

### **Responsibilities for Examination Committee:**

- This committee is responsible for supervising the activities of the departmental examination committees which are: preparing and implementing examinations (first and second) schedules of various departments, and providing the list of invigilators for each multi-section electronic exam or any other exam that needs more than one invigilator.
- Monitor the process of electronic examination that is managed by the committee of department which has the responsibility of avoiding any possible problems during examination.
- Provide suggestions to solve any problems that may occur during examination by coordinating with the staff of electronic learning center and/or with the coordinator of the exam.
- Make sure that all written exams are held in accordance with the regulations of the University.