

Policy Title:	3.1 Examination Policy (EP)		
Policy Number:	EP-PO-3L	Date Created:	12-08-2008
Responsible:	Registrar	Approved by:	Board of Trustees

Purpose

The purpose of the Examination Policy (EP) is to ensure fair, transparent, and standardized assessments that uphold academic integrity, align with international best practices, and accurately measure student learning while providing mechanisms for review and appeals.

Scope

The Examination Policy applies to all students, faculty members, the Office of the Registrar, and administrative staff involved in assessment processes across all academic programs at Canadian University Dubai (CUD).

Policy Statement

The Office of the Registrar is responsible for scheduling, administering, and managing all written midterm and final examinations. Courses that use presentations as the final assessment instead of a written examination must conduct them during regular class periods to avoid scheduling conflicts during the final examination week. However, project reports, case studies, and other final written assignments may have submission deadlines during the final examination period.

Student Responsibilities and Compliance

As a student at CUD, you are responsible for adhering to all assessment and examination procedures and ensuring compliance with university guidelines. You must check the official Examination Timetable to be aware of the date, time, and location of your examinations and follow all university examination regulations to maintain academic integrity and fairness in the evaluation process.

The following guidelines have to be strictly observed by the students to maintain academic integrity throughout final examinations:

- Students must remain silent during the examination unless they communicate with an invigilator.
- Students must comply with all instructions given by the instructor or invigilators.
- The use of signals, gestures, or any form of non-verbal communication is strictly prohibited.
- The use of mobile phones, smartwatches, or any unauthorized electronic devices is prohibited unless explicitly permitted by the instructor or examination rules.
- If a mobile phone or electronic device is found in a student's possession, it will be considered academic misconduct, regardless of whether it is switched off.
- Students are not permitted to leave the examination hall to use the restroom unless there is a medical exemption approved before the exam.
- Electronics wristwatches of any kind are not allowed inside the examination hall, as all rooms are equipped with visible timers.
- If a student is instructed by an invigilator to change their seat, they must comply immediately.
- Students are not allowed to leave the examination hall before 30 minutes have elapsed from the start of the exam.
- Students who arrive 30 minutes late will not be permitted to enter the exam room.
- Students must display their CUD ID card on their desk. In exceptional cases, an Emirates ID or passport may be accepted.
- Special identity verification arrangements will be made for female students wearing face coverings.

Examination Papers

The Dean of the School is responsible for ensuring that each examination paper is prepared in accordance with the Examination Quality Review and Moderation Policy (EQRMP) [Policy No. EP-PO-3X], maintaining quality, fairness, and academic integrity.

Scheduled Examination Periods

Examinations are conducted during designated periods, as outlined in the University Calendar and the course syllabus. Students must review these schedules in advance and make the necessary preparations. The exact schedule for each course, including date, time, and venue, will be communicated at least two (2) weeks before the examination period by the Office of the Registrar.

Final Examination Attendance

Attendance for final examinations is mandatory for all students, and they must be present at the scheduled time and venue as determined by the Office of the Registrar. Students who fail to attend without an approved excuse will receive a grade of zero for the examination. Attendance during the examination will be recorded on an official attendance sheet by the designated invigilator in each examination.

Excused absences may be granted only for valid and documented reasons, such as medical emergencies or other extenuating circumstances, subject to university approval. In such cases, students may be eligible for a makeup examination as per university policies. It is the student's responsibility to review the final examination schedule and make the necessary arrangements to avoid conflicts or scheduling issues.

Examination Conflicts

If a student is scheduled for more than TWO final or midterm examinations in a single day, or if they have overlapping examinations, they must report the conflict to the Office of the Registrar no later than the end of the first week after the final examination schedule has been released. The university will assess the situation and make the necessary adjustments to ensure the student can complete all required examinations.

Students with Disability (Students of Determination/Students with Special Needs) Accommodations

Students with Disability (Students of Determination/Students with Special Needs) who require specific arrangements for examinations must submit their requests to the Office of the Vice President for Student Affairs at least three weeks prior to the examination date. The Vice President for Student Affairs will compile and submit the list of students requiring special consideration to the Office of the Registrar at least two weeks before the examination week. The university will assess each request and provide reasonable accommodations to ensure that students can complete their examinations under appropriate conditions.

Deferred Final Examination

Students who are unable to take a final examination due to valid and documented reasons may request a Deferred Final Examination by following the established process. This ensures that students with genuine difficulties are given a fair opportunity to complete their assessments while maintaining academic integrity. If approved, an Incomplete (I) grade will be awarded to the student in the course until the deferred examination is completed.

Students must have completed all continuous assessments and hold a passing grade in the course at the time of application. Acceptable reasons for requesting a deferral include medical emergencies, personal crises, or other extenuating circumstances, supported by official documentation.

Students must complete Incomplete Request Form available at Registration Office and submit it to their Course Instructor as soon as the need for deferral arises.

- In standard cases, the request must be submitted at least three (3) weeks prior to the scheduled final examination.
- If the situation arises less than three weeks before the examination due to unforeseen or urgent circumstances (e.g., medical emergency, family crisis), the student must submit the request as soon as possible along with appropriate documentation explaining the delay.

Requests submitted after the exam without valid justification and evidence may not be considered.

The Dean of the School will review the request and determine its validity based on university policies and supporting documents. Approved requests must be forwarded to the Office of the Registrar at least two weeks before the examination period for scheduling considerations.

The Office of the Registrar will evaluate the request and communicate the final decision to the student. If approved, the student will be informed of the new examination schedule, which will be set at the university's discretion. An Incomplete (I) grade will be assigned to the student until the deferred examination is successfully completed.

The deferred examination will be scheduled within a designated period after the regular examination session. The format and content of the deferred examination will be equivalent in difficulty and scope to the original examination.

A student is allowed only one opportunity for deferral. If they fail to attend the deferred examination without further valid justification, they will receive a grade of zero for the final examination component.

If a student's request is denied, they may submit an appeal through the university's standard appeals process, providing additional justification and evidence.

Missed Examinations

If a student misses a midterm or final examination, they must submit a Missed Examination Application Form, along with all necessary supporting documentation, to the Office of the Registrar within three (3) working days of their return to the university. The student must also pay the applicable fees at the time of submission. The Office of the Registrar will then forward the application to the Dean of the respective School for review.

Valid reasons for missing an examination may include, but are not limited to:

- Medical Emergencies: Urgent and verifiable medical travel, hospitalization for emergency treatment or surgery, serious illness, or contagious conditions.
- Family Emergencies: Escorting a relative for medical reasons (as an officially authorized government chaperone) or the death of an immediate family member (with supporting documentation).
- Official Sick Leave: A valid sick leave certificate attested by the Dubai Health Authority (DHA).
- Accidents: A car accident on the day of the examination (with verifiable documentation).
- Personal Extenuating Circumstances: Documented and verified circumstances, as assessed by the Student Counsellor.

Approval and Rescheduling Process

- The Missed Examination Application Form will be reviewed by the Dean of the respective School, with a decision issued within one (1) week of receiving the application form.
- Communication of Decision: Once the Dean decides, they will communicate the outcome to the Office of the Registrar. The Office of the Registrar will then formally notify the student and the course faculty of the decision.
- Scheduling the Make-Up Exam: If the request is approved, the course faculty will schedule the make-up examination within one (1) week of approval. The exam must be conducted no later than two (2) weeks into the subsequent semester/term.
- Grade Submission: After the make-up exam is completed, the faculty member will evaluate the exam and, within one week submit the updated grade to the Office of the Registrar for official recording in the student's academic record.
- Final Update: The original grade remains on the student's record until the new grade is officially updated by the Office of the Registrar.

Grade Appeals

Students should complete the Grade Appeal Form and submit it to the Office of the Registrar within ten (10) working days of receiving the grade or mark in question.

- The applicable fee must be paid at this stage in order to instigate the Formal Appeal process
- The decision determined by the Appeals Committee will be conveyed in writing to the student within ten (10) working days of the start of the Appeal process
- The decision of the Appeals Committee will be final

Examinations Invigilation

Canadian University Dubai maintains a zero tolerance policy regarding all academic misconduct encountered during an exam. Academic misconduct includes but is not limited to: copying, or attempting to copy, the work of others; communicating with others during the exam (other than an invigilator), by any means such as whispering, using hand motions or passing written /text messages; and being in possession of any unauthorized materials and/or electronic devices during the exam. All examinations may be recorded by digital media (photo, video and/or audio). This digital record may be reviewed when allegations of academic misconduct are raised. Digital records will be kept confidential and securely maintained.

Invigilation Rules for Faculty Members

- The Chief Invigilator assigned to each examination hall must enforce all rules and ensure all invigilators are aware of them before the exam starts.
- Invigilators must be present in their assigned examination room 15 minutes before the exam begins.
- Examination room doors will open 10 minutes before the scheduled start time.

- Invigilators must actively monitor students by walking the aisles during the exam.
- Students must follow the designated seating plan if one is available.
- Late Arrivals: Students arriving 30 minutes late will not be allowed into the exam and will not receive extra time.
- Early Departure: No student is allowed to leave the examination hall before 30 minutes have elapsed.
- Students must display their CUD ID cards on their desks. In exceptional cases, Emirates IDs or Passports may be accepted.
- Identity verification will be arranged for female students wearing face coverings.
- Faculty members must verify students' signatures against their IDs during the exam.
- When submitting their completed exam, students must sign the attendance sheet again.
- Prohibited Items: Phones, smartwatches, and unauthorized materials must be stored at the front of the room. Permitted calculators may be used where allowed.
- Examination papers must remain stapled. If a student unstapled their exam, the invigilator must staple it back immediately.
- Invigilators should discreetly handle students who need to be warned or relocated.
- If cheating is suspected, another invigilator must be called to corroborate the incident.
- If evidence of cheating is confirmed, invigilators must document the incident without asking the student to leave the exam hall. The Chief Invigilator must sign the report.
- The incident will be reported by the Chief Invigilator to the Exam Violation Committee for review along with the Examination Violation Form (EVF-6.w-V1.0).
- Attendance sheets must be included in the invigilation pack at the end of the exam.
- All examination packs must be returned to the Office of the Registrar immediately after the exam.
- The Chair of the Invigilation Committee will review reports and hold a meeting within two (2) days of the exam's completion.
- Faculty members who miss scheduled invigilation without prior notice will receive a verbal warning for the first offense and a written warning for the second offense.
- Faculty sharing exam dates must arrive 15 minutes early with their exam papers.
- Faculty members who arrive late or without exam papers will receive a verbal warning for the first offense and a written warning for the second offense.

Re-sit Examinations

A re-sit examination is only allowed if a student has received an 'F' grade in the course and is expected to graduate from their program of study during the same semester in which the course was failed.

Procedure

Application Submission

- A student who has received an "F" grade in a course and is expected to graduate in the same semester must submit a Re-Sit Examination Application Form to the Office of the Registrar within five (5) working days of receiving their grade.
- The student must also pay a re-sit examination fee, which is 50% of the tuition fee of the failed course.

Verification and Review

- The Office of the Registrar will verify the completeness of the application and forward it to the Dean of the respective School (or their designate) for review.
- The Dean (or designate) will evaluate the request and issue a decision within five (5) working days.

Notification of Decision

- Once a decision is made, the Dean (or designate) will communicate the approval or rejection to the Office of the Registrar.
- The Office of the Registrar will then formally notify the student and the course faculty of the decision.

Scheduling the Re-Sit Examination

- If the application is approved, the student must coordinate with the course faculty to determine an appropriate date for the re-sit examination.
- Once the date is agreed upon, the course faculty will inform the School's administrative office, which will:
 - Update the Re-Sit Examination Application Form with the scheduled date.
 - Officially notify the student in writing of the scheduled examination date.
- The School will then submit the finalized application, including the scheduled date, to the Office of the Registrar for official documentation.

Conducting the Re-Sit Examination and Grade Submission

- The re-sit examination must be conducted within fifteen (15) working days from the date of approval.
- Upon completion of the re-sit examination, the course faculty will grade the exam and submit a Grade Change Form to the Office of the Registrar for official recording.
- The Office of the Registrar will update the student’s academic record accordingly.

Missed Re-Sit Examination and Additional Attempt

- If a student is unable to attend the scheduled re-sit examination due to reasons beyond their control, they will be granted one additional opportunity to sit the examination within five (5) working days of their return to the University.
- Valid reasons beyond the student’s control include:
 - Medical Travel: Urgent and verifiable travel for medical reasons.
 - Hospitalization: Emergency treatment, serious illness, contagious conditions, or surgery.
 - Medical Escort: Escorting a relative for medical reasons as a government-authorized chaperone.
 - Bereavement: Death of an immediate family member (with supporting documentation).
 - Official Sick Leave: A valid sick leave certificate attested by the Dubai Health Authority (DHA).
 - Extenuating Personal Circumstances: As documented and verified by the Student Counsellor.

Re-Sit Examination Limitations

- No further attempts will be granted if the student fails the re-sit examination a second time.
- A student may not take more than two (2) re-sit examinations for failed courses during their entire program of study.
- Graduating students will not be allowed to take a re-sit examination if they have received an official warning for cheating from the Examination Violation Committee.



RESIT EXAMINATION APPLICATION FORM

INSTRUCTIONS:

- Student submits the completed form to Registration office.
- The Registrar reviews the request and forwards it to the Department/Faculty for approval.
- Upon approval, the Registrar sends the form to the Dean's Office for Signature.
- The Dean's Office submits the request to the Registration Office for processing.
- The Registration Office will update the student's exam status and notify the student of the final decision via email.

Student ID:	Full Name:	
Program of Study:	Current Academic Level (Year):	
Course Code and Name (for re sit examination):		
Fee Paid (AED):	Date of Fee Paid: ___/___/___	
Received by Registration Date:	Passed to Faculty/Department Date:	
Date: ___/___/___	Date: ___/___/___	
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Registration Signature:	
Dean or Designate Name:	Date: ___/___/___	Signature:
Date of Re Sit Examination:		
Comments if any:		

EXAMINATION VIOLATION FORM (EVF)

Instructions

- If cheating is suspected, the observing invigilator must quietly call at least one other invigilator to independently verify the suspected violation.
- Invigilators must handle the situation silently and discreetly, without disturbing other students or alerting the student during verification.
- Invigilators must not ask the student to hand in the paper or leave the examination room.
- The incident observing invigilator must note the exact time and date of the incident and sign the student's exam paper with his or her name, to document the cheating incident.
- The observing invigilator records the incident immediately on this form and submits it together with the answer booklet and any evidence to the Chief Invigilator.
- The Chief Invigilator reviews and forwards the completed form and evidence to the Examination Violation Committee (EVC).
- The Examination Violation Committee reviews the case, records its decision, and forwards the file to the Registrar's Office.
- The Student Affairs Department, on behalf of Exam Violation Committee, communicates the final decision to the student in writing.
- The Registrar's Office updates the student's status.

SECTION A - Student and Examination Information

Student ID:	
Student Name:	
Program:	
Course Code and Title:	
Semester and Year:	
Date and Time of Exam.:	
Invigilator(s) Name:	
Examination Venue:	

SECTION B – Brief Description of Cheating Incident

(To be completed by the Chief Invigilator reporting the incident. (Attach additional pages, if needed.)

Invigilator 1 - Signature and Date	Invigilator 2 - Signature and Date	Chief Invigilator - Signature and Date

SECTION C – Disciplinary Committee Decision

(To be completed by the Chair Disciplinary Committee, (Attach additional pages, if needed.))

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Signature and Dates			
Invigilator 1	Invigilator 2	Chief Invigilator	Registrar

SECTION D – For Registrar’s Office Only

Date Examination Violation Form Received	Date EVF Reviewed by Examination Vilation Committee	Date when Student was Informed the Decision
Examination Paper Attached (Yes/No):		
Evidence of Examination Violation Attached (Yes/No):		

Policy Revision History

Version No.	Update Brief	Approved Date
V1.0	New policy	31-01-2009
V1.1	Revised and updated	30-01-2014
V2.0	Reviewed – no updates	13-03-2023
V2.1	Reviewed and updated	16-05-2025