



The American University of Kurdistan

Policy of Examination

Policy Number: AS010
Effective Date: October 4, 2020

1. **Policy:** This policy outlines the standards and procedures governing the administration, conduct, and oversight of examinations for academic courses at The American University of Kurdistan (AUK). The University is committed to ensuring the integrity, fairness, consistency, and security of all examinations. All regulations related to examinations must be developed, reviewed, approved, and implemented in accordance with this policy. The policy will be made readily accessible to the University community, published on the AUK website, and reviewed regularly to ensure its continued effectiveness and alignment with AUK's academic mission and institutional policies. Members of the AUK community are expected to comply with all provisions of this policy as approved by the AUK Board of Trustees (BoT).
 - a. **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.
 - b. **Scope:** This policy applies to all enrolled Students, Course Instructors, Examination Supervisors, Proctors, Department Chairs, College Deans, Academic Programs, Admissions and Registration Department (ARD) and the Office of Provost.
2. **Definition of Terms:**

Examination: A formal written test of the student's knowledge and/or proficiency in a subject or skill.

Hybrid examinations: scheduled timed exams that are delivered through the university's virtual learning environment, students are on site and a proctor is provided.

In-person examinations: scheduled timed end of semester exams that are delivered in a designated AUK examination hall or classroom.

Proctor: An individual who is responsible for overseeing the exam. They are responsible for ensuring that exams are conducted in accordance with the examination regulations; a calm environment is maintained; and the integrity of the examination process is upheld, to give students the best possible opportunity to be successful in their examinations.

Student Records: The Student Records pertains to the content and the confidentiality of academic records, access to academic records, academic transcripts, other academic records, non-academic student records, and the Student Information System (SIS).
3. **Responsibilities:**
 - a. **Issuing Unit:** The Office of Provost holds primary responsibility for implementing and monitoring this policy, ensuring compliance with established procedures, maintaining relevant records, and taking necessary actions in cases of noncompliance.
 - b. **Other Stakeholders:** Course Instructors, Examination Supervisors, Proctors and Department Chairs serve as stakeholders in the examination process, ensuring that exam administration, grading accuracy, academic integrity, and all relevant instructional considerations are appropriately reviewed.

4. Procedures

Examination Administration & Proctoring Rules

a. Faculty and Proctor Responsibilities

- Signing out examination materials from secure storage at least 30 minutes before the exam.
- Collecting and bringing the Examination Supervisor Pack (attendance register, supervisor report, and withdrawal form) to the exam room.
- Being present in the examination room at least 30 minutes prior to the exam start time and actively monitoring students for the entire duration of the examination.
- Distributing examination papers and instructions to students.
- Recording the actual start time, duration, and finish time of the exam.
- Refraining from non-proctoring activities during the exam (e.g., mobile phone use, reading, or unrelated work), which is prohibited.
- Avoid bringing any items into the examination hall/classroom (including books or other personal/work-related materials) unless they are directly related to the examination.
- Reporting errors, irregularities, emergencies, and student withdrawals using the Examination Supervisor Report. (See Section 6: Related Documents)
- Collect and submit completed examination materials, assuming responsibility upon receipt. If the collector is not the assigned faculty member, the materials must be sealed in the official envelope and submitted for retrieval by the assigned faculty member.

All proctors and faculty must comply with the following mandatory examination regulations

- All examinations must be printed using secure printers. Faculty are not permitted to print examinations on publicly accessed printers.
- All examinations must be proctored by two proctors, regardless of the number of students.
- Faculty may not change examination times or locations once published by ARD.
- The faculty/proctor must report any issues which arise prior to or during the exam.
- Should a student need to leave the exam hall/classroom in an emergency, the faculty/proctor must fill out the Exam Report Form.
- Faculty shall have the authority to administer multiple versions of an examination.
- All results will be given to students after the entire final exams have ended. Faculty may not discuss results with students until the grades are officially posted by ARD.

b. Student Examination Responsibilities

- Students must arrive at the examination at least fifteen minutes before the scheduled start time, sign the attendance register, display a valid student ID, and comply with the seating arrangement assigned by the faculty/proctor.
- Students should be seated in their allocated seat and silent at least five minutes prior to the commencement of all examinations and should pay strict attention to details to the list of instructions announced by the faculty or proctor.
- At the end of the examination period, students must stop writing when instructed and remain in their seats until their examination papers have been collected. Students are responsible for ensuring that all assessment materials are handed to a proctor.

All students must comply with the following mandatory examination regulations; failure to do so may result in an F grade and/or disciplinary action.

- Students will not be admitted to the examination hall/classroom once the examination has commenced. To avoid disruption, students will not be permitted to leave the examination hall

until at least one hour has elapsed from the start time.

- If a student leaves the examination hall/classroom due to an emergency, the proctor must complete the Exam Report Form. Students who leave without prior authorization will not be permitted to re-enter.
- Students must remain in their seats during an examination and follow all instructions issued by faculty and proctors; if assistance is required, students should call the attention of a proctor (e.g., by raising their hand).
- Unauthorized communication, assistance, materials, electronic devices, or removal or reproduction of examination materials is strictly prohibited. Silence must be maintained for the duration of the examination.
- Plagiarism checkers are used for all submitted work; any similarity score above 25% results in a fail. No talking is permitted as it will disturb other students. If a student that has been caught cheating tries to engage the faculty 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.
- Smoking breaks and any disruptive behavior are not permitted during examinations.
- The use or attempted use of any electronic device during an examination or within the examination hall/classroom is strictly prohibited and constitutes a serious breach of discipline. This includes, but is not limited to, mobile phones and smartwatches.
- During examinations, whether in person or hybrid, students are prohibited from accessing any materials other than those explicitly authorized by the faculty. Unauthorized materials include, but are not limited to, books, lecture or revision notes, published articles, and internet sources. The use of unauthorized materials constitutes a serious breach of discipline. Students are responsible for verifying the permissibility of any item in their possession and must seek clarification if uncertain.
- Unless permitted by the faculty or proctor, the removal, copying, photographing or screenshotting of AUK examination materials in an Examination or through the virtual learning environment is prohibited.

c. Conditions for Rescheduling Examinations

Students have the right to discuss a re-scheduled midterm/final exam only when the following apply:

- 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.
- The death of a first degree relative
 - Grandparents, parents, and siblings are considered the first-degree relatives.
- Held by a third party beyond their control (police, court, etc.)
- 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 instances, the official evidence must be submitted to the College/Academic Department for review within five days after the date of the exam/report deadline. The College/Academic Department will communicate the validity of the documents to the Department Chair. Upon obtaining the Department Chair's approval, the faculty will schedule the exam. This exam 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. The re-scheduled exam must take place within the first two weeks of the following semester.

d. Examination Rules for Hybrid Examination, Accommodation, and Disruption Cases

- For hybrid examinations, all applicable examination regulations shall remain in effect as described above. Upon completion of the examination, the Department Chair shall collect all examination papers, ensure they are securely scanned, and transmit them to the off-campus faculty member responsible for the course.
- Where reasonable accommodation is approved for a student, it shall be implemented in a manner that preserves examination integrity and academic standards, and all approved accommodations shall be communicated to the relevant faculty prior to the commencement of the examination.
- In the event of an unexpected incident during an examination (e.g., fire alarm, medical emergency, power failure, or system malfunction), the integrity of the examination must be maintained, the incident must be documented in the Examination Supervisor Report, and where necessary, the examination may be halted and rescheduled.
- Students with documented health conditions or disabilities requiring examination accommodations must contact the Office of Student Affairs (OSA) and submit the appropriate documentation within the specified timeframe. The OSA will review such requests and coordinate the necessary accommodations.

5. Timeline and Communication/Implementation Plan

Activity	Responsibility Party	Timeline	Communication Channels	Details
Policy Revision Announcement	Office of Provost	February, 2026	University website, email	Announce the revision of the policy, assessment metrics, and objectives.
Implementation Support	Office of Provost	March – April, 2026	Email, information sessions	Monitor early implementation challenges.
Feedback Collection	Office of Provost	February, 2027	Surveys, suggestion boxes, email	Gather feedback from the University community on the policy’s effectiveness, challenges, and areas for improvement.
Periodic Reviews and Updates	OIEP, University Leadership	As necessary	Website, email, staff meetings	Review the policy and its enforcement mechanisms & procedures annually or as necessary to ensure continued relevance and compliance.

6. Related Documents

- [Examination Supervisor Report](#)
- [Policy of Academic Integrity](#)
- [Policy of Student Grievance](#)
- [Policy of Academic Integrity](#)
- [Policy of Student Class Attendance](#)

7. Ways to Measure Success

- Percentage of exams with complete start/end time recorded correctly
- Percentage of incidents documented correctly (errors, withdrawals, emergencies)

8. Policy History

- a) **Approved by:** Board of Trustees
- b) **Adopted:** October 3, 2020
- c) **Revised:** January 29, 2024
- d) **Revised:** January 18, 2026