



Schedules and Exams Committee:

- Preparing class schedules and examination timetables for each academic semester in coordination with the relevant departments.
- Distributing courses in a manner that ensures transparency and fairness among faculty members.
- Announcing class schedules and examination timetables to receive feedback and address any observations.
- Following up on any amendments to class schedules and examination timetables and providing appropriate solutions.
- Allocating classrooms and examination committees in accordance with student numbers and course requirements.
- Preparing lists of examination invigilators and assigning them to committees to ensure the proper conduct of examinations.
- Monitoring the examination process on-site and addressing any emergent issues.
- Documenting all procedures related to class schedules and examination timetables.

