

Title: Examinations Policy

Code: AQP_03(1)

Examinations Policy

1. Purpose

The purpose of this policy is to provide students with a structured and fair process for examinations performance in cases where they have failed or missed an exam due to valid circumstances.

2. Scope

This policy applies to all students enrolled in courses or programs at KKUCOD and outlines the eligibility criteria, procedures, and conditions for exam remediation.

3. Policy Guidelines

The college of Dentistry follows Institutional examinations guidelines [لائحة الدراسة والاختبارات الجامعية 1446هـ | جامعة الملك خالد - د. عليه](#)

1. Scheduling and Conduct of Final Examinations (Article 35):

- Final examinations for all courses are conducted at dates, times, and locations determined by the Examinations Committee in coordination with the college Academic Office, in coordination with the Deanship of Admission and Registration.
- The examination schedule will be announced to students in advance to allow adequate preparation.

2. Attendance and Absence (Article 36):

- Mandatory Attendance:** Students must attend final exams according to the announced schedule.
- Late Arrival:** Students arriving after half of the allotted examination time has elapsed will not be permitted to enter the exam hall.
- Absence:** Students who miss the final exam must provide an acceptable excuse and submit a formal request for a makeup exam to the department within the designated timeframe.

3. Grading and Grade Announcements (Article 37):

- Grading Period:** Final exams are graded, and results are announced within two weeks following the end of the examination period.
- Grade Appeals:** Students have the right to appeal their grades. Appeals must follow the procedures outlined by the academic system, including submitting a formal appeal request within the specified deadline.

4. Supplementary Exams and Incomplete Grades (Article 38):

- **Eligibility:** Students with valid, department-approved excuses for missing the final exam are eligible for a supplementary exam.
- **Scheduling:** The supplementary exam will be conducted within the first week of the subsequent semester.
- **Incomplete Grades:** A grade of "Incomplete" will be recorded for the course until the student completes the supplementary exam. The final grade will be updated based on the results of the supplementary exam.

Compliance and Responsibilities

- **Students:** Must adhere to the final examination schedule and follow the prescribed processes for requesting makeup exams or appealing grades.
- **Faculty and Departments:** Responsible for coordinating exam schedules, grading exams promptly, and addressing appeals and supplementary exams as per the policy.
- **Academic Office:** Oversees the implementation of the policy and ensures compliance with institutional regulations.

Review and Revision

This policy will be reviewed annually to ensure alignment with academic regulations and institutional standards. Any amendments will be approved by the college council.

Table of Revisions

Version number	Approved by	Date of Revision