



# THE PETROLEUM INSTITUTE

<b>Number:</b>	<b>PIP 3125</b>
<b>Effective:</b>	<b>31-May-2009</b>
<b>Revised:</b>	

**SUBJECT:** Examinations

**REFERENCE:** Standards for Licensure and Accreditation, Commission for Academic Accreditation, Ministry of Higher Education and Scientific Research, United Arab Emirates – 2007 (3h, page 46).

## **SECTION 1 PURPOSE**

1.1 To establish and communicate policies for examinations.

## **SECTION 2 SCOPE AND APPLICABILITY**

2.1 This policy is applicable to all undergraduate students of the Institute.

## **SECTION 3 DEFINITIONS**

## **SECTION 4 POLICY**

4.1 A student at the Petroleum Institute must be assessed regularly in order to progress academically.

## **SECTION 5 BACKGROUND OR EXCLUSIONS**

5.1 To the extent that information in the catalog may conflict with this policy, the policy supersedes that information.

## **SECTION 6 GENERAL PROVISIONS**

6.1 A final examination shall be held at the end of undergraduate courses according to the examination schedule published by the Office of the Registrar.

6.1.1 In order to reduce scheduling conflicts, final examinations are scheduled in accordance with a pre-established template by the Office of the Registrar.

6.1.1.1 There should be at least one study-day prior to the first day of final examinations.



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6.1.1.2 The last day of final examination period is designated as Make-Up Examination Day. Students with scheduling conflicts or with permission for rescheduling a final examination may sit the examination on this day.

6.1.2 Faculty cannot reschedule or cancel the final examination for their course after the final examination schedule is published. Any such rescheduling or cancellation of final examination for emergency purposes must be approved in advance by the Provost (or designee) in coordination with the Office of the Registrar. Final examinations cannot be scheduled during regular class days.

6.1.2.1 Any student who would be disadvantaged by such a change should report this immediately to his/her instructor, who will ensure that satisfactory alternate arrangements will be made. Any unresolved examination schedule conflicts may be appealed to the Program Chair.

6.1.3 If a student is scheduled for more than two final examinations on one day, then he/she must notify the Office of the Registrar within five days from the publication of the Final examination Schedule to make the necessary adjustment to his/her schedule.

6.1.4 A student who is absent from a final examination without a valid excuse will normally receive a "zero" for that examination. If a valid excuse is accepted by the instructor, the policies on incompletes or change of grade will apply. Refer to PIP 3100 Section 6.1 on Incompletes.

6.2 In addition to the final examinations, one or more major examinations may be planned for a course. The examination schedule shall be included in the course syllabus. Such examinations shall not be scheduled during the last week of classes. The course instructor is responsible for notifying students in writing of any change in these examination schedules prior to the scheduled examination.

6.2.1 A student who is absent from a major examination without a valid excuse will normally receive a "zero" for the examination. If a valid excuse is accepted by the instructor, then a make-up examination must be scheduled at a time and place that is mutually agreeable to the instructor and student. The make-up examination timing will not be scheduled during the student's regularly scheduled classes.

6.3 The following general rules govern all in-class examination, unless a course instructor has specified other rules regarding his/her examination. Students shall:

6.3.1 Arrive on time for the examination or they may be denied access. However, in no case shall a student who is 30 minutes or more late for the examination be admitted.

6.3.2 Not be permitted to leave the first 30 minutes of the examination.



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- 6.3.3 Leave all unauthorized materials (textbooks, notes, electronic devices, bags, etc.) at the front of the examination room.
- 6.3.4 Conform to seating arrangement as established by the proctor(s).
- 6.3.5 Cease to talk once seated in the examination room and for the duration of the examination.
- 6.3.6 Leave the examination paper/book face down until the proctor announces the beginning of the examination.
- 6.3.7 Keep the examination paper/book flat on the desk at all times.
- 6.3.8 Keep the examination paper/book stapled or bound.
- 6.3.9 Be prepared to show current PI ID.
- 6.3.10 Follow all instruction given by the proctor(s).

Students failing to follow the above general rules may be requested by the proctor(s) to leave the examination room. Their examination paper/book may be confiscated and a “zero” assigned for the examination. The proctor(s) or instructor(s) may refer the student to the Academic Honor Council.

The Office of the Registrar shall publish the above general rules in conjunction with the final examination schedule.

6.4 All examinations submitted to the course instructor must be the sole work of the student unless otherwise specified by the instructor. During an examination, students must refrain from communicating with other students or relying on books, notebooks unless prior approval was obtained from the instructor. All cases of suspected cheating are governed by the PIP 3175 on Academic Integrity.

6.5 Proctors are expected to review the room prior to the examination time to ensure its suitability for the examination.

## **SECTION 7 RESPONSIBILITIES AND PROCEDURES**

7.1 The Provost shall cause the terms of this policy to be observed.

## **SECTION 8 CANCELLATION**

8.1 None.



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## SECTION 9 REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis determined by the President. Upon such review, the President may recommend to the Governing Board that the policy be amended or repealed.

## SECTION 10 SIGNATURES

\_\_\_\_\_  
Chair, Academic Policies Committee      Date

\_\_\_\_\_  
Provost

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date