



Rules Governing Mid-Term & Final Examinations

PURPOSE:

To protect and strengthen the academic integrity of mid-term and final examinations.

GENERAL STATEMENT:

Within the first week of the academic term, students shall be informed by the instructor of the course and as mentioned on the course syllabi of the method of evaluation to be used.

DEFINITION:

Final Examination: an examination that is comprehensive and summative in nature and that accounts for a greater proportion of the final grade than an exam given during the semester.

Mid-term Examination: a major examination conducted during the semester.

SECTION 1: MID-TERM EXAMINATION (WHERE APPLICABLE)

Article 1 – Mid-Term EXAMINATION GENERAL REGULATIONS

- 1.1 All mid-term examinations should be held during the university's official mid-term examination period as set in the academic calendar, unless otherwise authorized by the Head of department of the school/faculty offering the course.
- 1.2 Mid-term examinations can be given during the regularly scheduled class time. However, if the exam requires additional time to complete, then examinations may be administered outside of regularly scheduled class time. In the later, the instructor should make sure when setting the examination's date to avoid any time conflict with the courses taken by the interested students.
- 1.3 No interruption of classes shall be held during the mid-term examination period.
- 1.4 The instructor should submit the mid-term grades within two weeks (*within 3 days for summer sessions*) of the scheduled date of the mid-term. An answer key, solution sets or equivalent feedback should be provided to students either in class or through posting on USEK e-learning platform.



SECTION 2: FINAL EXAMINATION

Article 1 – FINAL EXAMINATION GENERAL REGULATIONS

- 1.1 Every course of study, undergraduate and graduate, must conclude with an academically comprehensive assessment, normally a final examination. The final examination may involve traditional in-class examinations, presentations, performances, critiques, portfolios, or other similar experiences. Laboratory, studio, or similar courses may be regularly exempt from this requirement, with the approval of the faculty or school of the course. Nevertheless, the final examination cannot be performed online in accordance with the Ministry of Education and Higher Education.
- 1.2 All scheduled final examinations are held at the end of the semester during the university's official final examination period as set in the academic calendar. Final examinations are not required for each course but are given at the option of the department or instructor. The reading weekend preceding the examination period shall never be used for examination purposes of any kind. Final projects are allowed during this final examination period only in courses that do not give a final examination.
- 1.3 No graded test(s) may be scheduled to take place during the week (*during the three days preceding the final examination period for summer sessions*) preceding the final examination period as set in the academic calendar.
- 1.4 Instructors are expected to return all work assigned no later than the last regular day of classes in courses for which there is a final examination. In cases when this is not possible, an answer key, solution sets or equivalent feedback should be provided on USEK e-learning platform unless the final examination will not cover material in work that has not been returned.
- 1.5 No other coursework, including laboratory or studio work, will be due during the final examination period unless it is assigned in advance and in lieu of the course's final examination. Regardless of whether there is a final examination in the course, no classes shall be held during the final examination period.
- 1.6 No student is required to take more than two scheduled final examinations on any calendar day. If more than two are scheduled, the student may petition the Students Affairs Office (SAO) by sending an email to sao@usek.edu.lb. The SAO should report the issue to the Head of department of the student's home school/faculty to take the appropriate measures.



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1.7 The instructor should respect the submission deadline for final grades entry as specified in the University academic calendar.

Article 2 - FINAL EXAMINATIONS Procedure

2.1 All final examinations shall be scheduled to occur during the examination period as set in the academic calendar.

2.2 The department head of the school/faculty shall collect final examination questions and the related key answers one week prior to the start of the final examination period.

2.3 The weight and the learning outcome of each question shall be clearly indicated on the examination paper (See template in Annex 1).

2.4 The name of the instructor(s) shall be clearly indicated on the examination paper (See template in Annex 1).

2.5 Faculty or schools must submit to the Registrar's Office the list of courses where final examinations are scheduled at week 3 of the semester. The Registrar Office should communicate the examination schedule at week 5 of the semester. However, the University reserves the rights to modify the examination schedule when deemed necessary. In all cases, students should abide by the examination schedule as set by the University.

2.6 Final examination during summer sessions are scheduled by Schools / Faculty.

2.7 As general rule, examinations shall be of:

- (i) At least of thirty minutes duration for each credit at the undergraduate level (i.e. a three credits course requires an hour and thirty minutes examination at least).
- (ii) At least of one hour duration for each credit at the graduate level (i.e. a three credits course requires a three hours examination at least).

Article 3 - SUPERVISION OF Final EXAMINATION

3.1 The faculty, school, or academic unit shall supply such number of examination supervisors as is necessary.



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3.2 Proctors of examinations shall normally be carried out by the instructor of the course. In addition, university employees, teaching assistants and/or research assistants appointed as supervisors by a faculty or school may assist.

3.3 An instructor must be available during the whole of his or her examination even though he or she is not supervising that examination.

3.4 In view of the responsibilities with which a Chief Proctor has been charged, selection of Chief Proctor for large examination rooms shall ensure that they are persons at a more senior rank than that of teaching or research assistants.

Article 4 - RESPONSIBILITIES OF PROCTORS AND STUDENTS PRIOR TO AN EXAMINATION

4.1 Proctors are required to report to the faculty or school for supervisory duties thirty minutes prior to the scheduled time for each examination. Examination material and students' attendance sheets will be distributed.

4.2 At least, two proctors must be designated to each examination room.

4.3 At each seat in the examination room, the proctors should place the appropriate material required for the examination. To preserve the anonymous marking of final examinations, special sealed flap answer sheets will be used by all students.

4.4 Students are expected to present themselves at the place assigned 15 minutes prior to the start of the examination.

4.5 Each student shall display his or her student identification card and shall sign an attendance sheet provided by the School or the Registrar. If the student cannot provide an identification card, he/she should address the Student Affairs Office to issue a temporary identification pass for the examination. (See template in Annex 2)

Article 5 - RESPONSIBILITIES OF PROCTORS AND STUDENTS DURING EXAMINATION

5.1 Examinations must start promptly at the published time.

5.2 Students are not permitted to access any unauthorized materials during an examination. This includes but is not limited to calculators, books, notes, pencil cases, or any electronic device capable of wireless communication and/or storing information (e.g. computer, dictionary, translator, cell phone, earpiece, smart



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watch, pager, PDA, mp3 units, etc.). However, students may bring in such materials or devices when permission has been given by the instructor.

5.3 At the start of the examination, the following announcements must be made by the proctor:

- ANY BOOKS, NOTES, BAGS OR OTHER MATERIAL NOT AUTHORISED FOR USE IN THIS EXAMINATION MUST BE PLACED IN THE DESIGNATED AREA.
- ALL CELL PHONES, EARPIECES, and SMART WATCHES MUST BE SWITCHED OFF AND LEFT IN YOUR BAGS. NO CELL PHONE, EARPIECES, and SMART WATCHES MAY BE ON YOUR PERSON OR DESK.
- YOU MAY NOT LEAVE DURING THE FIRST THIRTY MINUTES OF THE EXAMINATION.
- PLEASE NOTE THAT YOU WILL NOT BE ALLOWED TO LEAVE THE EXAMINATION ROOM AT ANYTIME DURING THE EXAMINATION PERIOD AND RE-ENTER THE ROOM.
- PLEASE LEAVE YOUR USEK IDENTIFICATION CARD FACE UP ON YOUR DESK.

5.4 Proctor(s) must be active while monitoring an examination and check frequently by walking around the room/hall. Look out for irregularities e.g. unauthorized answer books, or other materials/notes at a student's feet, attempts to communicate, etc. Students may be required to remove or reverse peak caps as the wearing of a peak cap makes it difficult for the proctor to see where the wearer is looking.

5.5 Any attempt from a student to cheat by any means during an examination must be severely sanctioned. The student should be immediately asked to cease writing the examination and leave the examination room. He/she should be immediately reported to the Head of department of the faculty/school offering the course and the Student Affairs Office to implement all appropriate measures (see Students Code of Conduct). In all cases, the student should fail the course.

5.6 In those cases, in which the behavior of a student is disruptive to others writing the examination, or to the conduct of that examination, the proctor may, after due warning, require that student to cease writing the examination and leave the examination room or hall. The student should be immediately reported to the Head of department of the faculty/school offering the course and the Student Affairs Office to implement all appropriate measures (see Students Code of Conduct). In all cases, the student should fail the course.



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5.7 In all cases, the proctor shall record the nature of the alleged infraction on the form (See Annex 3) and shall ask other proctors to sign.

5.8 The proctor shall ask the student to read the form containing full details of the incident. The form, thus completed and signed by the student, shall be sent to the Associate Dean or Head of department of the student's home school/faculty, to assess the need to raise the case to the Student's Disciplinary Council.

5.9 The proctor shall advise the student, when the form has been signed, of his or her right to submit a separate report on the circumstances of the incident to the Student Affairs Office.

5.10 The proctor shall ensure that no student leaves the room without signing the attendance form and submitting a script. In addition:

- (i) No student shall be permitted to leave the examination room during the first thirty (30) minutes of an examination.
- (ii) No student shall be permitted to leave the examination room during the examination period and re-enter to continue writing the examination.
- (iii) A student who arrives to write an examination more than thirty (30) minutes after the start of the examination will not be permitted to write the examination.
- (iv) Any student who, due to late arrival, is not permitted to sit for the exam, will be advised to contact the Students Affairs Office immediately to submit a petition.
- (v) No student scheduled to write an examination who arrives late for the examination shall be permitted to write longer than the scheduled end-time for that examination.
- (vi) Should a technical irregularity occur in an examination, such as misprinted information or wrong instruction, supervisors overlooking the same examination in other locations must be informed.
- (vii) Any student who does not complete the examination, for any reason, is not eligible to petition for a make-up examination.



Article 6 - RESPONSIBILITIES OF PROCTORS AND STUDENTS AT THE END OF THE EXAMINATION

6.1 The time of conclusion of the examination should be announced.

6.2 Every student must turn in to the proctor an examination script before leaving the room where the examination was conducted.

6.3 A count must be made of the scripts by course number and balanced against the total for each course examination indicated on the attendance sheet.

6.4 No student may be permitted to re-enter an examination room until all examination scripts have been collected.

6.5 The attendance sheet and the examination scripts must be returned at the conclusion of the examination session to the faculty or school offering the course.

Article 7 – Anonymous marking of final examinations

7.1 All final written examinations will be examined anonymously.

7.2 Students will be required at the start of the examination to enter their full name and student ID number on a sealed flap on the answer sheet and they are required to seal this flap securely. Students registered in a course with multiple sections should add the name of the instructor teaching the section they are registered in.

7.3 Following the examination all scripts will be anonymously marked by the instructor of the course. Only when marking has been completed will the flaps on the examination scripts be opened in the presence of the instructor and the Head of department of the faculty/school offering the course to ensure that the correct marks have been recorded against names.

7.4 In case of a missing script for any alleged reason, the student shall retake the exam.



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Article 8 – Students with Disabilities

Students with a documented exam accommodation will receive an email, prior to the start of final exams, detailing the time and/or room accommodations. Each email is tailored to the individual accommodation for each student in accordance with the recommendations sent by the Access Office.

Article 9 - MAKE-UP EXAMINATIONS

9.1 A make-up examination is a privilege that may be granted to a student who is unexpectedly unable to write an examination as scheduled or a student who knows in advance that he or she is unable to write an examination at the scheduled time. Making a false or misleading claim may be considered an offence under the Students Code of Conduct. Penalties may range from a failed grade in the course to suspension or expulsion.

9.2 Students may request a make-up examination(s) in the following cases:

- (a) Representing USEK in national or international event.
- (b) Death of a family member, attested by an obituary.
- (c) Hospitalization, attested by a medical report stamped by the ER or hospital.
- (d) Serious accident, attested by an official report from a sworn expert and insurance company.
- (e) Tested positive with COVID-19, attested by a PCR test with a QR code.

9.3 Students who are unable to write an examination due to one of the circumstances listed in point 9.2 must file a petition to the Students Affairs Office (SAO) (to sao@usek.edu.lb) for a make-up examination setting out the reasons for the make-up exam. The request must normally be filed within forty-eight (48) hours of the scheduled date of the missed examination or, in a case where more than one examination was missed, within forty-eight (48) hours of the scheduled date of the last examination missed. The application must be accompanied by the appropriate documentation (as stated in point 2.2) certifying the reason behind the inability of the student to write the examination at the regular scheduled time and, where possible, an indication of the period of incapacity. Based on the evidence, the Students Affairs Office (SAO) shall decide whether the request is approved. A notification should be sent accordingly to the Associate Dean of the faculty/school offering the course.



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9.4 When an application for a make-up examination is approved by the Students Affairs Office (SAO), the head of the program/department of the faculty/school offering the course shall schedule the make-up examination to take place normally within the time frame set by the academic calendar for make-up examination.

9.5 Faculty or school are requested to schedule make-up examinations as soon as possible for potential graduating students so that final grades may be available in sufficient time to meet planned graduation deadlines.

[Annex 1: Examination Paper](#)

[Annex 2: Temporary Identification Pass](#)

[Annex 3: Report on Student Misconduct during an Exam](#)