



The American University of Kurdistan Examination Procedures Policy

Policy Number: AS010

Effective Date: October 4, 2020

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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose is to set forth policy of general examination procedures for best practice to ensure understanding and standardized procedures to administer examination fairly.
- c. **Scope:** This policy applies to all enrolled students, faculty and programs.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Dean and/or Associate Dean of Colleges
- c. **Responsible Office:** Office of Provost
- d. **Policy Contact:** Office of Provost

III. EXAMINATION PROCEDURES BEST PRACTICE

The following are recommended best practices in examination procedures. Faculty and Colleges may review the recommendation and select options that will work for their students.

- a) Student IDs are checked upon entering the examination rooms. Students are to sign in as their ID-cards are checked.
- b) Every student receives one question sheet or scantron form. At the end of the examination, students have to return their answer sheet together with their answer booklets.
- c) Students are allowed writing materials and a bottle of water during the exam. Every other material (calculators, books, etc) are only allowed with the explicit permission of their professor.
- d) In any exam, multiple forms of one exam might be provided. Students need to be aware that the exams might differ, misconduct is consequently apparent.
- e) Students will be assigned their seats by the professor/proctor.
- f) Students have to sign a pledge on the answer sheet that they do their own work and that they understand that cheating hurts others and is dishonorable and not permitted. Every attempt at cheating will result in an exam grade of zero.
- g) Plagiarism checkers are used for every submitted work. A percentage above 25% means a fail. In written exams, if a student is caught cheating, the professor will remove them from the classroom. No discussion is permitted to not disturb the other students. If a student that has been caught cheating tries to engage the professor or proctor in discussion, they will additionally be accorded zero marks for the exam in question and face disciplinary action, such as failing the whole course.
- h) Students have to store laptops, phones, books, notebooks, papers, or other informational sources in their backpacks. Backpacks and bags have to be left at a designated space within room prior to the start of the exam. If phones or other devices are with the student, this is considered cheating and will result in the failure of the exam.
- i) Students must remain in the room until they turn in their examinations. Permission to leave the room is granted by the instructor only in emergencies.
- j) Academic misconduct is punished by following Academic Integrity Policy

IV. SCHEDULE THE EXAMINATION OUTSIDE THE CLASS TIME

Examinations should in general take place in class time, unless otherwise directed by the Office of Registration.

- a) If professors plan to hold exams outside of class time, they will announce the dates and times at the first class meeting and list them on the course syllabus for distribution at the first class meeting.
 - a. Should there be a conflict between an exam scheduled outside of class time and a regularly scheduled course, the regularly scheduled course will take precedence.

- b. During fall semester, when there is a conflict between two exams scheduled outside the regular class times, the course having the lower course number within the College will take precedence. During spring semester and summer session, when there is a conflict between two exams scheduled outside the regular class times, the course having the higher course number within the College, will take precedence.
- c. When there is a conflict between an exam scheduled outside of class time and other scheduled and required course activities (e.g. performances, meetings, lectures), the required course activity will take precedence.
- d. When there is a conflict between an exam scheduled outside of class time and other scheduled, non-required course activities or personal obligations, the exam will take precedence. However, exams not scheduled and announced in class at least 14 days in advance will not have priority under this policy.
- e. Should a student miss an exam due to a conflict as described above, the Professor must offer reasonable options for the student to sit the exam. The Professor must offer a re-sit of the exam within two weeks of the originally scheduled exam. The above-mentioned rules about conflicts apply. No penalty for the student is allowed.

V. RE-SIT EXAMINATION POLICY

Students have the right to re-sit midterm/final exams and have extensions on the submission of major reports when the following four apply:

- a. *Proven Medical Emergency*
Medical evidence validation is mandated. Student must take the medical documents for checking their validity to the designated public medical center, the "Zaneen Specialized Center for School Health," situated behind Azadi Hospital and across from Duhok Eye Hospital.
- b. *The death of a first degree relative only*
Grandparents, parents, and siblings are considered the first degree relatives.
- c. *Held by a third party beyond their control (police, court, etc.)*
- d. *Annual Religious or Ethnic Celebrations for Minority Groups*
This is only considered for the first day of the occasion. The student must negotiate the alternative timeline with the instructor at least one week prior to the date of the occasion.

In the first three cases, the official evidence must be submitted to the College Manager for review within five days after the date of the exam/report deadline. The College Manager will communicate the validity of the documents to the Department Chair. Upon obtaining the Department Chair's approval, the Instructor will schedule the alternate exam and other applicable timelines. The make-up examination will be equivalent to the original in form, content, and difficulty; the standards for scoring and grading will be consistent with those used for other students.

VI. TEST MODIFICATION FOR STUDENT WITH DISABILITIES OR IN EXCEPTIONAL CIRCUMSTANCES

Students who wish to claim exceptional circumstances or have disabilities need to contact the Office of Student Affairs as soon as possible, but at the very least three working days before the scheduled exam. The Office of Student Affairs has the sole power to grant appropriate modification for students with disabilities or in exceptional circumstances.

The university recognizes that there is no single universal term relating to disabilities. Disabilities, under this policy, are seeing or hearing impairment, physical impairment, be it is chronic or temporary, mental illnesses, such as (but not limited to) anxiety disorders, depression, PTSD, learning disabilities.

In any of these cases, the student has a right to be accommodated in their exams.

The Office of Student Affairs accesses the confidential information needed to make determinations of the appropriateness of testing modifications for students with disabilities. The Office of Student Affairs will provide information to the professor for the specific classroom modifications and approaches that are fair and equitable.

Should a student not want to disclose medical information to the Office of Student Affairs, they can approach a professor or staff member of their choice. In this case, the professor or staff member will contact the registration office and the professor on behalf of the student without disclosing the nature of the disability.

In any case, the student needs to provide medical proof of their disability. Still, the nature of the disability is under no circumstances to be disclosed to some else if the student asks for confidentiality.

Exceptional circumstances refer to more short-term disturbances that prevent a student from achieving the best results. These might be:

- Sudden death of a close family member
- Injuries that are not chronic such as bone fractures
- Diminishment of sight or hearing due to other medical treatment
- In all these cases, exceptional circumstances may be claimed. They do not excuse the student from sitting the exam but make the examiner aware of the student's circumstances.
- The same confidentiality rules as for disability apply.

VII. CONSTRUCTION NOISE DURING AN EXAMINATION

No AUK construction, operations and maintenance work will be permitted in hearing vicinity of an examination. The Office of Campus Services will be provided with the mid-term and final exam times for consideration in the construction activities.

VIII. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** October 3, 2020
- c. **Amended:** January 29, 2024