

Testing Unit

Introduction

The Testing Unit is a committee made up of three members (a supervisor and two coordinators). It reports directly to the ELC Director. It also coordinates with the Quality and Development Unit to guarantee a professional, unified 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 the four language skills.
- 2- Guarantee a unified test form and content for the students in each college or major.
- 3- Develop general policies and procedures for the development of English Language tests.
- 4- Design tests in accordance with the Course Specification and the Learning Outcomes.
5. Construct assessment tools that measure what is taught in class and reflect the true level of students' achievement.
6. Design tests according to specific, measurable criteria to guarantee a maximum degree of objectivity far from personal judgement.

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 documents from teachers by the end of each term (assessment sheets, attendance sheets, samples from all the listening and the speaking activities done by teachers all along the term.