but should not be the same exam that was administered to other students.
- In case the long vacation follows the exam, the makeup exam will be conducted on the first week of return of the following semester.
- The student makes the request in writing and in a timely manner before the scheduled exam, to request an opportunity to complete a makeup exam

- The student provides the Instructor with the required originally-signed documentation, regarding the reason he/she is not able to complete the test on the originally scheduled exam date. Without this documentation, the student will not be granted an accommodation to complete a makeup exam and will be assigned a zero grade for the exam. No incomplete (IC) grade can be assigned in this situation.
- All communications with the student must be via e-mail, with the University Registrar copied on each exchange.
- Assign an incomplete (IC) grade to the student if unable to grade the final exam before the final grade deadline and submit a Grade Change. Authorization Form to the Vice dean of academic affair and the College Dean for approval.