

# 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.

**Committee Secretary: Dr Farnaz Rahmani**

## Committee Members:

- .Dr. Mozhgan Lotfi / Dean of the Faculty
- .Dr. Vahid Pakpour / Vice Dean for Education and Postgraduate Studies
- .Dr. Esmat Mehrabi / Head of the Education Office
- .Dr. Akram Ghahremanian / Director of Graduate Studies
- .Dr. Farzaneh Bagheriyeh/ Head of Education Development Office
- .Dr. Zahra Sheikh Alipour / Vice Dean for Clinical Education Development
- .Dr. Farnaz Rahmani/ Committee Secretary
- .Dr. Mozhgan Mirghafourvand / Head of the Midwifery Department
- .Dr. Mozhgan Behshid / Head of the Medical-Surgical Nursing Department
- .Dr. Hossein Ebrahimi / Head of the Psychiatric Nursing Department
- .Dr. Mahnaz Jabraeili / Head of the Pediatric Nursing Department
- .Dr. Mina Hosseinzadeh / Head of the Community Health Nursing Department
- .Dr. Elnaz Asghari / Acting Head of the Operating Room Technology Department