

Study Regulations and Tests Manual
Bachelor of Science in Nursing Program
Department of Nursing Sciences
College of Applied Medical Sciences
Shaqra University



Part One

1) About the Program

The Bachelor of Science in Nursing (BSN) program was implemented in 2011. The BSN program aims to establish a close relationship between teaching staff members and students, and to provide an educational environment conducive to creativity, outstanding performance, and the acquisition of advanced knowledge and practical skills in the field of nursing. In turn, the BSN program emphasizes providing the best means of education and research that serve the community and become an effective partner in serving the region.

In terms of education, the program provides broad knowledge in various aspects of nursing care, to qualify students to work in many related jobs, such as hospitals, rehabilitation centers, research centers, health centers, as well as in teaching. Through the program, and with a team of highly experienced teaching instructors and qualified students, the BSN program seeks to play an active role in the community and serve the national vision of Saudi Arabia (Vision 2030).

2) The Program Vision

Leadership and excellence in nursing education, scientific research, and community partnership locally and regional.

3) The Program Mission

Providing educational outputs compatible with academic standards to prepare qualified graduates to meet the needs of the labor market and scientific research in nursing to serve the community.

4) The Program Goals

- Developing the curriculum and its courses to achieve educational outcomes that meet the national academic standards in nursing science.
- Preparing qualified graduates to meet the needs of the labor market.
- Providing a distinguished educational environment that supports self-learning in the field of nursing.
- Producing scientific outputs in the field of nursing through scientific research.

- Providing various services and activities that serve the community in the field of nursing and its application.

Part Two

Definitions:

- **Academic Year:** Three semesters, and a summer term, if any.
- **Semester:** A period of no less than twelve weeks containing the courses, registration periods, and final tests.
- **Summer term:** A period of no more than eight weeks, not including the periods for registration and final tests. However, the period dedicated to each course is doubled.
- **Level:** It indicates the educational stage according to the approved study plan.
- **Study plan:** It is a set of compulsory and optional courses, the units of which constitute the graduation requirements to be passed by students for obtaining a degree in the relevant specialization.
- **Study Course:** It is a course within the approved study plan in each specialization (program), each course having a code, a number, a title, and a detailed description distinguishing it, in terms of content and level, from other courses for the purpose of follow-up, evaluation, and development. Each course can have a required previous or simultaneous course.
- **Study unit:** A weekly theoretical lecture of no less than 50 minutes, or a clinical session of no less than 50 minutes, or field or practical session of no less than 100 minutes.

Part Three

The Examination and Timetables Unit:

This unit is concerned with fixing timetables for the teaching staff according to the study plan of the department and for each semester, classroom, laboratory, and timings, as well as linking the times with the numbers of classrooms and laboratories on the electronic system, looking into students' problems regarding courses, making tests timetables, arranging classrooms, and controlling exams progress.

The Unit's Vision:

Leadership and excellence in executing the tasks and realizing the objectives in a way that guarantees the continuation of the educational process and upgrades its quality.

The Unit's Mission:

The unit seeks to contribute to the regular educational process by carrying out the tasks and activities assigned by the Department Head in a way that provides for a learning environment with a clear vision that applies quality standards.

The Unit's Objectives:

1. Ensuring the regularity of the learning process and exams in the department.
2. Raising the level of assessing the learning process through realizing the quality of exams.
3. Offering support and assistance to students, considering their suggestions, addressing their problems as to the study timetables and exams, and resolving these issues.
4. Make information available to the students and teaching staff, as well as spread awareness among students about study, exams, the academic system, and assisting academic advising during the addition and dropping of courses.
5. Developing the method of making exam timetables and opening the proper number of sections for students expected to graduate.

The Unit's Functions:

1. Preparing study and exams timetables.
2. Making study timetables together with linking the teaching staff members to the assigned course sections.
3. Preparing the invigilation timetable for final exams, excuse tests, exam attendance, and absence, studying cheating cases registered and taking the actions required, as well as seating students for exams.
4. Spreading generalized news about the tests and conveying them to all teaching staff, in no less than a week before the exams, and announcing to students in no less than two weeks.

5. Fully preparing for all exam requirements such as marking systems, copies of answer papers, and various tests requirements (according to the resources available).
6. Ensuring that the test-quality regulations are applied, through the abidance to the regulating rules.
7. Preparing the final statistics of exams and submitting them to the Head of the Department to be endorsed by the College Dean.
8. Daily briefing on the exam progress and submitting that to the entities concerned.
9. Supervising the implementation of the tasks of mid-term and final test committees in the department.
10. Coordinating with the Measurement and Evaluation Unit as regards the periodical and final tests for all students.
11. Convening an orientation workshop for the new teaching staff each semester to acquaint them with test procedures and regulations for designing the tests.
12. Following up on the delivery of exam results and submitting them to the Department for approval.

Part Four

The Mechanism for Making Study Timetables and Exams:

First: Study Timetables:

1. Coordination between the staff members for making study timetables.
2. Making the timetables on the 10th week of the semester until the coming semester.
3. Conducting a statistic of students before registration to specify the under-achieving students and opening special sections for them.
4. Sections are opened according to students' numbers.
5. The minimum number of hours for a student is 12; the maximum is 20, except for graduates.
6. Distribution of courses among the teaching staff according to specialization.
7. Specify no more than 3 continuous hours for a single theoretical course and no more than 6 for a practical course.
8. Classrooms are specified.
9. Student numbers are considered in the sections of practical and clinical courses.
10. Timetables are revised and checked to avoid any clashes between students and teaching staff.

11. Study timetables are submitted after completion to the Head of the Department to be approved by the Department Board.
12. Timetables are entered into the system after approval.
13. Students are notified of the time for adding, dropping, and apologizing from the semester.

Second: Test Timetables:

1. Coordination between the staff members for making exam timetables.
2. Specifying the students for each course before preparing the timetables to avoid any clashes.
3. Timetables for mid-term tests are prepared on the 6th week of the semester.
4. Timetables for final tests are prepared on the 9th week of the semester.
5. Timetables for practical and clinical tests are prepared a week before theoretical tests.
6. Theoretical tests for general preparation precede those for specialized courses.
7. A student should not sit for more than one single test a day.
8. Schedules for invigilation should coincide with those for tests.
9. Invigilators are distributed according to the exam room's capacity and number of students.
10. Students are notified of timetables two weeks before the beginning of tests.
11. Timetables are distributed amongst the teaching staff two weeks before the beginning of tests.

Test Progress Mechanism:

1. Making the timetable for final theoretical and practical tests, taking into account the academic calendar for the dates, to be approved by the head of the department.
2. Announcing timetables for students on the noticeboard two weeks before the beginning of tests.
3. Preparing exam rooms and laboratories.
4. Making a list of the names of examinees and putting it on the door of each exam room.
5. Making an invigilation timetable with the instructions and sending it to the teaching staff.
6. Sending testing timetables to the teaching staff, with attachments of all forms related to the exam, in addition to the restrictions and instructions of exams, upon approving two forms of the exam - the only difference being in the sequence of questions- two weeks before the beginning of exams.

7. A student-name sheet with the University ID numbers, as it is in the e-system, is placed inside the test-question envelope for entering attendance and absences and checking withdrawals and those denied entry (included in the design of exam form).
8. Specifying a certain time and day for delivery of question papers.
9. Standardizing the theoretical exams and times for each course.
10. The teaching staff deliver question-paper envelopes to the Exams Unit after making certain of the title of the course, the date, the cover paper of questions, the number of papers, the regular-student-name list, and the front and back page of the envelope. The envelope is then sealed with an adhesive from all sides, with the course instructor signing on all sides. All this is to be done with a -receipt-and-delivery report.
11. The Exams Unit delivers the question papers in their final draft to be kept in a safe place (the exams room).
12. On exam day, the Exams Unit delivers the test envelopes to invigilators 20 minutes before the test, upon a handover record. The same process goes on to the end of exams.
13. The Exams Unit attaches the absence and cheating statements with the envelopes.
14. The Exams Unit is committed to applying the rules and penal procedures related to cheating.
15. The Exams Unit in the department receives the test envelope after the end of the test from the invigilators, together with absence and cheating reports, if any.
16. The Exams Unit in the department delivers the absence and cheating reports, with a daily report on exam progress, to the Exams Unit in the College, which in turn submits a daily report to the Vice-dean of Academic Affairs.
17. The Exams Unit in the department covers the name of the student and his university ID number. The envelope is then delivered to the course instructor for marking by a receipt-and-delivery report.
18. The Exams Unit in the department receives the envelopes from the marker after being marked, together with model answers. It is then delivered to the checker to make sure of marking and scores upon a receipt-and-delivery report.
19. The Exams Unit in the department uncovers the name of the student and his university ID number. The envelope is then delivered to the course instructor to do the final results and keeping them in the system.
20. The Exams Unit in each department receives a copy of the results from the instructor and submits them to the Head of the Department for discussion before approved and certified by the instructor.
21. The Dean of the College is informed of the results in the department for approval.

22. After completing the results, all exam envelopes are kept in the exam room for two years, after which they are to be discarded in a proper way.

Exams Restrictions and Instructions:

First: General Rules and Guidelines for the Instructor:

1. The instructor should be present in the Exams Committee 30 minutes after the beginning of the exam for responding to students' queries.
2. The instructor should be in the exam room once for 10 minutes or less, or for 15 minutes at most.
3. In the event of there being students with different subjects, instructors should coordinate between themselves so that only one member should be there to respond to students' queries.
4. No response should be given to suggest an answer or solution to the question. Explanations should be for all students, and not only for the questioner.
5. The instructor should mark the exam, immediately after the end in the test-marking office, after receiving the exam from the Exams Unit.
6. After marking, the Exams Unit in the department should receive the answer envelope with the model answers, by a receipt-and-delivery report. It also does the rechecking and reviewing.
7. The checked answers envelope should be returned to the instructor for entering and saving the results in the system.
8. Results should not be entered into the system unless approved by the Head of the Department or the acting person.
9. The instructor's responsibility ends when the answer envelope is delivered to the Exams Unit for archiving.

Second: General Rules and Guidelines for the Invigilators:

1. Invigilators should be present in the exam room 15 minutes before the beginning of the exam.
2. Invigilators should not use mobiles during the exam unless necessary.
3. Seating should be properly spaced; students should sit where indicated by their ID numbers.
4. Making certain there being no papers in the exam room before the beginning of the exam.
5. Students are prohibited to take any paper or book or notebook with them into the exam room.

6. Students are to be notified that they should leave bags outside the exam room.
7. Students are strictly prohibited to take along any mobiles, smart watches, or earphones into the exam room.
8. Providing a convenient atmosphere for students and keeping quiet. Invigilators should not talk inside the exam room. High heels are disallowed, as well as side chatting between male and female invigilators.
9. Notifying students that they should read the instructions on the answer sheet before starting the exam.
10. Opening the question-paper envelopes inside the exam room and distributing them before beginning.
11. Students should not enter the exam room unless they have produced the original Civil ID Card, or the University Card, as well as matching the photograph and signing on the attendance sheet.
12. Late comers should not be allowed into the room after 30 minutes from the exam beginning unless upon a written official permit endorsed by the College's Exams Unit.
13. Instructors should be present for 30 minutes after the beginning of the test to respond to students' queries.
14. Under no circumstances should students go out of the exam room except for going to the nearest toilet. In such a case, they should be accompanied by invigilators.
15. Students should not be allowed out of the room before 30 minutes from the beginning of the test.
16. Ensuring that students write their full data on the answer paper.
17. Ensuring that no students are present near to the exam rooms after the end of the exams.
18. Students are not allowed to return to the exam room after finishing their test and delivering their answer sheets.
19. It is not the responsibility of invigilators to clarify questions.
20. Invigilators should not leave the exam room unless the test has finished, except in extreme cases, and when there are sufficient standby invigilators.
21. In case of spotting a cheating attempt, the Head of the Exams Unit should be informed, after filling out the form specified.
22. Answer sheets should be well counted, then delivered to the Head of the Exams Unit in the department immediately after the end of the exam.

Third: General Rules and Guidelines for Students:

1. All students should be present on the day of the final practical test in medical uniform. The test begins at the time specified on the schedule.
2. Students should be present inside the exam room 5 minutes before the beginning of the test.
3. No mobile phones, smart watches, or earphones are allowed in the exam room.
4. No paper or bags are permitted in the exam room.
5. Students are not allowed to enter the exam room unless they have produced a national ID card or university card.
6. Students are not permitted to sit for the test after 30 minutes of the beginning of the test. Likewise, they are not to leave the room before 30 minutes into the test.
7. Cheating, or the attempt thereat, or breaking the test procedures are matters punishable according to the Disciplinary Regulation issued by the University Council.
8. No absences are allowed except for the compulsive excuses mentioned in Chapter 8 of Article 32 of the Study and Testing Regulation for the university and the operational regulations of Shaqra University (pp. 28, 29).
9. Data should be filled in full on the answer sheet. Students should also read the instructions before starting the test.
10. Students are not to return to the exam room after finishing the test and delivering the answer paper.
11. Students can lodge a grievance against the final grades given them within no more than 15 days of results approval and GPA, according to the rules following:

Chapter 8 of Article 26 of the Study and Testing Regulation and Operational Rules of Shaqra University (p.30):

- 1) The complaint should be submitted to the College teaching the course, together with citing the reasons for the complaint.
- 2) The University Council is to specify any other administrative procedures for addressing complaint applications including the possibility of collecting fees for processing these applications in accordance with the Financial Affairs Regulation in the universities, and the regulations issued by the Council of Universities' Affairs to that effect.
- 3) The College Council or the Applied College's Executive Council is to form a committee from three members of the teaching staff in the department or the relevant program for re-marking the paper in question. The course instructor is not to be included in this committee.

The University Rector, or anyone delegated by him, has the right of exemption from the provisions of this rule as required by the academic interest.

Fourth: Designing the questions Form:

General Specifications of the Question Paper:

The specifications of the paper should be observed. These are:

1. Questions should be sufficient for measuring the expected learning outcomes of the course (CLOs). Questions should be in line with the course specifications and objectives. Besides, there are matrices to be adhered to in the annexes.
2. Questions should vary from the objective type to the essay type.
3. Marks are to be assigned to the main and sub-questions.

Technical Rules for Designing Question Papers:

- The logo of Shaqra University.
- The name of the university.
- The name of the college.
- The department or program.
- The course title and code, the semester, and the academic calendar.
- The level, section, test date and time.
- Writing the phrase: “theoretical test” before the title of the course or subject, in the case of the courses having two lanes: theoretical and practical.
- All previous instructions to be written in bold. Questions are written in size-12 font.
- Under no circumstances should questions be handwritten.
- The score for each question is written in parentheses or brackets.
- Questions scores and sections should be equal in the case of optional questions.
- The instructions for the number of questions to be answered, or the way to answer them, should be underlined.
- The space between lines should be 1.5
- Should the answer be on the same paper, there is to be a blank fitting the question size.
- Questions should be clearly and unambiguously phrased.
- Questions should be properly spaced.
- Spelling and grammar mistakes should be avoided.
- If the test comes in two or more pages, there should be a “to be continued” or “turn over the page” phrase written at the foot of the page, together with pagination.

- The name of the instructor, or co-instructors, should be written at the end of the paper.
- Questions should fit the test duration. The test should be no less than one hour, and no more than two.

Penal Procedures Relating to Cheating:

1. The Exams Unit summons the cheating student and the invigilator after the test.
2. The Head of the Exams Unit at the College should fill out the cheating form according to the cheating status (after taking the statement of the student and invigilator and signing it).
3. Reporting the cheating case to the Inquiry Commission and providing it with the contravention report, to complete the other procedures required.

Part Five

Name of Annex	The Link
Final Exam Attendance Format	https://drive.google.com/file/d/1JdbZOKLsDMP5XWrBauvUZCgJuCjZKahp/view?usp=share_link
Back Cover for Envelope	https://drive.google.com/file/d/1wsW-0v_VyYKO1iW-R0rG8hR7_GFjsb3V/view?usp=share_link
Cover Paper for Envelope	https://drive.google.com/file/d/1JlnXAnPsuw0M2nTQZt5ct6I2-4CC87LB/view?usp=share_link
Final Exam Cover Paper	https://drive.google.com/file/d/1pjB_i7HF1iFmspRfiY7upnlUk2_TQA-j/view?usp=share_link
Semester Work Sheet Updated	https://drive.google.com/file/d/118M6Ww-MdrtBMDH3HBar5IQwbdD7-8MG/view?usp=share_link

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