

Exam Supervision Committee

Specific Duties of the Exam Supervision Committee:

.Conducting committee meetings before and after exams in each semester
Reviewing problematic exams from each department in the committee, ensuring
.alignment with the relevant budget allocation table and educational objectives
Receiving constructive suggestions for improving the quality of exams within the
.committee
Submitting the faculty exam committee's report on approved activities for
.enhancing exam quality at the faculty level

Evaluating strategies for improving exams and providing recommendations

Guidelines for Selecting Core Members of the Exam Supervision Committee:

Chairperson: The dean of the faculty or their deputy (preferably the educational
(vice-dean

.Committee Secretary: A knowledgeable faculty member

.Head of the Education Development Office

.Department heads and educational deputies of departments

Two faculty experts nominated by the Head of the Education Development Office
.and approved by the dean

One junior faculty member for executive and developmental tasks under the
supervision of the faculty's Education Development Office

General Qualifications for Members Listed in Section (3):

a) Preferably holding a professorship rank.

b) Previous executive experience in education

c) Adherence to ethical principles in evaluation.

d) Familiarity with medical education sciences