

# Cihan University-Erbil

Examination Management



## Examination Management Guide for Undergraduate Studies



**CIHAN UNIVERSITY-ERBIL**  
EXAMINATION COMMITTEE

REGULATIONS

2023-2024

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## **Chapter One: Formation of Examination Committees and Their Tasks**

The Central Examination Committee fulfills its duties and is responsible for planning and implementing the examination process at the end of the courses in all its details, as follows:

1. Preparing the requirements of the examination process.
2. Setting up the schedules for the exams and invigilation.
3. Copying the question sheets and distributing them.
4. Checking the answer sheets according to the approved regulations.
5. Transferring the final exam marks and preparing the basic records on the Master sheet.
6. Announcing the examination results and checking the students' objections.

To perform these duties, the following work frame is needed:

### **First: Types of committees and their tasks:**

Three examination committees are formed in accordance with the examination instructions in force, and their structure and members are as follows:

1. A central committee: is formed by the authority of the university president. Its responsibilities and its tasks are determined and distributed according to the university decree. The central committee is responsible for running the final exams of both semesters and for both trials as well.
2. A central auditing committee: formed by the authority of the university president. The committee is concerned with auditing the work of the central committee and the committees of the scientific departments. It includes lecturers who have experience in exam work with no less than three members, including the president of the committee.
3. A branch or department examination committee: formed on the recommendation of the head of the scientific department approved by the university president. It is responsible for managing the mid-semester examinations and organizing lists of average (work load). It is provided that it includes a member from the central committee specialized in the task of administering the scientific department examinations.
4. The number of members of the examination sub-committees is determined according to the number of students, and should not be less than three members.

## **Second: the duties of the examination committees:**

The duties of the examination committees are determined according to their title and enumerated as:

### **1. Duties of the Central Examination Committee:**

The Central Committee carries out a set of main duties including:

- A. Preparing examination schedules
- B. Preparing the exam requirements
- C. Distribution of students to classrooms
- D. Preparing invigilation schedules
- E. Receiving the main record (Master Sheet) from the scientific departments, checking it and matching it with the paper copy signed by the material professor.
- F. Writing the final exam marks on the main record (Master Sheet)
- G. Receiving exam questions
- H. Supervising the external exam

It is provided below the mechanism for carrying out these duties:

#### **A. Preparing the examination schedules: Exam schedules are prepared according to the following regulations:**

- The exams are conducted on two rounds; the first round (second stage + fourth stage + fifth stage, Architecture department) and the second round (first stage + third stage)
- The first exam day is allocated for the first round and the second exam day for the second round in the first trial examinations. As for the second round examinations, the exam will take place successively.
- The exam starts at nine o'clock in the morning for the first round while the second round exam starts at half past twelve o'clock in the afternoon.
- The scientific department requests a proposal for the examination schedules from the representatives of the stages according to the dates specified in the university calendar and approved by the University Council, provided that the final schedules are submitted to the Central Committee three weeks before the date of the exam in order to be unified and announced.
- At the bottom of the exam schedules, the following important notes are written:
  - The answer is exclusively in blue or black ballpoint pen

- The exam start at nine o'clock in the morning
- It is forbidden to use mobile phones and other electronic devices such as headsets, smart watches, etc.
- In case of an official holiday, the examination will be postponed to the day after the last exam.
- The unified schedule is sent to the scientific departments for verification and approval.
- Exam schedules are announced no later than two weeks before the day of the official exam, and the announcement is hung on the billboards of the scientific departments as well as the university's website and social media platforms. Students must surf these platforms daily during the exam period to be informed of any emergency cases.
- The date of the transit materials exam is on the same date specified for the subject in the unified schedule.

**B. Preparing the requirements of the exam: The committee is in charge of preparing all the requirements for conducting the exams, including:**

- Supervising the maintenance of the desks and erasing the scratches on them or on walls inside classrooms.
- The classrooms are locked three days before the date of the final exam, which is the date of suspending the official working days for students and keeping all copies of the keys at the central examination committee.
- Providing a sufficient number of answer notebooks in two different colors, one for morning study and the other for evening study (Model 1, Model 2)
- Preparing the rest of the supplies, including deposit boxes for keeping the questions, notebooks and examination records, the necessary electronic computers with their accessories, photocopying machines, papers for printing out questions, and providing the appropriate seals for the examination committees, etc.

**C. Students test seating plan in the examination halls:**

The final lists of students' names are received from the scientific departments, printed on paper, and electronically. These lists are used to seating students in the examination halls according to the following controls:

- The examination for students of the scientific department is not conducted in the same building as much as possible. Rather, they must be distributed to the other scientific departments, if possible.

- Preparing a map for the students to sit in the examination hall. The student must be surrounded by four students from different scientific departments. The map is announced on the university's website or social networking sites. (Appendix 3)
- The location of the whiteboard must be highlighted in the map as an indicative point for indicating where the student will sit when preparing the student sitting map.
- A summary of the scientific departments will be added. As well as, the type of study for students in the examination hall at the top of the paper with the total number in that hall.
- A summary of the students' distribution and their stage at the department is prepared and announced in the scientific section and at the entrance of each building to help them to know their location in each building and in each examination hall.
- The student distribution maps are affixed on the examination halls' doors, and the students' names are labeled on the chairs as well.
- On the first exam day, the Central Committee prepares two computers for each stage with specialized employees to determine the location of the students' examination in case the student cannot locate his/her seat.

#### **D. Preparation of invigilation schedules:**

The lecturers' invigilation schedule is prepared according to the following:

- Lists of the Lecturers, external lecturers, teaching assistants, and administrators' names will be received from their scientific departments.
- The days allocated for external lecturers' invigilation will be determined by the scientific department.
- Examination hall directors are suggested from their scientific departments, according to their competence in invigilation as well as their scientific title.
- The principle of justice is duly met in sitting invigilators' list; i.e The number of invigilations being set for each invigilator must be equal to all invigilators as per their scientific titles during the examination period, with some exceptions given for special cases.
- No leave permit is given to any invigilator during the exam period.
- Lecturers and administrative employees are not exempted from invigilation, except those who have an exclusive approval from the university president.
- An administrative order in the invigilation's schedule must be issued before an appropriate period and send a copy to the departments. It must contain the duties and tasks of the teaching staff in the invigilation and inform them about that. (Samples 1,2)

- The invigilation schedule is announced in the place designated for the Central Examination Committee every day an hour before the exam time.
- Including all the faculty teaching staff in the final exams' invigilation is one of the lecturers' duties, and it is not allowed to assign a lecturer to invigilate in the exam hall for the subject he/she teaches.
- The number of invigilators in each examination hall must be at the rate of one invigilator for every fifteen students and the number of invigilators must not be less than two in any case, and it is required that the examination hall supervisor be the highest academic rank.
- Ensuring that invigilators change and not remain in the same examination hall and the same group together in the subsequent exams during the examination period i.e., the invigilation must be in a periodic system for examination halls and invigilators.
- It is not allowed to close the examination hall's door while having one student in the hall. At least two students must be present in the examination hall during the exam and the door is closed.

**(Sample 1)**  
**(Invigilating Instructions)**

The Invigilators shall attend the examination hall at 8:30.

1. The hall supervisor receives the exam scripts and the hall key at 8:30, from the examination committee.
2. Students are prohibited from bringing mobile devices into the examination hall. Otherwise, it is handed over to the hall supervisor and received after the examination is completed.
3. The hall supervisor must read the student's examination instructions on the first day of the exam and for each round.
4. Examination scripts will be distributed after all students enter the examination hall.
5. The distribution of question sheets begins at 9:00, after making sure that the students have registered their names on the examination scripts.
6. Ensuring that the examination scripts are distributed according to the type of study (Daytime and Evening), where the white color exam sheet is for the daytime study and the blue color is for the evening study.
7. The hall supervisor shall explain how to write the name on the examination sheet in a blue or black pen. It is the responsibility of the hall supervisor to ensure that the information written on the cover of the script is complete in terms of name, level, stage, sequence, subject name, name of the professor and not to leave any empty field except for Code field.
8. The invigilators must check the students' identity card and match it with the name mentioned in the seat and with the name registered on the examination script.
9. Attendance is recorded in the attendance sheet, so that each stage and each department has its paper separately, with the names of the absentees recorded.
10. All invigilators must turn off their mobile devices during the examination period. It is not permissible to speak on the mobile for any reason. The mobile is only used in the case that a member of the examination committee is called.
11. Ensuring that students sit in their designated places according to the map, every day.
12. No student is allowed to leave the examination hall until one hour after the examination, i.e. after 10:00 am.



- 13.** Full control of the examination hall and the prevention of cheating is one of the main duties of the hall supervisor and invigilators.
- 14.** For each building, a building official is contacted in case of any defect or confusion in the conduct of the exam, such as cheating cases, and the building official is contacted immediately before taking any action.
- 15.** It is strictly forbidden for invigilators to sit during the invigilation period.
- 16.** It is forbidden for the invigilators to speak with the students during the examination period, except in extreme cases, and no invigilator clarifies or translates the examination questions to the student for any reason.
- 17.** It is forbidden for invigilators to speak to each other, instead, paying attention to the invigilating.
- 18.** The hall supervisor must check the list of attendance and absence before the exam ends.
- 19.** Invigilators should note that the student's name should not be written on the examination notebook's cover, and the name should be written in the designated space (on the slip) only.
- 20.** The hall supervisor or the invigilators may not leave the examination hall except in extreme cases and until the last student leaves the examination hall.
- 21.** Excess exam sheets (unused or invalid) are returned to the examination committee along with the rest of the scripts.
- 22.** The hall supervisor closes the examination hall after the examination is completed.
- 23.** Examination sheets and the hall key are delivered by the hall supervisor exclusively to the examination committee, immediately and without any delay, after the examination is completed.

**(Sample 2)**  
**Exam invigilation instructions**  
**Computer Skills**

1. The laboratory assistant shall be present in the laboratory 15 minutes before the examination starts.
2. The laboratory assistant must be present throughout the examination period in the laboratory, he/she must be fully aware of the students' names being examined.
3. It is ensured that all computers are operating normally to ensure the conduct of the exam, and this is the responsibility of the laboratory assistants.
4. Lists of the students' names are received by the laboratory invigilators before the exam begins.
5. Students are entered according to the lists provided to the laboratory invigilators by the computer center.
6. Not allowing any student to enter the exam when his/her name is not on the group's lists.
7. Attendance is recorded in the list for that, so that each stage and each department has its list, with the names of the absentees recorded.
8. The student is instructed to start answering and not to close the computer until the laboratory invigilator checks. The information is stored on the computer and under the student's name.
9. Two CDs of the answers are copied for each group after making sure that the file names match the students' names. The name of the department, the laboratory number, and the exam hour are written on the disk.
10. The CDs are handed to the examination committee.
11. The attendance and absence lists shall be handed to the examination committee.
12. Students are not allowed to bring mobile devices into the laboratory. Otherwise, they must give them to the laboratory invigilators and received them after completing the exam.
13. The distribution of question sheets begins when all students enter the laboratory.
14. All invigilators must turn off their mobile devices during the examination period. It is not permissible to speak on the mobile for any reason. The mobile is only used in the case that a member of the examination committee is called.
15. Full control of the laboratory and the prevention of cheating is the main duty of the invigilators.
16. It is strictly forbidden for invigilators to sit during the invigilating period.
17. It is forbidden for the invigilators to speak with the students during the examination period, except in extreme cases, and no invigilator clarifies or translates the examination questions to the student for any reason.
18. It is forbidden for invigilators to speak to each other, instead, paying attention to the invigilating.

19. The laboratory supervisors or the laboratory assistants may not leave the laboratory except in extreme cases and until the last student leaves.

**E. Receiving the main record (Master Sheet) and entering the final exams' scores**

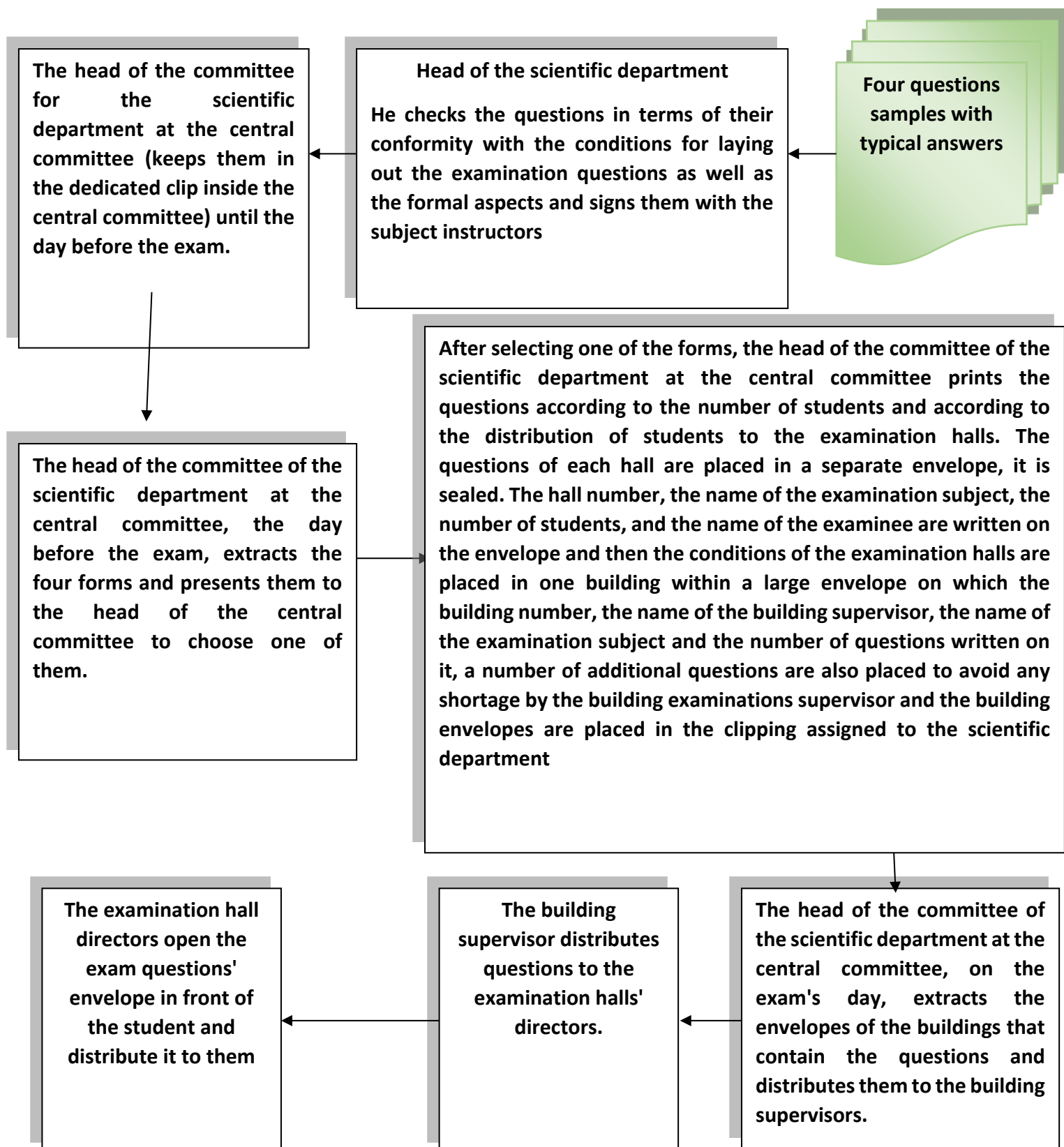
- The basic record (Master Sheet) is received from the scientific department that includes the names of students allowed to take the exam and their final grades (including their activities) in a hard copy signed by the subject's professor and the head of the department. The master sheet must be free from omitting and cancellation includes the cases of transit, postponement, and other cases.
- The Master Sheet must be checked by the subcommittees of the scientific department for each subject to make sure that it matches the copy signed by the subject's professor and the head of the department.
- After completing the examination committee work related to checking the final grades, the final exam score is entered in the main record in the box designated for the final exam in order to endeavor the score to be combined with the final exam's score automatically and shows the result of that subject.

**F. Receiving the question papers**

The Central Committee shall receive the question papers according to the following:

- The number of questions forms required for the final examination is determined by four forms signed by the professor and the head of the department. The central committee chooses one of those forms for the exam.
- The questions are received as a soft copy on a CD, as well as a hard copy is delivered in a sealed envelope written on it the name of the scientific department, the subject, the instructor's name, the date of the exam, and the name of the form as (A, B, C, D)
- The model answers are attached to the exam questions separately in a closed envelope signed by the subject's professor that contains (CD) in a word file written on it the name of the scientific department, the subject, the name of the instructor, the date of the exam and the name of the question form (A, B, C, D).
- Delivering typical questions and answers from professors to the head of the department exclusively, who in turn delivers them to the head of the Central Committee.

Diagram (1) illustrates the examination questions delivery cycle



## **G. Supervising the External Exam:**

### **1. Suggesting the way of conducting the external exam for each main subject and for all stages as follows:**

- Specifying the amount of the included curriculum in the exam as it was determined by the central committee and with the agreement of the head of the department and the authentication of the university president.
- Suggesting the way of taking the external exam according to one of the following criteria and having the president agreement:
  - ✓ The external examiner has to provide the set of questions and tick the papers.
  - ✓ The external examiner has to provide the set of questions in cooperation with the subject professor.
  - ✓ The external examiner has to evaluate the exam process through checking the given syllabus and the extent of inclusion of questions to the given syllabus in addition to checking the correction of a random answering paper.
  - ✓ The external examiner has to have a direct connection with the president and has to deliver a report about the course of the exam immediately directed to the president.

### **2. The Central Committee Work Mechanism:**

#### **A. Before Starting the Exam:**

- ✓ Copying the set of questions works according to the following:
  - Choosing one set of questions is done by the central committee.
  - Copying the set of questions is done a day before the exam.
  - The head of the central committee has to submit the chosen set of questions to the head of the department committee who, in turn, has to copy the set of questions according to the demanded number after checking the pages and adding 10% as extra copies.
  - The set of questions is to be put in big envelopes which carry the date of the exam and the head of the department committee's signature and then be distributed to the exam halls according to the exact number.
  - The head of the department committee has to put the envelope in a lockbox specified for the specific department and is located in the central exam committee. However, the lockbox key has to be kept by the heads of the department committee and the central exam committee.

- The envelope has to be picked up by the head of the department committee an hour before the exam and has to be put in a specified exam bag for each exam hall.
  
- ✓ Preparing the exam file for each exam hall as follows:
  - The cover of the file is being attached by the students sitting plan. (sample 3)
  - Students' sitting plan is being attached inside the file.
  - The building's official phone number is being written on the cover of the file.
  - Students' attendance sheets are being put inside the file according to the number of the departments enrolled in the exam inside that hall. (Sample 4)
  - Then, an exam instruction paper is being put in the file which must be read in front of the students before the exam starts. (sample 5)
  - Samples of cheating attempts. (Sample 6)
  
- ✓ A random code is being attached to the answering sheet and being changed daily but is being kept by the head of the exam committee of the specific department.
  
- ✓ The exam papers are being delivered and signed exclusively by the halls' supervisors and according to the specified number of the students sitting plan. The head of the exam committee of that department must replace the hall supervisor with one of the professors in the case of his absence. The answering sheets are of two colors for the morning and evening studies. (sample 7)

Exam Hall # 103
-----------------

6	5	6	6
First	Third	First Medical	Third
Accounting	Accounting	Microbiology	International
			Relations

Total No. of Students:					
--	No. of attendance sheets				
Board					

### Sample (4)

#### Student Attendance Sheet

#### Final Examination

Semester: 20 - 20 Trial:

Department:

Day:

Level:

Date:

Subject:

Hall No.:

No	Attendees	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

No.	Absentees
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

No. of Attendees:

No. of Absentees:





## **B. When the exam finishes:**

- ✓ Receiving the used and unused answering sheets from the hall supervisors and matching them to the exact number of student attendance and absence sheets according to a specific document. (sample 7)
- ✓ Each answering sheet should be numbered and that number should be written in red. Numbering the sheets should start from (101) then to be kept as slips in the lockbox specified for each scientific department.
- ✓ Making sure the answering sheets don't include any signs or signals (in any form) as an attempt to recognize the identity of the students. In such a case, the suspected answering sheets are being delivered to the expert committee to decide the taking action as per the president's approval.
- ✓ Afterwards, the answering papers must be delivered to the professor of the subject or an alternative one assigned by the president. The professor is ticking daily according to his ability but has to sign every time he\she receives or gets back the answering papers.
- ✓ Ticking the answering sheet should be done in three days in a specified place. The answering papers are not allowed to be taken out of that place for any reason.
- ✓

### **Sample (6)**

#### **Cheating Cases**

#### **Final Examination**

Semester:                      20      - 20                      Trial:

#### **Student Cheating Case Report**

Student's name:	Level:	Department:
Group:	Study type:	Subject:
Lecturer's name:		

Hall No.:

Date:

Time:

**Cheating Case:**

<input type="checkbox"/>	Using a cheating sheet
<input type="checkbox"/>	Using a mobile phone or Bluetooth technology
<input type="checkbox"/>	Cheating by personal calculator
<input type="checkbox"/>	Writing on body parts or any other instrument

<input type="checkbox"/>	Talking with other students
<input type="checkbox"/>	Using signs with others
<input type="checkbox"/>	causing noise in the hall
<input type="checkbox"/>	Other:

- ✓
- ✓ Explaining the cheating case in detail:
- ✓
- ✓
- ✓
- ✓ Building supervisor opinion:
- ✓
- ✓

Signature  
Name:

Signature  
Name:

Signature  
Name:

Signature  
Name:

Signature  
Name:

Third Invigilator

Second Invigilator

First Invigilator

Hall Supervisor

Building Supervisor

**Sample (7)**

**Delivering Exam Scripts to Invigilators**

**Second Semester Final Examinations/ First Trial/ 2020-2021**

**Delivering Exam Scripts to Invigilators**

**Tuesday 18/05/2021**

	Hall	No. of 1st group	No. of 2nd group	Hall Supervisor	Signature
1	103	24	30		
2	104	24	30		
3	105	30	36		
4	106	36	37		


5	<b>113</b>	30	36		
6	<b>115</b>	30	35		
7	<b>116</b>	35	42		
8	<b>122</b>	30	33		
9	<b>123</b>	30	30		
10	<b>124</b>	30	30		
11	<b>125</b>	30	30		
12	<b>126</b>	24	24		

**Sample (7)**  
List of receiving Final Exam Scripts for building 2

List of receiving Final Exam Scripts for building 2 / Shift 1									
211	9 First Med. Microbiology	6 First Law	9 Third Accounting	6 First Business Admin.	6 Third Inter. Relations Evening				36
212	5 Third Business Admin.	6 First Law	3 Third Accounting	9 First Med. Microbiology	5 Third Inter. Relations Evening	1 Third Accounting Evening	9 First Business Admin.	4 Third English	42
213	9 First Med. Microbiology	9 Third Business Admin.	9 First Business Admin.	9 Third English	3 First Law				39
214	9 First Med. Microbiology	6 First Law	9 Third Business Admin.	6 First Business Admin.	6 Third English				36
224	6 First Med. Microbiology	6 First Law	6 Third Business Admin.	6 First Business Admin.	6 Third English	3 First Law			33
225	9 First Med. Microbiology	6 First Law	9 Third Business Admin.	6 First Business Admin.	6 Third English				36
226	9 First Med. Microbiology	9 Third Business Admin.	6 First Business Admin.	6 First Law	5 Third English				35

- ✓ Exam Scripts are numbered with special codes, and each script takes one number where the exam committee member writes the same number on the (slip) in red. The number coding starts from (101) where all the slips are kept in the safe of the related departments after writing down all the information

of the exam and the number of the slips on an envelope prepared for this purpose. (Sample 8)

	
<b>Cihan University-Erbil</b>	
<b>Examination Committee</b>	
<b>First Semester - First Trial 2020-2021</b>	
<b>Department:</b>	<b>Year:</b>
<b>Date of Exam:</b>	<b>Study:</b>
<b>Subject Name:</b>	
<b>Lecturer:</b>	
<b>No. of slips:</b>	

- ✓ Receiving the ticked sheets from the professor when done and that is being recorded in a certain form.(sample 9)
- ✓ The answering sheets are being checked as follows:
  - Double checking that all the questions and sub-questions are being ticked. (sample10)
  - Matching the marks of the sub-questions to the main questions.
  - Matching the marks that are written inside and on the cover of the answering sheet.
  - Checking the professor's signature which should be next to each mark on the cover and next to the total mark at the bottom.
  - Checking the total of each mark.
  - Checking that all marks are written in figures and letters.
- ✓ Conducting a daily attendance sheet to write the names of those who are present and send the names of the absent students to their departments to have an official reaction.(Sample 11)
- ✓ Conducting an invigilation sheet for invigilators to record those who are present and those who are absent and send a copy to accounting and have an official document for invigilation.

**( Sample 9 )**

Course:        / 20    - 20        / Trial:

Delivery and receipt of answer sheets to and from the professors of the subjects for marking

Stage:

Department:

<b>Day and date</b>	<b>Subject</b>	<b>Number of answer sheets</b>	<b>Date of delivering the papers</b>	<b>Name of teacher</b>	<b>Teachers signature</b>	<b>Date of receiving the papers</b>	<b>Receivers signature</b>

**(Sample 10)**

**Marking instructions**

All honorable professors should observe the following instructions while grading examination Scripts:

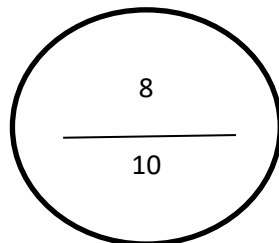
1. Ensure that the code is on the cover of the answer sheet.
2. Ensure that there is nothing that indicates the student's name on the cover or inside the answer sheets.

3. The grades are placed on the branches and then on the questions as follows:

a. Two lines are placed under the branch mark, for example: 8

B. The question mark is placed in a circle in front of the question number, for example:

Q1.



4. The mark of each question is written in figures and letters on the cover of the answer sheets with the teacher's signature.

5. The student's grades are collected on the cover of the examination script, and the total is written in figures and letter forms with the signature.

6. In case there was any strange or distinguishing sign on the cover or inside the answer sheets, the examination committee should be notified immediately.

7. Examination answer sheets are returned back to the committee according to the number sequence of the papers.

8. Graded exam answer sheets must be delivered to the examination committee within a maximum period of three days from the date of receipt.

Hoping for your cooperation with us.

### (Sample 11)

#### Attendance List

Course: 20 -20 / Trial:

#### Exam Information

Day	
-----	--



Date		
Stage		
Department		
Subject		
Teacher		
Number of Halls		
Number of attendees		Re-exam:
Number of Absentees		Re-exam:

<b>Names of Absentees</b>	<b>Names of Absentees (Re-exam)</b>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.
16.	16.
17.	17.
18.	18.
19.	19.
20.	20.
21.	21.
22.	22.
23.	23.
24.	24.
25.	25.
26.	26.
27.	27.
28.	28.

- ✓ Delivering daily reports to the president of the university to check the exam process and including the subjects, participating departments, stages, the number of participating, absent, postponed students, and those who cheated alongside the names of invigilators.

**C. After the exam period:**

- ✓ Making sure that all the answering sheets are being received from each department according to time limitations.
- ✓ Distributing the tasks for each member in the exam committee according to the stages and number of students.
- ✓ Certain slips are attached to each answering sheet and a member from the committee double checks that process to have it done in a highly accurate way.
- ✓ Transferring the marks of the practical exam from the marks sheet to be gathered with the final mark of the final exam to be written in the specified field.
- ✓ The final exam marks are being transferred from the answering sheet to the final mark sheets that are being received from each department.
- ✓ A process of double-checking the transferring of the marks is being conducted by different members of the committee to trace any mistake.
- ✓ The final marks are being uploaded from the final marks sheet to the main document which is the master sheet and that happens according to the appended criteria. (Sample 12)
- ✓ A statistical process is being done to check some special cases that need only a few marks to pass (sample 13) and submit that to the president of the university to have the final decision.
- ✓ The new mark is being uploaded to the master sheet and being recognized by putting this sign ( \ ) on the old mark and writing the new one above.
- ✓ The updated marks are being uploaded to the electronic system as the old marks are not showing anymore.
- ✓ The main document (the electronic master sheet) is being got from the computer.
- ✓ A matching process is being held to compare the marks on the paper and electronic master sheet.
- ✓ The students' final results are being gathered from the electronic system.
- ✓ The results are being signed by the head of the exam committee and sent to each department to be distributed among students.
- ✓ A copy of the final soft and hardware result is being kept in each department as a document.



**Sample (12)**  
**Success percentage**  
**Course Exams / 201 -201 / Round:**

**Stage:**

**Department:**

#	Evening The total number of students in the stage						Daytime The total number of students in the stage						Name of the Lecturer	Subject	Exam Day and Date	
	The number of successful Students out of the total	Total success percentage	Papers success rate	Number of failed students in the papers	Number of successful students in the papers	Quest success percentage	The number of successful Students out of the total	Total success percentage	Papers success percentage		Number of successful students in the papers	Quest success percentage				
1	/	%	%	/	/	%	/	%	%	1	/	%				
2	/	%	%	/	/	%	/	%	%	2	/	%				
3	/	%	%	/	/	%	/	%	%	3	/	%				
4	/	%	%	/	/	%	/	%	%	4	/	%				
5	/	%	%	/	/	%	/	%	%	5	/	%				
6	/	%	%	/	/	%	/	%	%	6	/	%				
7	/	%	%	/	/	%	/	%	%	7	/	%				
8	/	%	%	/	/	%	/	%	%	8	/	%				
9	/	%	%	/	/	%	/	%	%	9	/	%				
10										10						

	%	Pass percentage	%	Pass percentage	
--	---	-----------------	---	-----------------	--

**Sample (13)**

**Curve statistics for each stage**

**Course exams / 201 - 201 / Trial**

**Success percentages**

**Department:**

**Type of Study:**

10 mark Curve		9 mark Curve		8 mark Curve		7 mark Curve		6 mark Curve		5 mark Curve		4 mark Curve		3 mark Curve		2 mark Curve		Pre-Curve			
Pass student s	Pas s rate	Pass student s	Pas s rate	Pass student s	Pas s rate	Pass student s	Pas s rate	Pass student s	Pas s rate	Pass student s	Pas s rate	Pass student s	Pas s rate	Pass student s	Pas s rate	Pass student s	Pas s rate	Pass student s	Pas s rate	Total student s number	stage
	%		%		%		%		%		%		%		%		%		%		first
	%		%		%		%		%		%		%		%		%		%		second
	%		%		%		%		%		%		%		%		%		%		third
	%		%		%		%		%		%		%		%		%		%		fourth
	%		%		%		%		%		%		%		%		%		%		fifth

### **3. Duties of the examination committee in the scientific department or branch:**

- A. Applying the instructions, controls, and directives of the court and the central university regarding examinations and examination records.
- B. Receiving students 'receipt of registration at the beginning of each academic year and checking students' cases.
- T. Supervising the half-course exam in all its details and its position at the level of scientific departments through the schedule of examinations within the timings approved by the University Council.
- D. What is the examination committee in the exam park at the appropriate time? The grades of the quest (business) provided that they are arranged in the order of scratching, writing off, and correction ink.
- C. Preparing the Master Sheet (the basic record) and confirming the degrees of pursuit (business) and submitting it to the Central Committee
- H. Checking the success or failure rates and raising the anomalous rates to the President of the University.

### **4. The duties of the audit committee and its mechanism:**

- A. Matching the base record with the final grades sent from the departments and verify their status.
- B. Checking a record number by registering concerning private rights (writing the names of students, curriculum materials, number of units, grades, implementation of the Ministry and University decisions in handling cases, calculating rates), the basis for the instructions in force.
- C. Checking students, loaders, and failing students, and making sure that their status is confirmed in the basic register and annual endeavor grades.
- D. Checking the process of checking (the negatives) on the examination books and making sure that the numbers match.
- E. Checking the examination books and making sure that the grades are fixed at the branch/question level and on the book, checking the collection of grades and extracting the final grade, and making sure of the presence of the instructor or instructors assigned with the university order of assignment.
- F. Checking the process of transferring the final grades from the examination books to the final score lists.

G. Checking the process of transferring final grades from the final record to the main record (Master Sheet).

H. Ensure the sequence of names and degrees corresponding to each name on the computer and after drawing them on paper with the electronic copy.

I. Checking the final result of the cases of students, transients, uploaders, and failures.

J. Auditing all tasks assigned to sub-committees.

K. Presenting its report to the university president that includes (strengths, weaknesses, opportunities, threats) to be able to address cases of vulnerability and face threats, if any, including all observations and suggestions or what needs to be taken.

## **Chapter Two: Functions of the Registration Department**

1. Adherence to the examination instructions in universities and the Technical Education Authority No. (1) of 2009

2. Applying the instructions, controls, and directives issued by the Ministry, the University, and the Central Committee regarding examinations and examination records.

3. In the implementation of Paragraph (First), Article Two of the examination instructions in universities and the Technical Education Authority No. (1) for the year 2009, the endeavor exam score shall be (40%) for all scientific departments.

4. Preparing final lists of students' names to be delivered to the scientific departments within the times specified by the University Council.

5. Calculating the student's average in each stage and its percentage from the final average, then calculating the student's final GPA, including three ranks after the sorting according to the instructions in force, and when they are equal, the success rates in the last two years are calculated.

## **Chapter Three: Basic Record (Master Sheet)**

The basic paper record is the official approved record of students' grades from their enrollment in the study until their graduation, and includes all students' names and grades in all subjects with a description of their cases officially supported by the numbers and dates of books and decisions related to treating their cases, their results, rates, the

names of the examination or audit committee members and their signatures on each page of Record pages according to the following controls:

1. The register is prepared from the registration from the reality of the lists of final names received and sent to the science department to enter the business degrees (quest) in it and it is sent after verification of its validity to the central committee (the concerned department committee).
2. Maximum accuracy is exercised during the process of transferring test scores and fixing them in the records, taking into account the need to take into account the checking and confirming the names of the teaching staff who verify the grades and the auditors in the records, and consider the writing and writing off, and wipe in white ink a case of forgery, unless the university president's signature on this change is affixed with the knowledge of those who contributed to Confirmation of grades, auditing and transfer (in addition to the issuance of an administrative order from the President of the University to do so, whether from the examination or audit committee
3. Delivery and receipt of the basic record between the president of the examination committee and the assistant president of the university concerned with student affairs or assigned to those responsible for those years by adopting a report and keeping a copy with the assistant president for student affairs and the registration division after the end of the final exams for those years, in addition to a CD
4. Keeping the main record after the work of the examination committees in the registration division has ended. It must be in a fortified place and ensure its preservation in the best condition. It is necessary to issue an administrative order for the employee who is concerned with the responsibility of keeping these records.
5. The basic record is written with a pencil, then inked after making sure the work of the committee has been completed in order to avoid mistakes. The record must be written with a black pen, exclusively and in clear handwriting.
6. The registration unit does not receive any basic record written in pencil, but it is assumed that it is inked and written with a dry black pen exclusively.
7. The first page of the basic record is attached to the original copy of the administrative order for the formation of the examination committee and their signature and covering it with transparent adhesive tape.
8. It is forbidden to scratch and use white correction ink. When a mistake is made, the main record page (Master Sheet) is reworked again.
9. After the completion of the verification and verification of the validity of the basic record (Master Sheet), it is signed by the members of the examination committee of the



concerned department, and then it is stamped with the seal of the central committee, wrapped with nylon, and then flogged.

10. Two copies of the basic record (Master Sheet) are prepared. A copy is kept by the Assistant President of the University for Student Affairs and a copy is kept upon registration.

11. Final grades are entered into the electronic examination system, two copies are withdrawn and matched with the basic manual record, and after verification of their validity, two copies are withdrawn and wrapped with nylon and bound and a copy is kept by the Assistant President for Student Affairs and a copy upon registration as well as keeping a CD with the same number and with the same records.

## **Chapter Four: Preparing the Examination Questions**

### **First: Standards for the general form**

1. Good output of the paper in the sense of standardizing the basic information of the paper (the name and logo of the university, the name of the college and the department, the name of the course and its code, the date and time of the exam, the name of the two instructors who have participated in writing the questions and adherence to the prepared form (Form 13)
2. The drop-out percentage is determined according to the instructions, and if there is no indication for it, it is determined by the University Council.
3. If there is a leave, specify a larger font size and write in a bold color in the first line of the questions.
4. It must be in a clear printing so that it would be easy for the student to read.
5. Syntactically, linguistically and grammatically shall be correct and free from misspellings.
6. To be written electronically and in good coordination.
7. The questions must be formulated in the language of instruction and to be understandable and clear so that the meaning wouldn't be misinterpreted by the students.
8. The questions should be arranged in such a way that the gradation in difficulty is taken into account and after that the difficulty factor is calculated.
9. The grades are distributed to the questions in proportion to the difficulty and the time required for the answer. The grades are written in front of each of the questions, and the grade of each question is determined according to the level of the learning outcomes that this question measures.
10. Do not compress the questions in a paper so that it appears to be piled up and confuses the student in reading it.

11. The question numbers and its branches should be clear and unambiguous, so that neither the questions nor the branches overlap.
12. Signature of the examinees at the end of the paper.

**Second: The content of the paper requires:**

1. The diversity of questions is important to measure the different skills acquired by the student. The questions should not be limited to one style. There should be a balance between the questions that require the student to write essays organized according to a plan on a topic and other questions that depend on the student's knowledge of the topics raised in the curriculum. In this sense, the questions should measure all the outputs of the educational process (knowledge and understanding - practical skills - mental skills - other general skills related to the student's career later on), which means that the questions measure both the minimum levels of learning (knowledge, understanding and application) and higher degrees of learning (analysis, synthesis, creativity and invention).
2. The nature of the questions should not be descriptive and direct; the questions should provide a chance for comparing and linking between the different elements of the subject and express different views of the material and its defense or criticism in a way that helps to reveal the student's cognitive abilities within the curriculum.
3. The questions should range from easy - medium to difficult to identify individual differences between students.
4. The style and the language of the questions should suit the teaching style and language used in the class.
5. The number of questions should be proportional to the time of the exam, and the exam duration is three hours
6. Repetition and overlapping of the same topic in different questions should be avoided
7. When preparing a multiple-choice question, the number of alternatives must not be less than four, and it is preferable not to have questions in negative form.
8. The questions must cover the entire curriculum.
9. The questions should be characterized as: truthful (the extent of the test's success in measuring what is called a measure), consistency and objectivity (lack of discrepancy in the test results between a corrector and him/her self, as well as between the corrector and another corrector).

## **Chapter Five: The Duties of the Director of Examination Hall**

The duties of the examination hall director are as follows:

A. The hall director must be present at the examination committee at least half an hour before the time set for the start of the examination in order to receive the envelopes of questions and the answer sheets of the exams or (the typical answer forms on which the electronic correction program depends) from the examination committee after making sure that the special envelopes for the examination questions are sealed and stamped by the examination committee and returning the examination notebooks to the committee after the exam.

B. The hall key is received by the hall director, and he must open the examination hall for at least half an hour before the exam. Invigilators must be present in the examination hall at the same time as the hall director.

C. The building director distributes the envelopes that contain the test questions and they are given to the hall directors.

D. Opening the envelopes of the questions inside the examination hall in front of the invigilators to ensure their safety before the start of the exam.

E. The management of the examination hall and supervising the arrangement of students' seating according to the map by directing the invigilators in the hall to assist the students and locating their places in the examination hall in a manner that secures effective management and full control over the course of the exam. It is not allowed to change the student's sitting places for any reason at the start of the exam.

F. Ensure that the students carry their university ID to allow them to enter the hall, or with a letter of confirmation from registration, or from the university president assistant for student affairs.

G. Ensure that students do not carry books, study notes, aids, especially mobile phones, any papers, any other electronic devices (students are allowed to be entered into the class carrying manual calculator if the recommendations of the teacher in charge of the academic subject allow this as necessary in taking the exam)

H. Supervising the distribution of the exam answer sheets to students ten minutes before the start of the exams, according to the color assigned to students of the morning and evening study.

I. Emphasize on and ensure the students during the first minutes of the exam to write the full name and the name of the subject of the exam and the rest of the data on the cover of the examination notebook without leaving a trace of the entry of the notebook and directing the invigilators to check it.

J. Receive the extra question papers after distribution by the invigilators directly.

K. After distributing the exam questions and notebooks, the invigilators should start registering students' attendance by passing the attendance form approved by the examination committee. These data are useful for review.

L. The invigilators should cooperate and share the responsibility in the examination hall jointly and collectively to follow up the regularity of the exams at the specified time to prevent the possibility of creating an atmosphere that encourages disrupting in the exam hall in order to avoid the occurrence of cheating.

M. Observers are not allowed to read questions to students or translate them into any other languages, or try to interpret the meaning of any word or sentence for them, and if there is a need for clarification, the examination committee should be informed directly.

N. In case, if there were any mistakes in the exam questions, the instructor is responsible for informing the examination committee in order to inform all students in the halls . it is not permissible for this to be done by the observers.

O. Any medical condition that requires medical care among students should be reported to the examination committee.

P. The student attendance form is organized and folded back in order for the exam answer sheets to be placed in it to facilitate the process of handing over the notebooks to the examination Committee

Q. The answer scripts are collected by the hall director according to the department, stage, subject and study, and he wraps them with the attendance sheet (Form 14).

R. The building supervisor makes sure that all the invigilators sign on the attendance sheet (Form 15).

S. On the first day of the examination, the hall supervisor reads the examination instructions to the students (Form 15).

T. Students are not allowed to leave unless one hour has passed since the start of the exam

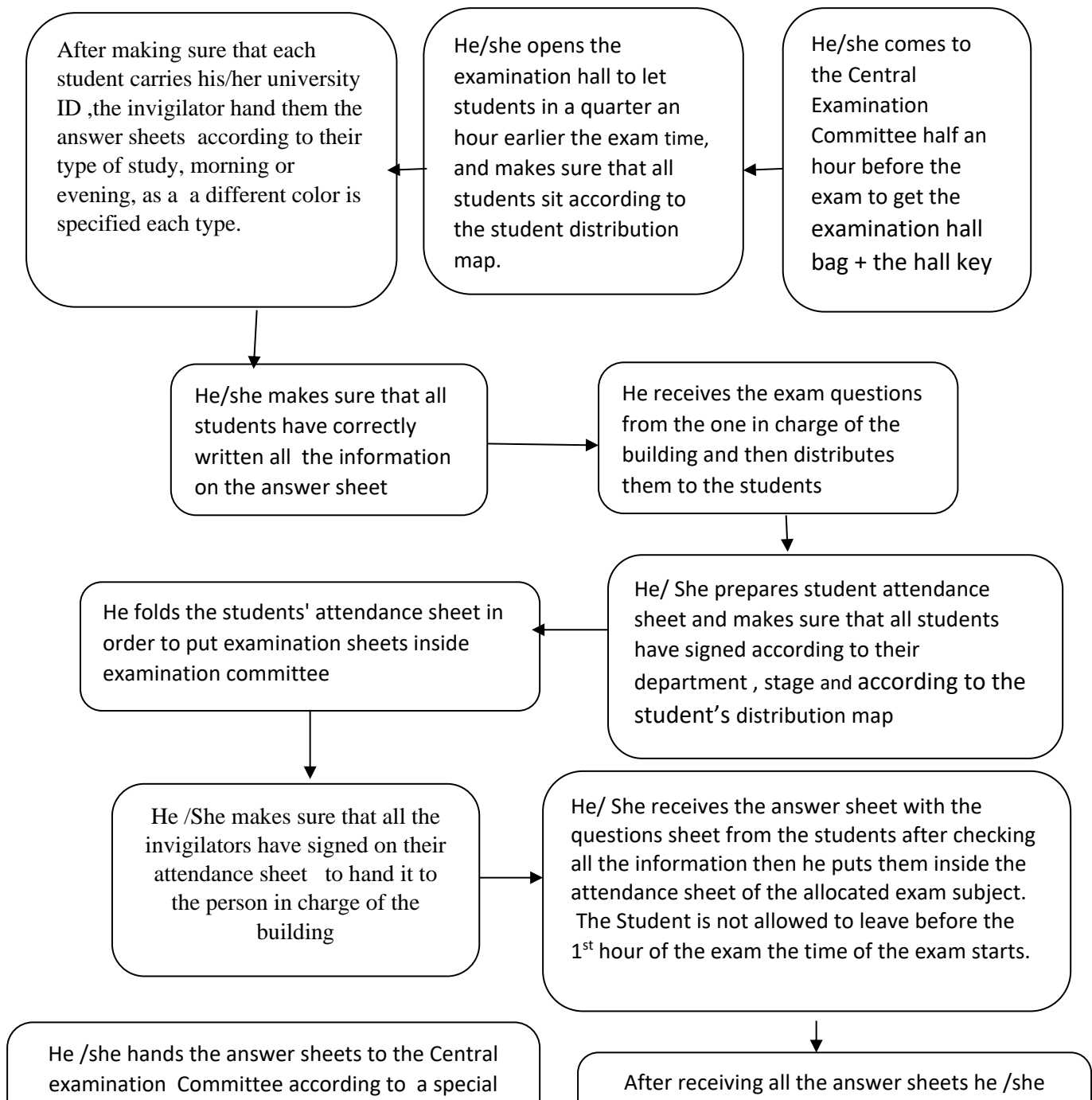
U. Students are not allowed to take the question sheet out of the examination hall

V. The invigilators should continue observing the students until the last student goes out

W. In cases of cheating the building director should be informed directly and the case should be written in (Form 6) and handled to the president of the university.

X. The exam answer sheets are submitted to the examination committee according to a record of receipt and delivery of the examination records (Form 9).

Diagram (2) Responsibilities of the head invigilator in the examination hall



### **Section Six: Examination Instructions**

The examination committee announce an introductory guide of examination instructions to be placed near the examination halls and in the notice board of the examination committee, on the university website , college and department that includes some directions for students to adhere to the examination instructions, as follows:

1. The attendance of the students must be before the time set for the examination to ensure that his/her name is on the notice board of the university, college and department and to know the examination hall in which he will do the exam.
2. The student must bring his valid university identity or endorsement issued by the registration unit at the university or the president assistant for student affairs that has the student's photo. If the student loses his/her university ID, he/she is not allowed to do the exam.
3. Inclusion of the text of Article (22) of Exam Instructions No. (1) for the year 2009 in the instructions of examination for students 'cheating, which states (When it is proven that the student's cheating in one of the daily, weekly or annual examinations, he/she will be considered "fail" in all subjects for that year If this is repeated, he will be dismissed from the college or institute and his registration is slated.)
4. At the entrance to the examination hall, a valid university ID must be shown.
5. It is not allowed to enter the examination hall to take the exam after (30) minutes have passed from the start of the exam under any circumstances.

6. Dry pens (blue or black only) are used to write the name of the student, the subject and the rest of the data on the cover of the examination book.
7. The student must ensure that the answer sheet has a stamp otherwise the head invigilator must be notified to replace the answer sheet with a sealed one, otherwise it will be neglected with no correction ).
8. If the student is late for the exam, he will not be compensated for any additional time from the duration of the exam, and the rest of the exam time will be completed.
9. The student must ensure the integrity of the exam papers and cover.
10. A blue or black pen only is allowed and the other colors are not allowed such as red or green or to use of white ink corrector instead of deleting or erasing the writing.
11. Using a pencil is allowed only when the subject teacher asks students to use it by mentioning that in the exam questions.
12. The student is prohibited from carrying anything related to the scientific subject inside the examination hall, whether in the form of books, study notes, handouts, or any paper , because it will be considered as a case of cheating.
13. The student is strictly prohibited from taking mobile phones or any electronic devices (such as headphones, smart watches, etc.) inside the examination hall, and he/she must turn it off and hand it over to the employee before the start of the exam otherwise it is considered as a case of cheating against him. It is not allowed to smoke or bring a pack of cigarettes inside the examination hall.
14. Commitment to disciplined behavior and strictly abstaining from any action that would disrupt the order of the exam.
15. The student is allowed to use the manual calculator if recommended by the lecturer responsible for the subject.
16. It is strictly forbidden to speak with any student while taking the exam, and if that happens, it is considered as a case of cheating.
17. The exam is considered canceled if the student does not sign the attendance sheet before leaving the examination room.
18. If there is an official holiday during an examination day, it will be postponed till the end of the exam i.e. after the last day of the exam.

## **Section Seven: Confirmation of the Exam Scores, the Mechanism of Correction, and Objection**

### **First: Confirmation of the Exam Scores**

1. The grades are recorded in the fields assigned to them (the mid-term, the final exam mark, and the final score). The annual score is determined by the University Council at the beginning of the academic year by taking into account the nature of the subject (theoretical or practical). The department must announce the student's final midterm mark at least (5) days before the start of the final exam to allow the student to have the opportunity and sufficient time to object to correct the error during that period. It is not allowed to correct it after receiving it from the Central Examination Committee. The scores are finally confirmed in the scoring record then to the Master sheet.
2. The student who has fulfilled the requirements in some subjects is called (not required) or (satisfied) in the subject field. These notes are issued by administrative order for exempting him from taking the exam in those subjects.
3. The absent student with an excuse for taking one of the exams is proven in the field of the student's case, postponed, and on the same day of the exam, the state of postponement is proven to the master ship.
4. An absent student without an excuse for taking one of the exams will take a score of zero (0) in the final exam filled with writing an absent note, and on the same day, the absence of a master's case is confirmed.
5. In case of cheating, if it is proven that the student has cheated on the exam ,an administrative order is issued as he has failed in all subjects during the academic year. All of his/her grades are not approved and the phrase "fail by cheating" is confirmed with the confirmation of the administrative order number and date, and on the same day, the case of cheating is proven on the master ship.
6. The uniqueness of special fields in the master ship for transit materials and clearing materials, if any, with the need to take into account that the exam score for the loading material is counted as a success in the second trial.
7. The student who has failed and fulfils the academic subjects from the previous year is affixed in the subject field the word (satisfied) or (the grade



obtained in the previous year is confirmed in a different colour), taking into account the active instructions regarding it in the final grade field to calculate the average.

8. The assistance mark is not awarded to the student who scored (zero) in the final exam after correcting the examination paper.
9. The degrees of pursuit affixed to the Excel sheet are checked by the department and compared with the electronic version of the Central Committee, as well as compared with the list signed and submitted by the course teacher.

### **Second: Mechanism of Correction**

1. The lecturer in charge of the academic subject is responsible for correcting her/his examination sheets during a limited period set by the Central Examination Committee. A committee of specialized lecturers may be assigned to correct it after the approval of the University President and the issuance of a university order to do so. Correcting the exam sheets has to be done using a red pen only, in addition, it has to be inside the university i.e. the correction halls, and the checkers use the green color.
2. The subject lecturer receives the examination sheets after counting them and signing the receipt in a special form (Form 16).
3. The correction is done in the halls designated for this, and the sheets are returned to the examination committee even if the correction is not completed.
4. The corrector is required to affirm the grades of each question on the cover of the exam sheet and write the total score in figures and writing accompanied by her/his signature next to each mark, along with redressing the fraction in the final grade according to the instructions.
5. The corrector is asked to mark the white papers in the exam sheet with two long, diagonal lines to understand that these papers have been left blank and are not allowed to manipulate with them in the future.
6. After completing the correction, the pass percentage is calculated by the subject lecturer, and the success percentages are calculated in case of adding a mark to five marks (N17).
7. The corrections and grades are checked by the assigned committee, and each checked sheet has to be signed in green.

8. In case that it is not possible to correct the sheets by the lecturer in charge for any emergency reasons, the followings are to be done:
  - a. The head of the department submits a memorandum to the university president to form a correction committee consisting of three faculty members who taught the subject in previous years as a binding priority. Then, the head of the assigned committee has to distribute the questions to the members of the committee to correct them (this note is sent to The Examination Committee and kept as part of its priorities for the concerned academic year).
  - b. The correction has to correspond with the answer key, which has already been set by the lecturer in charge.
  - c. University President issues a university concerning the committees in charge of correction by the notes submitted by the scientific departments to allow these committees to perform their duties in receiving exam sheets (from the Central Examination Committee) and correcting them.
  - d. A minute (a record) is written by the correction committee for each subject indicating the number of examination sheets, the number of questions, names of correctors for each question, and other notes if there are any, and this minute is signed by the committee in charge of correction.
  - e. Both of the administrative orders mentioned in paragraph (c) above and the minute of correction in paragraph (d) are to be preserved as an attachment to the master record.
  - f. The stickers are returned to the examination sheets according to the numbers, and then the sheets are placed in sequence according to the names in the master sheet to facilitate the process of entering the marks.

### **Third: Objection Mechanism**

The student has the right to object to the examination result within a 3-day official working period from the date of announcing the results, as the examination committee collects objections from the scientific departments according to the form (Form 21) approved to object to the results and check the scores according to the following context:

1. A special form is prepared for each academic subject in which the names of students who object to the result are written (Form 22).

2. The marks are checked by checking the correction of all questions and sections, in addition to the correctness of the marks collected and the correctness of transferring them from inside the examination book to the cover.
3. The pursuit, the sheet's mark, the final mark, and the mark are written from the calculator, and another person compares that with the sheet and the pursuit sheet signed by the subject lecturer.
4. Checking the score fixed on the basic record with the score recorded on the calculator to avoid the possibility of it being incorrectly transmitted.
5. A detailed report is prepared on the cases of objection and any result in which there is a difference during the audit is printed and delivered to the head of the concerned department.
6. The results of the objections shall be announced on the notice board, in case they are identical or non-conforming, and a word identical or inconsistent with the mention of the estimate shall be written.

### **Chapter Eight: Dealing with Cheating Cases**

1. The hall official and his assistants inside the examination room are responsible for the regularity of the examination course inside the examination room, preventing cases of cheating and attempts to disrupt the examination hall system, dealing with cases of cheating and attempting to cheat according to the test instructions.
2. Work to prevent speech between students inside the hall, avoid friction with students, and take into account to act calmly when controlling an attempt to cheat.
3. Taking into account the commitment of students to their places inside the hall, and they are not entitled to leave their place without the approval of the supervisor in charge of the hall.

4. In case of cheating is detected, the examination sheet shall be withdrawn and any means used in cheating are confiscated. A minute of the case shall be written by the signature of the hall official and the invigilators, whatever their number, and then the building official endorsed and raised by the building official to the university president to issue the failure order for the academic year.

## **Chapter Nine: Details of the Examination Results**

1. The University Council determines the number and type of pursuit exams, how they are conducted, and calculates their percentage in grades at a percentage of (40%) of the final grade, except for subjects of a practical and applied nature, so estimating their percentage is left to the University Council.
2. The minimum passing score (50%) in every subject except for the College of Law (60%).
3. If the student in the second round did not obtain a minimum passing score in any of the subjects (subjects) in which she/he was examined, or she/he did not take the exam, she/he is considered to be failed in that year and repeated the year permanently and as an exam in all the subjects (subjects) in which he failed.
4. A student who has failed will be exempted from the deleted subjects and will be asked for the new subject (subjects) in the event of changing the curriculum. The subject (subjects) are measured for her/him with the lessons of the course with which she/he graduates.
5. The final grade of the successful student in the second round will be reduced according to the following:
  - a) If the student's absence in the first round is for a legitimate excuse that the college or institute council is convinced of, the grade is calculated as follows:
    - a.  $50 + 75\%$  for a number greater than 50
  - b) If the absence of the student in the first round is due to an unlawful excuse, the score shall be calculated as follows:
    - a.  $50 + 50\%$  for a number greater than 50
6. The student's average is calculated based on the grades obtained in each subject, taking into account the number of units for each subject.
7. The study unit is an effort for one theoretical hour per week for (15) weeks

8. Every two or three working hours in colleges equals one theoretical hour, and what is more than that is equal to two theoretical hours.

### **Chapter Ten: Calculation of Student's GPA and Their Rankings**

1. The student's graduation rank is calculated based on multiplying their average for each year by the percentage indicated against it and shown in the following paragraphs, and the total academic years is the student's graduation rate:

- a. In studies of (4) four years, the distribution of the percentages of the years is as follows:

The first year is 10 percent ten percent

The second-year is 20% twenty percent

The third-year is 30% thirty percent

The fourth-year is 40 percent forty percent

- b. T. In studies of (5) five years, the distribution of the percentages of the years is as follows:

The first year is 5%

The second-year is 10 %

The third-year is 20%

In the fourth year, 25%

The fifth-year is 40%

2. The results are announced with the following grades to determine the student's level among the successful ones in terms of grades:

Excellence corresponds from 90 ninety to 100 hundred degrees

Very good corresponds from 80 eighty to 89 eighty-nine degrees

Good corresponds from 70 seventy to 79 seventy-nine degrees

Average corresponds from 60 sixty to 69 sixty-nine degrees

Acceptable corresponds to 50 Fifty to 59 fifty-nine degrees

Fail corresponds from 49 forty-nine or less

3. Fractions of degrees are compelled to one degree if it is half or more of the same subject and does not compel fractions of degrees if it is less than half.

