

Dear students of Arab Open University in Kingdom of Saudi Arabia

We hope you and your family are safe at home.

As a response to the latest issued decisions from Ministry of Education about finishing the academic year according to the higher education calendar in order to achieve the learning outcomes and to keep you safe, the university ensures, in all of its academic path, that it adheres to its student to achieve the highest quality standards in performance and the various evaluating methods which it produces like the outer exam takers and applying the similarity detection program and discussing the answers with students if needed.

Consequently, it has decided to following:

1. Distributing the grades of the courses to the following:

Allocate 80 marks to TMA and submitting it shall be in the previously approved deadlines.

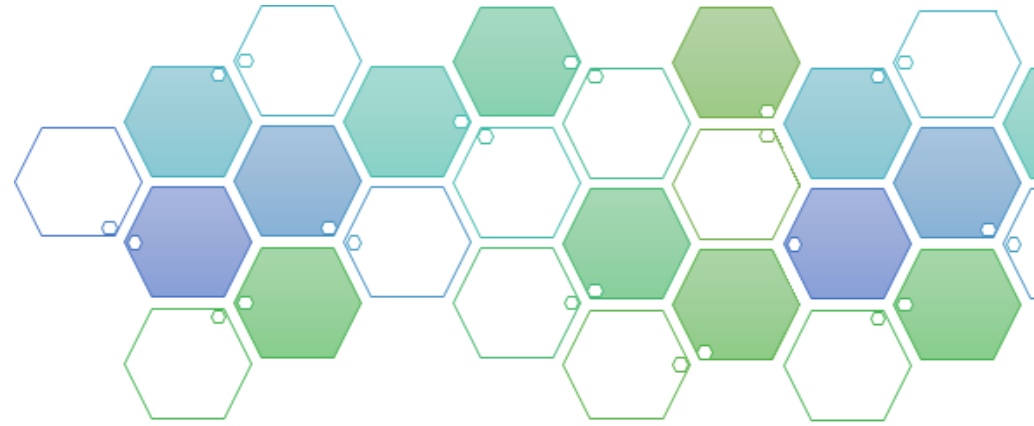
This shall be the same as the old style that has been used before for each course, whether it is homework, short exams or presentations, and the marks of attendance and participation are included.

Allocate 20 marks for finale exams which will be (**Take Home Exam**) format which will start in Sunday 26-04-2020 (3ed of Ramadan 1441); According to the schedule announced on the university's official website.

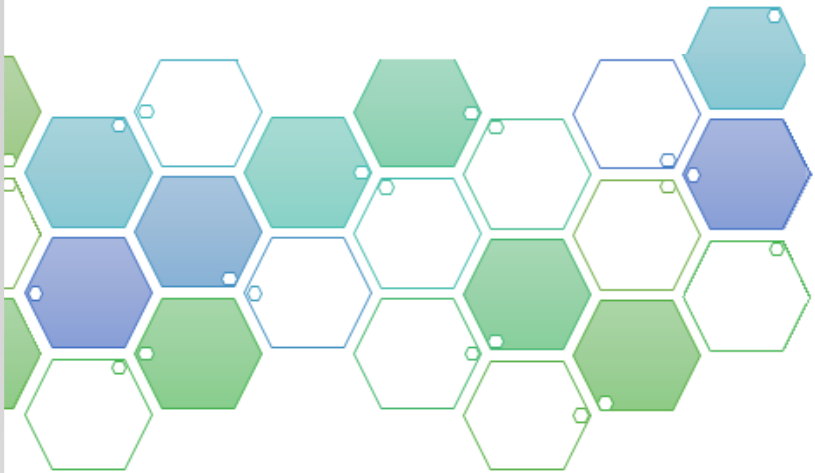
2. Arab Open University adheres to apply all of the decisions that was issued from Ministry of Education which include calculating the GPA.
3. The courses that do not have mid or finale exams will be treated as the training courses. The student will be evaluated in the period that the student has been spent and the period after the suspension. However, the graduation project will be continued with the lecturer of the course and finale exams will be held with the suitable way.
4. The student shall have the option of dropping the course or withdrawing from studying or withdrawing from the semester until Thursday 23/4/2020 (30/8/1441) and it will not be counted from his credit (number of semesters allowed to postpone).

Finally, the university is sure that its students have high self-control which trigger them to do their best to learn.

The instructions for everything related to final exams in the form (**Take Home Exam**) are attached bellow.



Final Exams in the Form of (Take Home Exam)



Arab Open University

Dear Students,

Every answer you need that is related to Final Exams (THE) can be found in the following.

How can I get and submit (THE)?

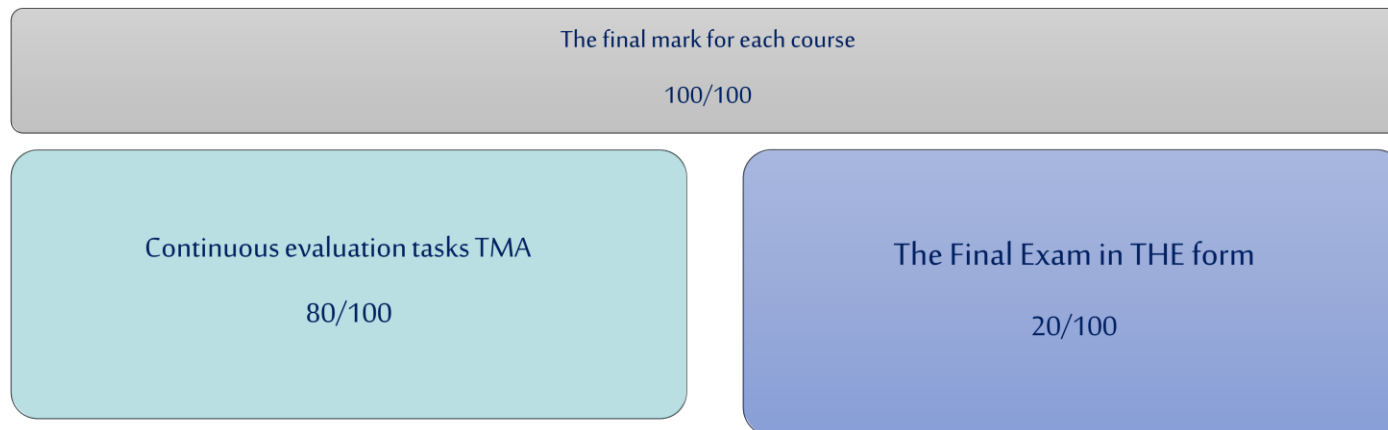
- You get it through your account in (LMS) in the same way as doing the homework (TMA) and it is uploaded in the same way too with sticking to the time given for each course.

What is (THE)?

- It is a way to evaluate performance that is well-known internationally and it is mix between homework and Open Book. It will be an alternative of final exams.
- It has been formed with standards that measures the same as the learning outcomes for Final Exams. As a result of that, it includes all of the subjects in the course.

How many marks are allocated for THE?

- 20 marks has been allocated for THE. The marks of the course shall be distributed as follows in the diagram:



When do I get THE and when do I submit it?

- The link will be activated for all of your registered courses via your account in (LMS) by the university. This will be **in the date and time that are determined in the announced schedule** from the Exams department.
- You can submit THE from the first hour of activating the link by the university until one week (look at the diagram below).
- The submission THE link will be closed 7 days after the university put up it (**not from the time you activate the link**).
- The date and time of closing the submission link for each course are determined in the announced schedule from the Examination department



What is the file format that I have to use to answer THE?

- You have to use (doc.) in submitting the file for all the files in order to make your answers acceptable. The answers must be typed not written in hand writing or not inserted as an image and so on. Otherwise, the answers are not counted and the marks will not be taken.

Can I revise my answer after submitting THE?

- It is allowed to upload THE **only one time**. Therefore, you have to revise very well before submitting.

How does the university check my answers and their accuracy?

- The university uploads all THE on the Turnitin system to examine the similarity within it. **In case there was any similarity in the answers, the student will be prevented from the mark and follow the written accredited procedures in the university.**
- The university has a right to contact you via video call to discuss your answers if needed.

Is referencing required in THE?

- **No, no referencing or reference list required.**
- Your answers do not need any documentation or mentioning the references.

Is it possible to postpone THE?

- **Yes, it is possible. Postponement in this semester will be without paying any postponement fees but these conditions must be followed to get that:**
- If you could not do THE within the time and date that mentioned in the schedule, you have the right to apply for a postponement for the next semester (summer or first semester maximum).
- You have to apply for postponement before the scheduled time of THE that the university has determine comes. This process is done via the usual channels to postpone any part of evaluation during **3 days maximum** starting from the date of activating the THE link by the university (as mentioned in the schedule) with attaching the excuse that prevents you from doing the exam.
- In case of opening the THE link of the course that you want to postpone it; postponing will not be possible for you in this course.
- When you sit for completing the postpone part, you have to provide the evaluation in style that is specified in that semester.
- In case of postponing THE for a course, "1" mark shall be recorded and the course will be treated as any other postponing case according to regulations of the university.

Important Notes

- In case the student got more than 50 mark in the continues assessments or TMA and he did not do the final exam (THE), postponement mark is counted for him (IC) and he must do the final exam in the next semester.
- In case the total of TMA or continues assessments is more than 50 marks. The student is considered as pass regardless of the required minimum to be achieved in final exam.

Special Cases

- Students who postpone for final exams from the first semester for the academic year of 2019-2020
- Students who got an approval from the final exams postponing committee.
- Students who are allowed to re-sit for final exams.

They will be doing the final exam in THE form with making their final exam mark out of 50 marks.

Wish you luck

Examination unit