

Examinations Committee

Vision

Achieving excellence in supervising examination affairs through the development of a comprehensive grading system and the evaluation of targeted learning outcomes in the faculty, thus ensuring the appropriate progress and heightened quality of the academic process, as well as the accurate determination of the students' respective skill levels.

Mission

The Examinations Committee seeks to develop the faculty's examination and evaluation system to ensure the implementation of the quality standards in all examination-related procedures, thus providing an educational environment with a clear vision as well as with the ability to ensure the global competitiveness of faculty graduates, earning employers' confidence in the labor market and serving the community.

Objectives:

- Implementation of examination-related regulations, decisions and systems and carrying out the tasks entrusted to the committee.
- Drawing up a list of the standards and specs required for building examinations.
- Continuous evaluation of the evaluation process in order to realize the vision and mission of the faculty.
- Developing strategies for future development of examination progress mechanism.

Tasks of the Examinations Committee

- Supervising the preparation of examination schedules and adhering to the examination-related regulations
- Determining the applicable standards in connection with the shape and content of the examination paper.



- Securing the needs and ensuring that requirements for the proper progress of examinations are met.
- Following up the implementation of required examination-related activities before, during and after the administration of examinations.
- Preparing the various examination-related forms (Attendance Forms- Proctors' Signature Forms...etc.)
- Posting examination-related instructions for students.
- Preparing examination-related posters and notices for students during the administration of examinations.
- Generally supervising the progress of examinations, including:
 - Following up attendance of examination proctors and ensuring the availability of back-up proctors for emergency situations.
 - Supervising all examinations in terms delivery and receipt of test and answer sheets.
 - Making daily rounds to inspect examination halls and ensure proper progress of examinations
 - Drawing up lists of students denied entrance to the examinations to ensure that they don't gain undue access.
 - Ensuring that there is no conflict between the various examination schedules
 - Collecting student signature lists and absence reports from the examination venues under its supervision.
 - Listing cases of justified absence and ensuring that the expression "Justified Absentee" is entered next to each case.
 - Submission of make-up examination applications, cheating incidents...etc. to the relevant committees.
 - Pre-&post examination periodic meetings to make due note of examination-related mishaps.
 - Writing daily and final reports including the positive and negative aspects of the examination process and proposing solutions where needed.



Members of the Examinations Committee

No.	Name	Position	E-mail address
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