FINAL EXAMINATIONS, MAY 2014

GENERAL GUIDELINES

Version 2.0

Prepared by

QUALITY ASSURANCE UNIT
&
CENTRAL EXAMINATION COMMITTEE
Attention:
All final examination question papers of College of Computer Science & Information Systems in Jazan University are confidential documents. Therefore, violation of the rule by leaking the question paper will result in disciplinary action against the course teachers concerned.

GENERAL GUIDELINES ON PREPARING FINAL EXAMINATION QUESTION PAPERS

1. Refer to the responsibilities of the Course Coordinator and Track Leader (next page) and prepare the final examination question papers.

2. All question papers must meet the guidelines on preparing final examination question papers to ensure the consistency in the format of question papers.

3. The course coordinator is the in-charge for the preparation of final examination question paper in consultation with the concerned course teachers.

4. The course coordinator must ensure that the sentence arrangements, spellings, language styles, grammars, figures, symbols and a number of questions are correct.

5. All question papers must be scrutinized by the Track Leader of the course thoroughly to ensure the quality and standard of the questions.

6. The final exam question paper must be submitted to the College Quality Assurance Unit In-charge (Mr. Ashan Asim) in a sealed cover before **FIVE** working days from the date of examination. *Please avoid late submission of the final examination question paper to the College Quality Assurance Unit.*

7. The Quality Assurance Unit in-charge will handover the final exam question papers to the Quality Assurance Examination Committee members (CS – Dr. Gunaseelan Devaraj, IS – Dr. Abdul Azeem and CNET – Mr. Mohuiddin Ali Khan) for final verification after getting approval from the track leader.

8. The Quality Assurance Unit Examination Committee will handover the corrected / verified / approved question papers to the **Course Coordinator** after **TWO** working days (between 8:00 AM – 8:30 AM and 12:00 PM – 12:30 PM) from the date of receiving the final examination question papers.

9. The course coordinators will modify accordingly if required, and will get the final approval from the Quality Assurance Examination Committee members.

10. Please make sure that each set of question paper is attached with the completed **DECLARATION FORM & CHECK LIST** with the correct course code, before submitting to the QAU Examination committee members (CS, IS and CNET) by the course coordinator.

**Note:** Every course teacher involved in the preparation of final examination question papers is responsible for maintaining the **SECURITY** and **CONFIDENTIALITY** of the final examination question papers.
1) Conduct the meeting and collect the information regarding the number of chapters/units, the course objectives covered and the number of students per group (excluding debarred and herman students) from the course teacher(s) and prepare the final examination question paper as per the template given by the Quality Assurance unit.

2) Refer to the guidelines for setting final examination question paper and prepare the objective type (MCQs and Fill in the Blanks), short answer type and long answer type questions from the units/chapters covered.

3) At the time of setting question paper make sure that 30 – 40 % of questions from Midterm portion and 60 – 70 % of questions from remaining chapters.

4) Ensure that the psychometric distribution of marks should be considered as 30 % for easy questions (Low level), 40% of Moderate questions (Medium Level) and remaining 30% of difficult questions (High Level).

5) Prepare the scheme of valuation, answer key, blue print and rubrics (if possible) based on the examination question paper.

6) Get the approval from the Track Leader and Quality Assurance Examination committee members.

7) Fill the “DECLARATION FORM” and CHECKLIST” and get the concurrence from all course teachers concerned.

8) This semester, the answer booklet will NOT be provided. Therefore, all the course coordinators are instructed to prepare the question paper with sufficient spaces for writing answers for “Section B” and “Section C” questions in the question paper itself.

9) Kindly take sufficient number of photo copies of the approved question paper front and back sides (back to back - for saving stationaries) with the help of the course teacher(s), if required, and prepare the envelopes based on room allotment and distribution and submit the same to the Final Semester Central Examination Committee In-charge before TWO working days from the date of examination of the course.
REVIEWING FINAL EXAMINATION QUESTION PAPER

1) Check the submitted final examination question paper for sentence arrangements, spellings, language styles, grammars, figures, symbols and the number of questions.

2) Check all questions and compare the answer key, scheme of evaluation and rubrics (if possible) with the reading materials, text books, reference books and other pertinent materials.

3) If, there is any discrepancy between the final examination questions with the answer key & scheme of assessment, then request the concern course coordinator to change / modify the final examination questions and the answer keys and scheme of assessment accordingly.

4) Check the blue print of the final semester examination question paper with the number of chapters / units covered.

5) If the track leader satisfied with the final examination question paper then approve the final version of examination question paper otherwise request the course coordinator to modify the same.

6) If any further correction in the final version of examination question paper after getting final approval from the track leader and QAU examination committee members, then the sole responsibility is ONLY for the Course coordinator and Track leader and for further action will be taken by the higher authorities. Make sure to avoid any mistakes in the final examination question paper.

THE FOLLOWING ARE THE DOCUMENTS TO BE SUBMITTED TO THE COLLEGE QUALITY ASSURANCE UNIT FOR FINAL APPROVAL OF THE QUESTION PAPER

1) Final Exam Question paper (Based on Blooms Taxonomy of measurable verbs)
2) Answer key, Scheme of valuation and Rubric (if possible)
3) Blue print
4) Declaration form
5) Check list
Department (Please √ Mark) | CS | IS | CNET | Year and Level
---|---|---|---|---
Course Code | | | | Total Number of Chapters / Units in the Course
Course Name | | | | Total Number of Chapters Covered (Before Midterm Exam)
Course Coordinator’s Name | | | | Total Number of Chapters Covered (After Midterm Exam)
Track Leader’s Name | | | | Total Number of Sections
Date and Time | | | | Total Number of Students (For All Sections)

<table>
<thead>
<tr>
<th>Section</th>
<th>Qn. No.</th>
<th>Chapter No.</th>
<th>Total Marks</th>
<th>Difficulty Level (Low / Medium / High)</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>1</td>
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<td>B</td>
<td>2</td>
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<tr>
<td>C</td>
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<td>11</td>
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</tbody>
</table>

Total Marks | 40 (FOURTY)

% of Marks (Before Midterm Exam) | 100 %
% of Marks (After Midterm Exam) | 100 %
% of Marks (Low level questions) | 100 %
% of Marks (Medium level questions) | 100 %
% of Marks (High level questions) | 100 %
<table>
<thead>
<tr>
<th>Process</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Building of examination questions, answer scheme and blue print</td>
<td></td>
</tr>
<tr>
<td>□ Examination questions.</td>
<td></td>
</tr>
<tr>
<td>□ Answer scheme.</td>
<td></td>
</tr>
<tr>
<td>□ Blue print.</td>
<td></td>
</tr>
<tr>
<td>□ Rubrics.</td>
<td></td>
</tr>
<tr>
<td>2. Internal scrutinizing of examination questions by all the course teachers</td>
<td></td>
</tr>
<tr>
<td>□ Questions amended.</td>
<td></td>
</tr>
<tr>
<td>□ Answer scheme meets requirement of questions.</td>
<td></td>
</tr>
<tr>
<td>□ Fair distribution of marks.</td>
<td></td>
</tr>
<tr>
<td>□ Adequacy of time.</td>
<td></td>
</tr>
<tr>
<td>3. Preparation of draft examination question paper.</td>
<td></td>
</tr>
<tr>
<td>□ Right format &amp; layout.</td>
<td></td>
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<tr>
<td>□ Check number of questions and sections.</td>
<td></td>
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<tr>
<td>□ Questions conform to the required template</td>
<td></td>
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<tr>
<td>□ Check errors (facts &amp; grammar).</td>
<td></td>
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<tr>
<td>4. Scrutinizing of draft examination paper by the Track Leader</td>
<td></td>
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<tr>
<td>□ Draft examination question paper checked and amended.</td>
<td></td>
</tr>
<tr>
<td>□ Answer scheme checked and amended.</td>
<td></td>
</tr>
<tr>
<td>□ Blue print checked and amended.</td>
<td></td>
</tr>
<tr>
<td>5. Amendment of examination paper</td>
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<tr>
<td>□ Draft examination question paper amended.</td>
<td></td>
</tr>
<tr>
<td>□ Answer scheme amended.</td>
<td></td>
</tr>
<tr>
<td>□ Blue print amended.</td>
<td></td>
</tr>
<tr>
<td>□ Finalized Examination question paper prepared.</td>
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<tr>
<td>6. Submission Final Semester examination question paper to QAU Examination Committee</td>
<td></td>
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<tr>
<td>□ Before three working days from the date of final examination</td>
<td></td>
</tr>
<tr>
<td>□ Late submission because of (please mention)</td>
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</tr>
</tbody>
</table>

COURSE COORDINATOR  
(Name, Signature & Date)  

TRACK LEADER  
(Name, Signature & Date)  

QAU EXAM COMMITTEE  
(Name, Signature & Date)
KINGDOM OF SAUDI ARABIA :: JAZAN UNIVERSITY
COLLEGE OF COMPUTER SCIENCE & INFORMATION SYSTEMS
ACADEMIC YEAR 2013 – 2014 (SECOND SEMESTER)

FINAL EXAMINATION QUESTION PAPER

DECLARATION FORM

✓ All the questions given in the final semester examination question paper were prepared by me (course coordinator) in consultation with all course teacher(s) concern.

✓ All the questions, answer keys, scheme of valuation, rubrics (if possible) and blue print were prepared and verified by us.

✓ All the chapters were covered during the class hours. [If any leftover in the chapters, please mention the chapter number (………………………….)]

✓ If any problems in the final examination question paper then we will face the consequences from the student side and from higher authorities.

✓ Certify that the facts stated above are true and correct to the best of our knowledge and belief.

Course Teacher(s): (Name, Signature & Date)

1. 4.

2. 5.

3. 6.

COURSE COORDINATOR
(Name, Signature & Date)

TRACK LEADER
(Name & Signature)

QAU EXAM COMMITTEE
(Name & Signature)
<table>
<thead>
<tr>
<th><strong>FINAL SEMESTER EXAMINATION QUESTION PAPER ENVELOPE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name</td>
</tr>
<tr>
<td>Course Code</td>
</tr>
<tr>
<td>Course Name</td>
</tr>
<tr>
<td>Level Number</td>
</tr>
<tr>
<td>Section Number(s)</td>
</tr>
<tr>
<td>Date &amp; Day of the Exam</td>
</tr>
<tr>
<td>Exam Duration and Time</td>
</tr>
<tr>
<td>Name of the Course Coordinator</td>
</tr>
<tr>
<td>Name of the Track Leader</td>
</tr>
<tr>
<td>Total Number of Students</td>
</tr>
<tr>
<td>Total number of Question papers</td>
</tr>
<tr>
<td>Total Number of Absentees with IDs.</td>
</tr>
<tr>
<td>Signature of the Invigilator(s) (Name &amp; Date)</td>
</tr>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
</tr>
</tbody>
</table>

Exam Room No.:
GENERAL GUIDELINES FOR FINAL EXAMINATION INVIGILATORS

1) Instruct students to keep all their belongings (notebooks, materials, IPods etc.) outside the examination hall and also instruct them to switch off their mobile phones and leave it on the invigilators table.

2) Kindly confirm the date and time of invigilation duty from the duty list which will be sent to you shortly.

3) All the invigilators have to arrange the answer sheets in order of attendance sheet, even if there are two groups.

4) Reserve duties will be strictly monitored and reserve duty should be reported to exam Controller's group not in the control room.

5) Do not replace your reserve duty with other invigilators regular duty, as the Central examination committee already has experience issues regarding reserve duties.

6) If you are unable to do the duty, make sure that the alternate arrangement is made by yourself well in advance.

7) You are requested to report to the Central exam control room 20 minutes before the commencement of the examination to receive the final examination question papers (envelops).

8) You are required to be in the examination hall at least 10 minutes before the start of the examination.

9) You are required to take the attendance of students after checking the Student ID card and ensure that the students have written his name and ID on the answer sheet as well on final exam question paper. Make sure that the photo of the student in ID card matches with the student writing the exam. If any student fails to provide the ID card, kindly inform the central exam controller group immediately.

10) Do not allow any student to leave the exam hall before ONE hour from the starting of the final examination session.

11) After first 30 minutes, do not allow any student to enter the examination hall and inform the controllers group about the late comers.

12) Be vigilant and alert to find out cheating cases and do not be seated all the times.

13) Kindly inform about the cheating cases to the controllers group immediately.

14) Submit the answer scripts in an arranging order to examination control room immediately after finishing the examination.

15) Get the students signature again at the time of submission of answer sheet, as some student may not submit the answer sheet and the invigilators will be held responsible.
GENERAL PROCEDURE FOR THE EVALUATION OF FINAL EXAMINATION ANSWER SCRIPTS

1) Firstly, collect the answer scripts, examination attendance sheet(s) and grade sheets from the central examination committee in-charge.

2) Evaluate the answer scripts based on the answer key, scheme of evaluation and rubrics.

3) The number of answer scripts is less than 40; submit the answer scripts within 48 hours otherwise within 72 hours except the last two examinations (3rd June 2014 [Tuesday] and 4th June 2014 [Wednesday])

4) Before submitting answer scripts to the central examination committee, take sufficient number of photo copies of answer scripts (best, average and worst) for course file.

5) Submit the ANSWER SCRIPTS along with the following list of documents to central examination committee for moderation and rechecking.
   (a) Examination attendance sheets;
   (b) Class attendance sheet;
   (c) Scheme of evaluation, Answer key and Rubrics;
   (d) Results summary sheet;
   (e) Filled in grade sheets and
   (f) Consolidated Internal and final examination marks statements

6) Any discrepancy observed in the evaluated answer scripts and submitted marks; re-evaluate the answer papers and correct the grade sheets accordingly and resubmit all to the central examination committee in-charge for final approval from the higher authorities.

7) Get the final approval of the Grade sheets from the College Dean / Vice Dean.

8) Lastly, upload the marks in the college website and submit a copy of the grade sheet to the central examination committee.

LOOKING FORWARD YOUR KIND COOPERATION AND CONSTANT SUPPORT IN SMOOTH CONDUCT OF FINAL EXAMINATIONS
FINAL EXAMINATION QUESTION PAPER

Term: ☐ Fall / ☑ Spring

Student Name: ..............................................

Section Number: ........................................

Course Name: ............................................

Exam Date: ....................................................

Exam Duration: 2 Hours. Start Time: ..................

Maximum Marks: 40

MARKS DISTRIBUTION

<table>
<thead>
<tr>
<th>SECTION</th>
<th>Qn. No.</th>
<th>MARKS (IN NUMBERS)</th>
<th>MARKS</th>
<th>TOTAL MARKS (IN Numbers)</th>
<th>(IN Words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>INTERNAL (40)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>B</td>
<td></td>
<td>FINAL PRACTICAL (20)</td>
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<tr>
<td></td>
<td></td>
<td>INTERNAL (40)</td>
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<tr>
<td>C</td>
<td></td>
<td>FINAL THEORY (40) + FINAL PRACTICAL (20) = 60</td>
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</tbody>
</table>

TOTAL MARKS (40)

TOTAL (100)

COURSE TEACHER (EVALUATOR)
(Name, Signature & Date)

GRADE

(Instruction to Students):

1) Refer the question paper and write the answers in the same paper.
2) Submit the question paper to the Invigilator after finishing the exam.
3) Bring all your belonging (pen, pencil, eraser, scale, calculator etc.) to the exam hall.
4) Bring your “Student ID Card” for verification.

COURSE COORDINATOR
(Name, Signature & Date)

TRACK LEADER
(Name, Signature & Date)

QAU EXAMINATION COMMITTEE
(Name, Signature & Date)
# Final Semester Examinations, May / June 2014

**Final Examination Question Paper Template**

**Total:** 40 Marks  
**Time:** 2 Hours

## Section – A

Answer ALL Questions. Each Question carries ONE Mark.

1. (a) Choose the correct answer: (10 Marks)

   (10 Questions)

1. (b) Fill in the Blanks: (5 Marks)

   (5 Questions)

## Section – B

Answer any FIVE questions. Each Question carries THREE Marks.

2.

3.

4. (SEVEN Questions are given. Answer any FIVE Questions.)

5.

6.

7.

8.

## Section – C

Answer any TWO questions. Each Question carries FIVE Marks.

9.

10. (THREE Questions are given. Answer any TWO Questions.)

11. (Insert the Footer with the following reference number and page number on every page; Print the questions back to back for saving A4 papers “11 point with Arial Narrow font”)

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**Course Code / AY 2013 – 2014 / II Semester**  
**Sample:**

INFS 323 / AY 2013 – 2014 / Second Semester