

Examination Information & Regulations

20. Examination Information and Regulations

- i. Final and mid-term examination schedules are published by the Office of the Registrar 2 weeks before the examination period.
- ii. A copy of the examination schedule is posted on the Registrar's notice board, college notice boards, CCTV and the RUW website. In addition, students are also informed via email and SMS.
- iii. In addition to the general policies listed here, students should consult their College Handbook and student handbook for specific regulations.

20.1 Centrally Administered Final Examinations

- i. Final examinations are held during the examination period following the last day of teaching of the semester.
- ii. The dates of the examination period are listed and published in the Academic Calendar which is circulated at the start of each Academic Year

20.2 Examination Hall Rules

- A. Students must have a valid RUW student ID card to enter the exam hall. Forgetfulness is not an acceptable excuse.
- B. Once students have presented themselves for an examination, they must write that exam and submit all written work sheets and question papers to the invigilator before leaving
- C. Students are not permitted to enter the exam hall if they arrive more than 30 minutes after the advertised time. Students are not permitted to leave the exam hall until 30 minutes have elapsed from the start of exam time
- D. Students are not permitted to have in their possession any unauthorised items such as cell phones, iPods, MP3 players, PDAs and other web-access devices during an examination (*excluding approved calculators*).
- E. Possession and/or answering mobile phones or sending and receiving text messages is considered as cheating during an examination.
- F. All students are responsible for making themselves aware of the University examination regulations and the Student Code of Conduct and disciplinary procedures. These are available on the RUW website and in the Student Handbook.
- G. It is the responsibility of the students to check the date, time and venue of the examinations by checking examination schedules posted on the Registrar's notice board and on the RUW website
- H. Unauthorised communication between students during an examination either through speech, in-writing, electronic means such as text messaging or any other form of transmission is not permitted and shall be considered as violation of examination hall rules.
- I. Cheating in examination includes but is not confined to copying from another's paper, giving or receiving unauthorised assistance, obtaining unauthorised advance knowledge

of questions on an examination, and using mechanical or making devices or procedures to achieve false scores on machine graded examinations.

- J. Students are reminded that cheating in any examination is considered a serious offence which could lead to expulsion from the University.
- K. The invigilator is authorised to verbally warn/move/or confiscate students answer sheet if cheating occurs.
- L. Cheating cases are referred to Disciplinary Committee for further action as per the policy.
- M. Students who may require special assistance for examinations should consult with the Dean of College / Dean of Student Affairs. The Dean of College will notify the Registrar.
- N. Students are cautioned not to make travel arrangements to leave Bahrain prior to the end of any scheduled examination period.

20.3 In-Course Assessment and Testing

As per the RUW Assessment Policy

- i. Students will be informed of all course requirements at the start of each semester.
- ii. All colleges will publish the assessment schedule of all assignments that count towards the final course grade (including the methods, number of assessments, weighting and deadline for submission) in the Course Specification which is distributed at the start of each academic semester for each course.
- iii. All course work is assigned early in the semester to allow for students to complete all assignment(s) by the due date.
- iv. The due date for course work will be according to the published deadlines and no later than the last day of classes.

20.4 RUW Final Examination policies

a. Weighting of a Final Examination

The weighting of a final written examination shall be between 20-50% of the final course grade. No one assessment, including the final written examination, shall exceed 50% of the contribution to the final course grade.

b. Special Treatment

No lecturer may give special treatment regarding examinations to any student. Students requiring special arrangements or having extenuating circumstances must apply to the Dean of their College for consideration.

Scope

These regulations apply to courses given in all semesters according to the University timetable.

c. Deferred Examinations

- i. Students who have not written one or more examination(s) for extenuating circumstances may request in writing along with supporting documents such as compelling medical reasons or other such emergency certified in writing by a medical or other professional to receive permission from their respective Dean to defer the examination. On the Dean's approval the student can appear for deferral exam in consultation with the Instructor within one week.

- ii. Students who miss a **final examination**, with an appropriate to extenuating circumstances and with supporting documentation, may request a deferred examination in writing to the Registrar.
- iii. A Deferred Examination form can be obtained from the office of the Registrar
- iv. Students must apply for deferral exam within 48 hours of the **missed final exam** and pay the deferral examination fee, but will be allowed to sit for the missed exam in the first two weeks of the following semester.
- v. No deferred examination request will be approved unless there is compelling medical reason or other such emergency certified in writing by a medical doctor or other professional.
- vi. The student will receive an Incomplete grade (INC) on the official transcript for the relevant courses.
- vii. Upon completion of the deferral exam the Incomplete (INC) on the student's official transcript is replaced and updated with new grade.
- viii. If the student fails to sit for the deferral exam the student will be awarded zero grade for that particular final exam missed and receive a letter grade based on the total grade of in-course assessments obtained in that semester.
- ix. In case a student wishes to appeal an 'F' grade to obtain a better grade, they have the right to appeal for grade.

d. Posting of grades

The Office of the Registrar is responsible for announcing the final examination grades.

- i. Instructors will not release grades to students without completion of due process
- ii. Students are not permitted to discuss their final grades directly with the instructors
- iii. The office of the Registrar will **publish grades within ten (10) working days** from the date of the last final examination date.
- iv. The Final grades will be published on each students' account on RUW Self-Service, on RUW website and the Registrar's Notice board.
- v. RUW reserves the right to withhold grades of students with outstanding fees.

e. Student Grade Appeal

Students have the right to feedback on all elements of their assessment excluding final written examinations. If the student wishes to appeal against the grade, they must apply in writing to the office of the Registrar before the advertised deadline.

- i. A student may apply for grade appeal only once towards any one course.
- ii. Grade appeal forms are available from the office of the Registrar.
- iii. To be accepted, grade appeal forms must be submitted on time along with payment of relevant fee receipt.
- iv. The deadline for grade appeals will be **ten (10) working days after the posting of grades**.