

## **POLICY AND GUIDELINE ON FINAL AND RESIT EXAMS**

The Academic Coordinator - Course Advisor **in reference to final or resit examinations is responsible for:**

- i. The coordination of the final or resit examination questions of topics, behalf of the Teaching Staff Team.
- ii. The writing of the answer guide for the examination questions of topics, in cooperation with the members of Special Teaching Staff and the publication of it to the Teaching Staff Team.

**For the above standing points to be met and accomplished, the AC – Course Advisor, in cooperation with the relevant Programme Coordinator, follow the procedure below as such:**

- i. A formal session is held with the Special Teaching Staff team members, exclusively about the topics for the final or resit examinations.
- ii. During this formal session it is then determined the form of questions (multiple choice and essay questions), the number and the marking points of each question as well as the general scope of the appropriate answer.
- iii. Each Special Teaching Staff member submits its relevant suggestions (of topic questions), to which all the team members exchange their views and the instructional value is being developed and the activation of the student's experience.
- iv. Thereinafter, the Course Advisor and the Programme Coordinator shall consult and reach to the formulation of the examination questions (*the number of which, is three times as much from the expected number of questions included in the examination paper*)
- v. Then, the Programme Coordinator decides regarding the selection and final formulation of the examination questions 6 weeks in advance of the first date of the

examination period, and provides the final examination paper to the DLU Coordinator 5 weeks in advance of the first date of examination. Then, the DLU Coordinator shall provide the relevant examination papers to the permanent Academic Staff Member – in charge invigilator of the examination centre *(to which examination centre, the relevant examination papers will be essential according to the students examination centre declaration. The examination centre declaration is implemented and coordinated by the DLU Coordinator who holds the results).*

- vi. The Programme Coordinator and the Course Advisor, on the date of the examination or no later than the next date of examination, jointly develop the relevant answer guide to be provided to each separate teaching staff to secure grading homogenization and transparency.