

Kingdom of Saudi Arabia  
 Ministry of education  
 University of Bisha  
 Faculty of applied medical sciences  
 Nursing department  
 Examination committee

المملكة العربية السعودية  
 وزارة التعليم  
 جامعة بيشة  
 كلية العلوم الطبية التطبيقية  
 قسم التمريض  
 لجنة الاختبارات

### Examination committee plan

Activities	Responsible member	Due date		Follow-up	Comments
		From	To		
<ul style="list-style-type: none"> <li>Collect course blueprint from courses coordinators</li> </ul>	Mrs. Nouf Awooda	First week of semester		Head of committee	Submit to quality committee after revision
<ul style="list-style-type: none"> <li>Supervise the examination</li> </ul>	All committee members	Throughout the semester		Head of committee	Submit to department council
<ul style="list-style-type: none"> <li>Receive copy of students marks of each assessment (quiz, midterm, seminars, assignment, case study, student project, final)</li> </ul>	Mrs. Nouf Awooda	Throughout the semester		Head of committee	Submit to quality committee after revision
<ul style="list-style-type: none"> <li>Receive courses reports from courses coordinators</li> </ul>	Dr. Amani fadlalmoula	End of each course exam		Head of committee	Submit to quality committee after revision

<ul style="list-style-type: none"> <li>Workshops in topics related: <ul style="list-style-type: none"> <li>- Types of exam questions</li> <li>- Practical exam assessment</li> </ul> </li> </ul>	Department staff member who have interest to present the topic	Throughout the semester	Head of committee	
<ul style="list-style-type: none"> <li>Workshop about examinations regulations for Newly students</li> </ul>	Male branch: Dr. Murtada Female branch: Dr. Amani & Mrs. Nouf	First week of each semester	Head of committee	
<ul style="list-style-type: none"> <li>Workshop about examinations regulations for Newly staff</li> </ul>	Male branch: Dr. Murtada Female branch: Dr. Amani & Mrs. Nouf	First week of employment	Head of committee	
<ul style="list-style-type: none"> <li>Report of all unit activities</li> </ul>	Head of committee	Last week of the semester	Head of committee	Submit report to department council