



Mechanism for implementing an electronic exam

The following mechanism explains all the procedures followed to implement an electronic exam for students at King Abdulaziz University, as this is done under the supervision of the Deanship of E-Learning and Distance Education through three basic stages that include the organizational, and technical aspects, as follows:

First: Pre-exam Stage

No.	Procedure	Responsible of execution	Activation method
1.	Contacting the Deanship of E-Learning and Distance Education with the entity's desire to implement an electronic test.	The concerned party	Formal letter
2.	Training on the use of electronic exams systems.	Deanship of E-Learning and Distance Education	Register through the deanship's website for one of the training courses
3.	Requesting the issuance of permissions on electronic exams systems by having the faculty member fill out an electronic form, then approve it and send it to the Deanship of E-Learning and Distance Education.	The concerned party	A form for requesting permissions on the electronic testing system via the (Itmam) system
4.	Issuing and activating the required permissions for faculty members on electronic exams systems.	Deanship of E-Learning and Distance Education	
5.	Preparing the question bank and entering it into the electronic exams system.	Bank Administrator or Bank Assistant	
6.	Reserve computer labs for the exams and provide the Deanship of E-Learning and Distance Education with the following: <ul style="list-style-type: none"> •Exam date (day/date/time: from... -to..) •Numbers and names of the buildings in which the test will be held. •Laboratory numbers used on the day of the test. •The name of the person responsible for the test in the entity who will be present on the day of the test and the means of contacting her. 	Educational affairs	Email



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7.	Create the electronic exam and schedule it at least 48 hours in advance.	Bank Administrator	
8.	Providing educational affairs at the college with the name of the distance education supervisor responsible for the electronic exams system before the exam day.	Deanship of E-Learning and Distance Education	Email

Second: The exam phase

No.	Procedure	Responsible of execution	Activation method
1.	The presence of technicians, observers, and the course coordinator. sufficiently before the start of the test to open the labs and operate the computers	Monitors and supervisors of the exam, labs technicians, and the course coordinator	
2.	Opening exam labs at the specified time for the start of exam in coordination with the exam responsible from the faculty.	Deanship of E-Learning and Distance Education	
3.	Solve technical problems in the electronic exams system and the university network as soon as they occur.	Deanship of E-Learning and Distance Education	
4.	Closing the labs at the specified time for the end of the test in coordination with the exam responsible from the faculty	Deanship of E-Learning and Distance Education	

Third: Post-exam stage:

No.	Procedure	Responsible of execution	Activation method
1.	Extracting student results from the electronic exams system unless they are automatically transferred to ODUS and exporting statistical reports.	Bank Administrator or Bank Assistant	