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Preamble

This document sets out the institutional procedures and standards governing the organization, supervision, grading, and deliberation of examinations at ISBB. It is intended for all students, academic and administrative staff involved in the examination process and aims to ensure transparency, consistency, and fairness in the assessment of students.

The procedures herein are aligned with national academic regulations and internal quality assurance standards. They define the responsibilities of students, teachers, invigilators, examination committees, and administrative personnel across all stages of the examination cycle from preparation and administration to grading and deliberation.

Adherence to these guidelines is mandatory and subject to internal audit and review.

A. Exam session preparation

1. Exam schedule

Final exams are organized into two sessions: a main session at the end of each semester and a remedial session open to students who were not declared admitted to the main session. This session will take place one week after the announcement of the results of the main session of the second semester of each academic year. For final year students, the remedial session will take place one week after the announcement of the results of the main session of the first semester of the final year.

- The date of all exam sessions must be set at the beginning of each academic year by the ISBB Director after consultation of the scientific council and approval of the president of the UJ.
- The final examination calendar, indicating the date and time of each exam, must be posted no later than ten 1 week before the start of the examination period. Changes to the schedule are not permitted, except in cases of duly documented force majeure.
- The calendar must be displayed on the notice board, as well as shared through ISBB's official communication channels (website, email and social media).
- The posting of the general examination calendar serves as an official individual notification to students, except for those who have been disqualified for various reasons.

2. Exam design

- The preparation of the exam content is the responsibility of the instructor in charge of the module. If the course is taught by multiple instructors, the responsibility is shared.
- The examination question paper must clearly indicate the following information:
 - Course title
 - Full name of the module leader or responsible instructor
 - Program and student level
 - Academic year and exam session

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- Date and time of the exam
- Grading scale
- Total number of pages
- Whether any materials or documents are allowed

In the absence of specific instructions, no materials or documents are permitted during the exam.

To ensure high-quality assessments, instructors must adhere to internal guidelines for exam design:

- Align assessments with learning outcomes: All exam questions must be directly linked to the course's intended learning outcomes and approved syllabi. This ensures the assessment accurately reflects student learning and highlights essential knowledge and skills.
- Promote critical thinking: Questions should go beyond simple recall and encourage students to analyze, evaluate and apply their knowledge. Case studies and problem-based scenarios are encouraged.
- Maintain a balanced difficulty level: Include a range of question difficulties to assess both foundational and advanced understanding.
- Ensure clarity and precision: Use clear and unambiguous language. Questions should be concise and easy to interpret.
- Respect time constraints: Design the exam so it can reasonably be completed within the allotted time.
- Review thoroughly: Carefully check for errors, omissions and unclear wording before finalizing the exam.
- Uphold assessment integrity: Ensure the exam is original and has not been used during the past five academic years.
- Encourage student feedback: After the exam, gather student feedback on question clarity, difficulty and overall structure. This input can help improve future assessments.

3. Assignment of invigilation duties:

- Academic staff must notify the administration of any scheduling constraints related to invigilation duties no later than ten days prior to the commencement of the examination period. Beyond this deadline, the administration will proceed with the assignment of remaining invigilation sessions at its discretion.
- In the event of an unforeseen unavailability, the assigned teacher is required to arrange a substitution with a qualified colleague and must notify the administration, at least forty-eight hours in advance of the scheduled session.
- An official invigilation register shall be maintained by the administration to document all substitutions, reassignments, and absences.

4. Security standards

- Only the exam design team is aware of the detailed content of the examination.
- The instructor responsible for writing the exam must ensure strict confidentiality and prevent any unauthorized distribution of examination question paper or digital copies.
- The instructor must comply with the exam submission schedule

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5. Exam submission procedure

- The instructor must submit both the main exam and the resit (make-up) exam in separate sealed envelopes.
- Each envelope must clearly indicate: the instructor's full name, the exam title, date and time, academic level, exam session (main or resit), exam room number, number of exam copies and must be signed by the instructor.
- The instructor must also record the submission in the official exam logbook.
- All exam examination question papers are stored securely in a locked safe by the General Secretary.
- Sending exam materials by fax, email or social media is strictly prohibited.

6. Printing

- Exam printing must occur no later than 48 hours before the scheduled date of the examination.
- Only one administrative representative and one instructor are permitted to be present during the printing session, preparing the required number of copies plus two extras.
- No other individuals may enter the printing room for any reason.
- No one is allowed to leave the printing room during the session.
- During the printing session, the instructor must ensure that all copies are legible, complete and of acceptable quality.
- The instructor must verify that each envelope contains the exact number of printed copies as indicated.
- The printed copies are placed in a sealed envelope bearing the same identifying information as above and the envelope is signed by the instructor.
- The instructor must check that no documents, drafts or traces of the exam remain in the room.
- The instructor must record the deposit in the official exam logbook.

B. Conduct of invigilation sessions

1. Before the start of the exam session

- Each instructor must report to the exam office 20 minutes before the scheduled start of the exam.
- Instructors are advised not to invigilate their own exam.
- Each instructor must arrive at their exam room 5 to 10 minutes before the exam begins.
- The invigilator must allow students to enter the exam room and require them to place their student ID card and/or national ID visibly on the edge of their desks. The invigilator must check IDs, seat numbers and collect signatures upon entry. A student without valid ID may not take the exam unless expressly authorized by the Examination Committee.

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- Students must be instructed to set aside all bags, documents, phones, etc. Only essential exam materials (pens, eraser, ruler, etc.) and commonly accepted comfort items (bottle of water, tissues, etc.) may be kept on the desk.
- Mobile phones are strictly prohibited. The invigilator must remind students that phones must be switched off and placed in their bags. Phones may not be used under any circumstances, including as calculators or clocks.
- Exchange of materials or documents between students is strictly prohibited.
- Any communication between students is strictly forbidden.
- The invigilator must remind students that any act or attempt of cheating will result in disciplinary action.
- The invigilator distributes the exam booklets and asks students to sign the attendance sheet.
- The invigilator provides each student with two draft sheets to reduce the risk of exchange and avoid waste. Additional sheets may be given upon request.

2. During the exam session

- The invigilator must not leave the exam room under any circumstances. If necessary, they must request a replacement from the Examination Committee.
- The invigilator must count the number of students present to anticipate the number of copies to be collected.
- As much as possible, the invigilator must avoid discussing the exam content or helping students. If necessary, they may ask the Examination Committee to contact the course instructor/module leader.
- The invigilator must focus entirely on their task and watch closely for cheating attempts (communication, draft exchange, fake copies, earpieces, etc.).
- No student is allowed in the exam room if their name is not on the attendance list. In case of a doubt, contact the Examination Committee.
- Regardless of the reason for their lateness, candidates arriving late may only be admitted to the examination room if no more than twenty minutes have elapsed since the official start of the exam. In such cases, the late candidate, once authorized by the Examination Committee to enter, shall not be granted any additional time to complete the exam.
- Students may not leave the exam room temporarily under any circumstances. In case of force majeure, call the Examination Committee.
- Students may not leave the exam room during the first 30 minutes. If allowed to leave, they must submit all materials (exam Examination answer booklet, draft, etc.) and sign out before exiting.
- The invigilator must record the number of students present on the attendance sheet.
- Any student who fails to attend a scheduled examination will receive a grade of zero for the corresponding subject. In cases of hospitalization, students must provide official medical documentation. Upon approval, arrangements may be made for the student to sit for the examination at the hospital, under the supervision of the Examination Committee.

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3. End of the exam session

- At the end of the exam, the invigilator must collect all exam scripts immediately.
- Copies are collected one by one, with the invigilator holding the attendance sheet. A student may only sign after their exam scripts has been collected. The student should return its copy even if it is a white copy.
- The invigilator is personally responsible for any missing exam scripts or attendance sheet.
- Before leaving the exam room, the invigilator must ensure the number of exam scripts matches the number of students signed in. In case of discrepancy, they must remain in the room and immediately notify the Examination Committee to draft an incident report.
- Exam scripts and the attendance sheet must be immediately returned to the Examination service.

5. Student academic integrity

Academic integrity refers to the ethical standards and honest behavior expected of all students during assessments and throughout their academic work. Violations include, but are not limited to:

- Cheating during examinations (use of unauthorized materials, communication with others, impersonation, writing in large characters to be seen from a distance, the use or display of mobile phones, tablets, or any other electronic devices, etc.)
- Plagiarism in written or oral assignments
- Falsification of data, documents, etc.
- Facilitation of academic dishonesty (sharing exam content with others, etc.)

In the event of a confirmed incident of cheating or attempted cheating, the invigilator must take all necessary measures to halt the misconduct without interrupting the student's participation in the exam. The invigilator should notify the Examination Committee immediately. Any materials or devices used to commit the act must be confiscated as evidence.

The invigilator must prepare an incident report, signed by the other invigilators present and the student(s) involved. If the student causes a disturbance affecting the smooth running of the exam session, the competent administrative authority may decide to remove the student from the examination room.

5. Administration

The administration, under the responsibility of the Secretary General, is in charge of providing the necessary resources and security conditions to ensure the smooth conduct of exams. Specifically, the administration must:

- Ensure the proper organization and logistics of exams, while implementing measures to prevent fraud.
- Raise awareness among all staff involved (teachers, invigilators, support personnel) about the security, confidentiality, and ethical standards related to exams.

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- Provide teachers with all necessary documents for conducting the exams, including:
 - sealed exam examination question papers,
 - adequate quantities of exam answer booklets with an anonymous barcode (via the SMART EXAM software) and draft sheets,
 - attendance sheets.
- Display the following at the entrance of each exam room:
 - a regulatory notice for students explaining exam rules,
 - the seating chart with student names and seat numbers,
 - contact numbers of examination Committee members in case of emergencies.
- Number the desks in exam rooms and ensure appropriate spacing between students.
- Prohibit students from entering the exam room before the invigilating teacher arrives.
- Ensure that each exam starts at the scheduled time.
- Supervise the process of collecting, counting, and sealing exam scripts at the end of each session.
- Make the collected scripts promptly available for retrieval by the designated teachers for correction.

6. Examination Committee

The examination steering committee is responsible for overseeing and coordinating the proper execution of the exam sessions. Its main duties include:

- Monitoring the overall conduct of exams across all rooms.
- Taking appropriate decisions in response to emergencies, incidents or unforeseen situations.
- Providing support to invigilators when needed (e.g., in cases of fraud, teacher absence or logistical problems).
- Supervising the operations of collecting, counting, and sealing exam scripts.
- Ensuring that the sealed scripts are made available at the administration for collection by grading teachers after each exam.
- Writing a daily report at the end of each exam day, which includes:
 - any incidents or irregularities observed,
 - any organizational shortcomings,
 - suggestions for improving the conduct of future exam sessions.

7. Module leader/course instructor

- The module leader/course instructor must be present during the exam. In the event of absence for valid reasons, he must inform the administration, designate a replacement and remain reachable by phone. In the case of an unjustified absence, a report will be submitted to the University President.

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- The module leader/course instructor must not enter exam rooms unprompted but must be available in case a student raises a substantive concern.
- If intervention is necessary, module leader/course instructor should act quickly and efficiently, ensuring their presence does not disturb the invigilator.
- Once the envelopes are sealed, module leader/course instructor must submit the answer key and grading rubric to the examination office.

C. Examination marking

1. Examination service responsibilities:

- The exam service manager retrieves the corrected examination sheets to perform the decomposing process via SMARTEXAM.
- The exam service manager ensures the integration of grades generated by SMARTEXAM into the SALIMA and INESS applications.
- Access to the examination service is strictly prohibited for students.
- Each teacher is responsible for retrieving and then submitting their exam scripts to the examination service.
- The retrieval of the exam scripts for marking can take place after the exam is finished and the number of exam scripts is checked.

2. Teacher's responsibilities upon retrieval:

- The teacher must count the number of exam scripts in each envelope in the presence of an exam service staff member before signing the retrieval register.
- Extreme vigilance must be maintained during the handling, transport, and exchange of exam scripts to avoid confusion, misplacement or loss. The loss of one or more exam scripts makes the teacher personally responsible.
- Once marked, the exam scripts are returned to the examination service within the prescribed deadlines.

3. Examination marking:

- For proper marking and fairness, each teacher must:
 - Pay maximum attention to the marking and strictly adhere to the proposed grading rubric and methodology. It is essential to systematically verify that all questions were marked, and there were no errors in the correction or final grade calculation.
 - Write clearly and legibly the grade given for each question or part of the exam and the final grade.
 - Sign each marked exam script.
 - No grade may be revised or harmonized after anonymity has been lifted, regardless of the reason.

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D. Examination deliberations

1. Deliberation procedure

- The schedule for deliberation sessions for both the first and second semesters is published by the administration after approval by the Scientific Council.
- The Presidents of the deliberation Committees are appointed by the ISBB Director.
- Attendance at deliberation sessions is mandatory for all permanent teachers involved at the academic level concerned.
- Deliberations may only proceed if at least half of the Committee members are present.
- Members of the deliberation Committee must verify, based on the documents provided by the President of the jury, the accuracy of the grades, exemptions in relation to the previous year's or session's minutes, and the calculation of averages and credits.
- In case of errors, the President of the deliberation Committee informs the examination service so that the necessary corrections can be made immediately.
- All documents distributed by the President of the Committee must be returned to them at the end of the deliberation.
- After verification, a results report is signed by all the instructors of the concerned program and validated by the Director.
- All deliberation discussions and content are confidential. No information regarding the results may be shared by administrative services or attending teachers with students before the official publication of the results.
- The results will be posted for the students and sent through their personal web accounts.

2. Appeals

- Students can access exam results on ISBB extranet.
- Requests for the material verification of grades must be submitted to the examination service within 7 days. Requests submitted after this deadline will not be considered.
- Material verification does not constitute a second marking of the exam script. It involves the verification of the total score and/or the presence of any unmarked sections of the script.
- Following verification, the grade may be upheld, increased or decreased depending on the findings.
- In the event of a material error, the responsible instructor must prepare a formal report addressed to the ISBB Director, clearly detailing the nature of the error and justifying the proposed grade modification.
- Where a grade modification is warranted, the revised exam script, the instructor's report, and the ISBB Director's written response must be forwarded to the President of the Deliberation Committee to ensure that the corresponding amendment is made in the official minutes of the deliberation session.

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E. Students with special needs

1. Identification and notification

Students with officially recognized special needs must inform the administration at the beginning of the academic year or as soon as their condition is identified. Documentation issued by a certified medical authority or relevant institution must be submitted and kept on file.

2. Accommodation procedures

The administration, in consultation with the module leader and relevant faculty staff, will determine the appropriate accommodations, which may include but are not limited to:

- Extended examination time
- Adapted seating arrangements
- Alternative formats for examination materials (e.g., large print, Braille)
- Provision of a separate room and/or dedicated invigilator

3. Confidentiality

All personal and medical information relating to students with special needs shall be treated as strictly confidential. Only staff members directly involved in the accommodation process will be informed on a need-to-know basis.

4. Implementation

The examination service is responsible for ensuring that the agreed accommodations are implemented during all exam sessions. Any issues encountered must be reported immediately to the Secretary General.

F. Continuous assessment regime

- The teacher responsible for the course determines the evaluation modalities in coordination with the academic structures of the institute.
- Evaluations can be based on in-class written tests, oral exams, presentations, etc. , but these must be clearly stated in the module sheet.
- The scheduling of these continuous assessments, which may span the entire semester, is carefully spaced to prevent overloading students.
- Students are notified 1-2 weeks in advance of each assessment date via the ISBB Extranet.

G. Graduation research projects

- Students enrolled in a Bachelor's program are required to complete a research project in the form of a Bachelor's thesis.

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- Master's students who have successfully passed their final examinations must submit a Master's thesis.
- All theses must be defended orally before an examination jury composed of academic staff and/or professionals, as approved by the institution.
- The submission deadlines and defense dates for both Bachelor's and Master's theses are determined at the beginning of each academic year and communicated through the official ISBB communication channels.

H. Weighting system

- In the mixed regime, final exams contribute 70% of the final grade (through written exams) while continuous assessment accounts for the remaining 30% divided as follows: 20% for in-person exams, including practical work when applicable, 10% for other types of assessments (written and oral and examinations, working reports and workshops).
- The evaluation system based solely on continuous assessment includes various forms of exams set by the academic structures of the institute, such as supervised assignments, practical work, exercises, oral exams and presentations. The continuous assessment system is weighed as follows: 80% for in-person exams or equivalent assessments, 20% for other types of assessments.