
 جامعة هائل University of Hail Deanship of Quality and Development	Examination paper evaluation form in terms of form and content according to quality standards	Form No	HU-QMS-F-
		Issue No	02
		Issue Date	01-09-2016
		Rev. No	01

College Name: -	Program Name:	Credit hours:
Course Code:	Course Title:	Time of Exam: () hours
2. Course type		
A. <input type="checkbox"/> University <input type="checkbox"/> College <input type="checkbox"/> Department <input type="checkbox"/> Track <input type="checkbox"/> Others		
B. <input type="checkbox"/> Required <input type="checkbox"/> Elective		
3. Level/year at which this course is offered: Year () / Level ()		
Name of Exam Preparation:		Number of Examination Pages: ()
Evaluation Criteria:		

First: Exam Paper Form Evaluation:

M	Evaluation Items	Grade levels				
		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The exam paper is printed on the computer.					
2	The exam paper is appropriate for the language and style of teaching the course.					
3	The exam paper includes the logo (university - college - department if available)					
4	The examination paper includes the primary data (course name - course code - target group of the exam - exam date - exam time - number of pages - academic year - exam place - batch if available - semester - etc.)					
5	The examination paper includes a paragraph preceding the name of the course, which is (final theoretical exam in a course).					
6	Include the exam paper with clear and specific instructions for the exam.					
7	CLOs were written in the exam paper. (Either on the cover page or beside each question).					
8	The exam paper was written using Times New Roman font.					
9	Header questions were written in bold and clear font and a size of not less than 16.					
10	The questions were written in bold and clear font and a size of not less than 14.					
11	The distance between the lines in the exam paper is not less than 1.5m.					
12	The number of lines per exam paper page ranges between 21- 24, with margins of (2.5) cm on both sides.					
13	According to the blueprint model, the exam paper determines the score of the main question and the sub-questions. *					
14	At the end of the exam paper, include the signature of each of (the course coordinators and instructors involved in teaching the course - the signature of					

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M	Evaluation Items	Grade levels				
		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
	the external examiner if available - and the signature of the exam paper revisor if available).					
15	The questions of the exam paper are commensurate with the exam time. (The exam time is not less than one hour and not more than three hours according to the credit hours of the course).					
16	The exam paper is free from language errors.					
17	The exam paper is appended with a phrase indicating the end of the questions or wishes to the students for success.					
Exam Paper form evaluation percentage: $100 \times 85 / = = (\quad) \%$						

- Attached (Blueprint form).*

Notes on the exam paper evaluation form:

Second: Items for evaluating Exam paper content:

M	Evaluation Items	Grade levels				
		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The variety of questions of the exam paper in terms of type (Essay, Mcq, T/F, matching.....)					
2	The questions of the exam paper are clear and accurate.					
3	The exam paper avoids overlap and repetition in more than one question.					
4	The exam paper questions cover all the course topics in the course specification.					
5	The exam paper questions are related to the CLOs after the question grade. It covers all course learning outcomes in knowledge, understanding, and skills.					
6	The exam paper questions range logically from easy to difficult					
7	The exam paper considers the guidelines for creating objective questions outlined in the University Exams Guide. **					
8	The exam paper considers the guidelines for creating essay questions outlined in the University Exams Guide. **					
9	The formulation of the exam paper questions considers using instrumental verbs that measure aspects of knowledge at the level of memorization, understanding, and application.					
10	The exam paper questions are formulated using instrumental verbs that measure higher mental skills, such as scientific, critical, analytical, deductive, inventive thinking, and problem-solving.....					
11	The exam paper questions consider the relative importance of each course topic when distributing					

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M	Evaluation Items	Grade levels				
		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
	grades (according to the model of determining the relative weight of test scores (Blueprint)).					
12	The exam time is proportional to the number and quality of the exam paper questions.					
Exam Paper form evaluation percentage: $100 \times 60 / \quad = (\quad) \%$						

** Attached is the University Exams Guide.

Notes on the exam paper evaluation of content:

Average of Exam Paper Evaluation
Rating ratio in terms of form (%) + rating ratio in terms of content (%) / 2 = () %

Third: The results of the Exam Paper Evaluation:

Strength Points: (items > 4)


- 1.
- 2.
- 3.

Improvement Points (items < 3):

- 1.
- 2.
- 3.

Signature of the auditor

Name	
Specialization	
Revision Date	
Signature	

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- Attached (Blueprint form). *

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** Attached is the University Exams Guide. (English Version)

https://liveuohedu-my.sharepoint.com/:b:/g/personal/r_romeilah_uoh_edu_sa/EaXJwWYJT3xMrnFzoNltA-4BxNgolwrsh93dmtlxpnv7Nw?e=LxS2ly

