

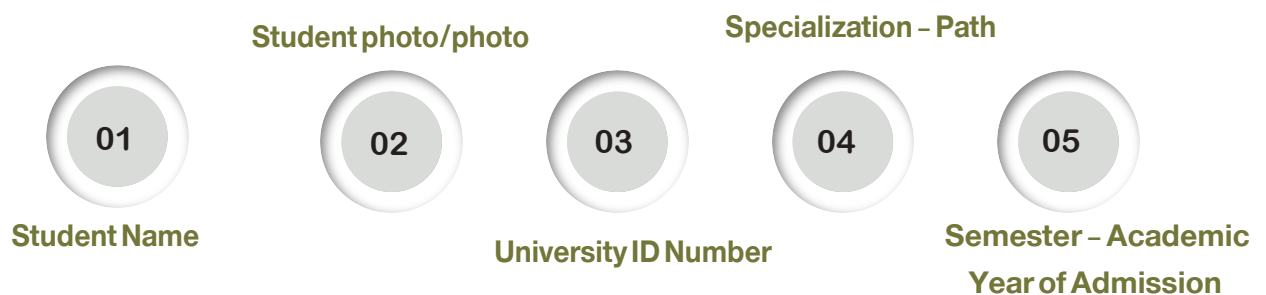
Student Guide for Exams

INDEX

UNIVERSITY CARD	02
OPPOSING TWO COURSES DURING THE SEMI -FINAL EXAMS	03
POSTPONEMENT OF MIDTERM EXAMINATIONS - FINAL	04
TAKING AN EXAM IN ANOTHER BRANCH/CENTER	07
RE-SIT FOR THE FINAL EXAM	08
EXAM INSTRUCTIONS	09
APPEAL AND RE-APPEAL	11
REGULATIONS	12
ELECTRONIC COMPLAINTS SYSTEM COMPLAINT	12

University Card

The fact that the university card is the identity of the university student, and it is the method of identifying the student registered at the Arab Open University, and the obtaining of the university card is mandatory for all students enrolled in the university. The first step to sit for exams at the university is to match the student's data with all the information mentioned on the university card in order to avoid cases of cheating and impersonation. As the university card contains the following data:



It is obligated to bring the University ID or National ID/Residence card (if the card has not been issued) for taking the exams at the Arab Open University. No student is allowed to take the exam without it.

In order to issue a new university card or in case of card loss, you must go to student affairs department where it is the responsible authority and for issuing the university cards.

Opposing two courses during the semi –final

The Arab Open University allowed students who have a two-exam conflict on the same day and the same period to choose:

second

Sit for the two exams continually, as follows:

first

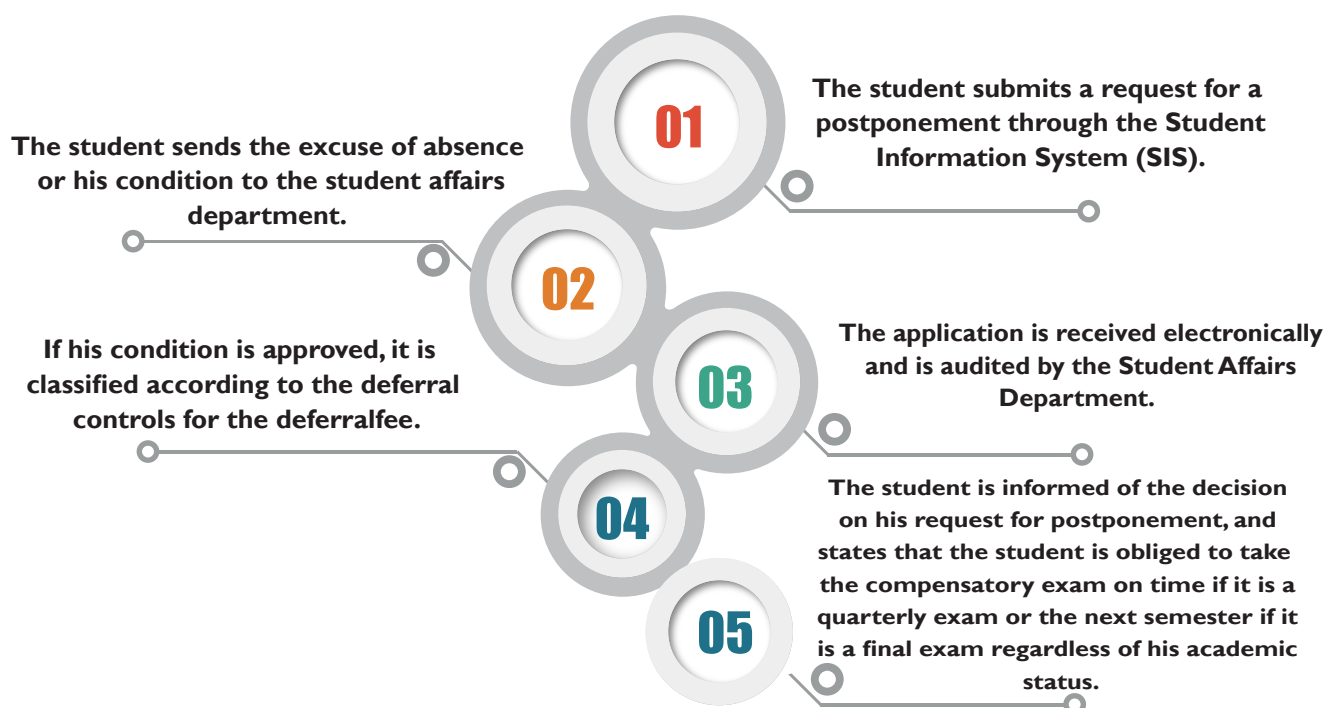
Postponing one of the two exams without paying a fee.

- The student shall inform the examination committee before the exam of the desire to sit for the two examinations on the same day with the choice of which exam he wishes to start.
- The student will take the first exam with full time as recorded on the exam paper.
- When the student has completed the first exam (even if the first exam does not end), he or she is entitled to deliver his answer paper to the observer and receive the second exam if he or she wishes to continue.
- If the students do not wish to continue and stop at the end of the first exam, they are entitled to reverse their decision and reserve the right to take the second exam.
- If the student leaves the exam room before the start of the second exam, he is certainly not entitled to return from his decision and sit for the second exam (with the right to be postponed).
- The student is not entitled to take the two exams definitively, and the student must sit inside the hall until the two exams are completed and delivered.
- The full time of the second exam is calculated starting from the student's receipt of the question sheet

Postponement of midterm examinations – final

The university has allowed the student postpone the examination date, whether by half or final, to another date in the event of a condition limiting the student's attendance of the basic exam on time or submission, and the postponement is available at the beginning of the examination and will pass up to three days from the date of the last exam.

Procedural steps:



The rules and conditions of postponement:

First: The student is exempt from the deferral fees in the following cases:

01

The student's presence in the hospital for one or more days, including the day of the exam or the day immediately preceding it, with the medical report brought.

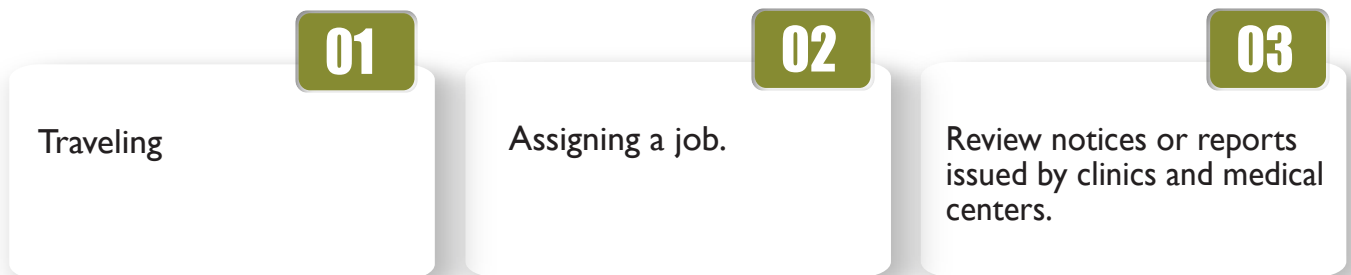
02

Other compulsive excuses other than what is mentioned and which are studied and approved by the Student Affairs Department.

03

There is a conflict in the material on the same day and period.

Second: In the following excuses, the student must pay the postponement fee of 561.20 Riyals:



The only authority authorized to receive and process requests for postponement of examinations in accordance with the mechanism and regulations of postponement is to manage the students' affairs both for the final half exams.

Important Notes:

- A student is not entitled to postpone the exam for more than one semester.
- The student is not entitled to postpone the exam.
- The exam cannot be postponed without an excuse and approval of the excuse.
- The student is required to sit for the postponed exam at the first session that follows it, regardless of the student's status in the next semester.
- If the student does not attend the postponed exam at his first session, university regulations will apply to him and his grade will be transferred from deferred (I) to failing (F).

Taking an exam in another branch/center

The university allows the student to take a mid-term or final exam in a branch /center other than the one registered in it, according to the following:

- A date will be set to receive applications in another branch / center within a period of not less than a week from the date of the examinations and published on the university's website.
- The student communicates with the examination officials in the branch, requesting to take the examination in another branch / center.
- After the approval of the examination officials in the two branches / regional center.
- The student applies to pay fees from:

215.625

Riyals - for branches in Saudi Arabia.

01

431.25

Riyals - for branches in the Arab world.

02

Re-sit for the final exam

If a student stops graduating from only one course and fails in it, he is allowed to re-sit for the final exam in the first session following it and for one time only, provided that he succeeds in the continuous assessment work.

- Retake the final examination in this case only once; This means that if the student retakes the final exam and fails, he must register the course and study it again.
- That the student has finished studying all the courses included in the study plan of the program and the path in which he is studying and in the last semester of study; Not to have a chapter or two remaining.
- Pay the prescribed fees for reseating the final exam of (215,625 Riyals).
The student submits a notification to the examination unit after paying the fees in order to complete the procedures

Exam Instructions

Instructions before attending the exam

- The obligation to bring the university card and the national / residency ID card, and no student will be allowed to take the exam without it.
- The obligation to bring the personal supplies and all the tools needed to take the exam (blue pen; calculator ...).
- Commitment to dress modestly according to the public decency regulation in the Kingdom of Saudi Arabia.
- Not to bring books, abstracts, and any documents related to the course to the examination room.
- No student who is late will be allowed to enter the examination room after 15 minutes have passed since the exam time. In any case.

Instructions while in the exam room

- Listen to the examiner's instructions and implement the instructions carefully.
- Sit in the student's room as directed by the proctor.
- It is not allowed to share personal tools needed for the exam (such as the blue pen, calculator ...) with others.
- Mobile phones, headsets, and smart devices are not allowed in the examination hall, and they are not kept in the pocket even if they are locked. Violation of this exposes the owner to disciplinary punishment according to the system.
- Avoid any attempt to cheat or cause riots during the performance of the exam, because the penalty for this is expulsion from the university for a period of one semester or more, according to the university's rules and regulations.
- Ensure that all data are correct and accurate on the answer sheet.
- It is not allowed to leave the examination room before the middle of the exam time.
- Ensure that the name is signed in the attendance and departure statements.
- Handing over the answer sheet and questions to the proctor before leaving the

Instructions after the exam is completed

You must leave the exam hall as soon as the exam is completed and not gather in the corridors.

Appeal and Re-appeal

The Arab Open University has made it possible to file a grievance against a course result, whether on assignment grades or midterm exams and up to the final exam, through the Student Information System (SIS) within a time limit specified in each semester starting from the date of the results appearing for a week.

Procedural steps:

- Grievance fees are paid on the result (215.05 Saudi riyals), and the grievance / re-grievance receipt is activated.
- You submit a grievance / re-grievance request through the SIS Student Information System; No grievance will be considered through the Complaint Online Complaint System

Important Notes:

- Grievance requests will be dealt with in accordance with its regulations.
- After submitting your grievance request, the result of your grievance (accepted / rejected) will appear through the SIS Student Information System through the grievance system.
- Please ensure that your data and mobile phone number are correct in the student information system and update them if necessary in order to communicate with you.
- No grievance is accepted after the period specified in the announcement.
- Any grievance that is not submitted through the SIS Student Information System will not be accepted.
- The student's result in any course is considered final after one semester has passed. It may not be permanently modified.

Electronic Complaints System

A complaint is a means of fulfilling students' needs and hearing their opinions, whereby the student expresses his / her dissatisfaction with the results of the services provided in the examinations or organizational procedures. Or any problems that the student faces through the electronic complaints system via the Student Information System (SIS).

No objection to the results or scores shall be received or considered through the Complaint electronic complaints system

Regulations

For more information on exams, please see:

- List of examinations and evaluation for bachelor's degree in the Arab Open University
- List of requirements for a bachelor's degree at the Arab Open University
- Student conduct regulation and disciplinary procedures

