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| SUJ-02-01-03A | **Policy Number** | **Form: Pre-Exam Review** |
| 2/3/24/2022/2963  5/12/2022 | **Issue Number and Date** |
|  | **Number and Date of Revision or Modification** |
| 2/3/24/2023 | **Deans Council Approval Decision Number** |
| 23/01/2023 | **The Date of the Deans Council Approval Decision** |
| 02 | **Number of Pages** |

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| School name |  | Department/ program | |  | | Number of questions |  | Exam weight |  |
| Type of exam | 🞏 Midterm 🞏 Final 🞏 Other: … | | | | | Type of questions | 🞏 Essay 🞏 MCQ  🞏 Mix | | |
| Course name: | | | | | Course no.: | | | | |
| Exam date: | | | Exam time: | | | Coordinator: | | | |

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| --- | --- | --- | --- |
| **Check item** | **Yes** | **No** | **Comments** |
| Exam instructions are written clearly at the beginning of the exam |  |  |  |
| The exam evaluates ILOs |  |  |  |
| The questions are free of errors |  |  |  |
| The questions are clear, complete, and not misleading |  |  |  |
| The questions cover various levels of difficulty |  |  |  |
| The number and length of questions are appropriate to the allocated exam time |  |  |  |
| The weights of marks are assigned on each question |  |  |  |
| The exam was adherent to the approved Exam Form |  |  |  |

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| --- | --- | --- | --- |
| Number of deleted questions due to principal (scientific/ structural/ typing) errors \* |  | Number of deleted questions due to difficulty/ discrimination issues (when diff. index <0.3 provided disc. index <0.1) \*\* |  |
| \* The weight of remaining questions will be affected by the number of deleted questions. No marks will be considered to those who answered the deleted questions correctly. | | \*\* The mark(s) of deleted question(s) will be considered to those who answered it(them) correctly, provided that their total mark not exceeding the maximum exam weight. | |

**Additional Comments:**

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**Reviewer(s) Name(s) and Signature(s):**

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*This form should be filled out by one or more Focus Group member(s) related to the course.*