

Curriculum and Testing Unit

Introduction

The Curriculum and Testing Unit reports directly to the ELC Director. It coordinates with the Quality and Professional Development Unit to guarantee professional and unified curriculum and assessment policy in accordance with the standard practices of the University and the standards of the National Commission for Academic Accreditation and Assessment (NCAAA).

Objectives

- 1- Evaluate students' achievement in all language skills.
- 2- Improve ELC curriculum in alignment with the University's vision and objectives.
- 3- Guarantee a unified test form and content for the students.
- 4- Develop general policies and procedures for teaching and testing.

Duties and Responsibilities

- 1- Prepare assessment schedules aligned with the teaching pacing guide.
- 2- Assess the achievement of students' learning outcomes.
- 3- Design exam templates.
- 4- Prepare and print mid-term and end-of-term exams.
- 5- Provide mark distribution as well as speaking and writing rubrics to all teachers.
- 6- Provide a proofreading checklist and test construction guidelines to all teachers.
- 7- Check the fulfilment of all the weekly assessment activities done by teachers.
- 8- Collect and archive all course documents from teachers by the end of each semester.
- 9- Analyze course reports and provide suggestions to improve ELC curriculum.