

Test Regulations and Guidelines
For Universities and Institutions

Translated from Kurdish into English

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According to the decrees of section (1) article (45) of the law of ministry of higher education and scientific research in the Kurdistan region- Iraq No. (10) issued in 2008. Thus, we issued the regulation No. (1) of the year 2009, which is dedicated to the guidelines of examination at the universities and technical studying board.

First Article:

First: The minister of higher education and scientific research arranges studying programme at the universities and institutions in the Kurdistan region.

Second: The council of the department can suggest changes to be done in the content of the subjects, but they should not be more than %10 and it should be confirmed by the council of the college and institution.

Third: The council of the department can suggest nonmandatory additional subjects to be studied in the first and second semester, which should be counted as two credits for each season and four credits in the annual studying programme for developed classes. In both issues the confirmation of the college and institution council should be concerned.

Second Article:

First: The council of the college and institution decides on selecting the final attempt's test, which is based on recommendations by the council of the departments or branches in the colleges that do not include any departments. In addition of selecting the types and procedures of doing the tests and accounting the percentages of the marks by %40 in the final test, except those subject that have a scientific or practical hallmark which are distinguished by the council of the college or the studying board.

Second: The final classes test at the colleges of medicine will be an overall test, and the annual average study for the 6th grade at the colleges of medicine will be counted by %30 of the final marks.

Third Article:

Organizing the tests, writing the questions, corrections and all other issues related to the examination procedure will be done secretly.

Fourth Article:

The test questions should be as following:

- 1- testing the comprehension level of information and general skills of the studying programs by the students, and evaluating the students' ability to think and give explanations.
- 2- testing the students' ability to express and show the information they have gained and presenting them in a correct way.

Fifth Article:

To get the specific targets of the fourth article in these regulations, the questions must include the following points.

- 1- The questions should be written in various forms and types, in addition of having a balance between the questions that the student can write on by using their own information to write on a specific subject and those of based on the content of the subjects.
- 2- The questions should be clear and obvious in terms of style and structure.

Article Sixth:

First: The question paper shall include the following information: -

- 1-Name of University, college or Institute, name of the department or scientific branch.
- 2-Name of the Subject.
- 3-Class and academic year.

4-Date, session and semester of the exam.

5-Teacher name or the names of all the teachers who have participated in putting the questions.

Second: The Question paper should be printed clearly without any Linguistic mistake, typo and misspelling.

Third: The marks shall be distributed according to the importance of the questions, and written opposite to the questions.

Article seventh:

The colleges and technical institutes shall do an oral exam in some subjects that are assigned by council of the colleges and institutes to evaluate the student's scientific level and personality as following:-

First: A committee of not less than three faculty members will supervise the process of oral exam. If there was not a special instructor in the subjects in which oral exam is taken, a specialist from other colleges or universities could be counted on.

Second: all the committee members shall participate in putting the questions for the students.

Third: Each committee member secretly gives marks, the average will be the student's final result taking into account the student's general ability.

Fourth: the committee specifies the duration of the oral exam in a way that corresponds to the significance of the subject and shall not be less than (15) fifteen minutes.

Article eighth: The semester and annual exams shall include the content of the curriculum subjects of the semester or the year in a way that the duration of study should not be less than (15) fifteen weeks for the semester subjects, and not less than (30) thirty weeks for the annual subjects, the exam days and the official vacations shall not be includes in this duration.

Article ninth: each faculty member shall arrange the content of the subject that s/he is going to teach and announce it at the beginning of the year as following:-

Fist: notify head of the department in written document.

Second: give a copy to the students.

Article tenth: the college or institution council, at the request of the dean, shall form a committee of the experienced specialists for the final exams.

Article eleventh: the minimum passing mark is 50% for each subject.

Article twelfth:

First: If a student could not obtain the minimum passing mark in the second session in each of the subjects that s/he has taken the exam or was absent in the exams, S/he would fail this academic year and remain in the same stage for the next year with being present in the classes and taking the exams in the subjects failed.

Second: In case of curriculum change, a failed student will be forgiven in the removed subjects that, but will be asked to do the exams of the subjects that have been added to the curriculum.

Article thirteenth: A student shall be considered as failed in every subject if the student's absentee rate exceeded 10% of the hours of the subject without acceptable pretext, or exceeded 15% with reasonable pretexts that are accepted by the college or institute council.

Article Fourteenth: every subject that has either scientific or practical feature in which the final exam is not taken shall be forgiven in the second session. This shall be announced to the students by the college or institute council at the beginning of the academic year.

Article fifteenth: The second session exams shall not be postponed under any circumstances.

Article sixteenth: the marks of a student who passes the second session exam goes down as following:-

First: If the student's absentee in the first session was due to an acceptable pretext by the college or institute council the final result shall be counted as following :-

50+75% above (50)

Second : If the student's absentee in the first session was not due to an acceptable pretext by the college or institute council the final result shall be counted as following :-

50+50% above (50)

Article seventeenth:

First: the average mark of the student shall be counted on the basis of the marks sh/he has obtained in each subject with taking into account the numbers of units for each subject.

Second: the units of study are equal to one hour of theoretical study for the period of (15) fifteen weeks.

Third: two or three hours of practical study shall be equalized to one hour of theoretical study in the colleges, more than two or three hours will be equalized to two hours of theoretical study, but in the technical institutes each hour of practical study is equal to one hour of theory .

3-All the questions should not be direct description, but should have been composed in a format that allows the student to compare the topics, combine the different elements, express the different opinions, so that the student can preserve or criticize the opinion that S/he wants in a way that helps to identify the scientific capability of the student within the curriculum.

4- The balance between the required answers and the exam duration shall be taken into account in a way that the semester, half year and final exams in the technical institutes should not be less than two hours and in the colleges shouldn't be less than three hours.

5- Reaffirming and implementing the above mentioned points by the faculty members is the duty of head of the department.

Article Eighteenth:

Student's passing grades will take into account on multiplying of all marks of the year by percentage opposite to each year as clarified below, total of all the studying years will be his/her average passing grade:

First- Technical Institutes in a two years' study, the annual average distribution of yearly will be as below:

First year	%40
Second year	%60

Second- Four year studying colleges, the annual average distribution will be as below:

First year	%10
Second year	%20
Third year	%30
Fourth year	%40

Third- Five year studying colleges, the annual average distribution will be as below:

First year	%5
Second year	%10
Third year	%20
Fourth year	%25
Fifth year	%40

Fourth- Six year studying colleges, the annual average distribution will be as below:

First year	%5
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Second year	%5
Third year	%10
Fourth year	%15
Fifth year	%25
Sixth year	%40

Fifth- Third and fourth clause as the beginning of that article will be implemented on the enrolled students for the academic year (2009- 2010), prior test instructions will implement on those students accepted before (2009-2010).

Article Nineteenth:

First- The results with the following levels will be declared and signal the level of students among the passed as follows:

1- Excellent	90-100
2- Very Good	80-89
3- Good	70-79
4- Medium	60-69
5- Accepted	50-59
6- Failed	49 or less

Second- Half of the mark or higher will be considered as a complete mark, but if less than half will not be considered as a complete mark.

Article Twentieth:

First- University council or board on the commandment of the college council or institute can cancel student's failure if the student couldn't take part of the second term of the second year's exams with a non-optional reason.

Second- University council or board on the commandment of the college council or institute can allow a student to take part in the exams for the third year if the student failed two years in a row at the final year, if his/her failure in the second year is in one yearly subject or two semester subjects, in a condition he/she didn't exceeded the college or institute duration.

Article Twenty- one:

The student's relation to college or institution shall end in the following situations:

First- if the student fails for two successive years in the same stage.

Second- if the duration of the study exceeded the specified duration and a half, including the years failed and postponed for the college students. (the years postponed are not counted for the students of technical institutes) and half years are accomplished. This clause shall be applied to the students who have been enrolled in the academic year 2007-2008.

Article Twenty- Two:

Whenever a student's cheating is proven in the daily, weekly or annual exams, the student shall be considered failed in all the subjects for the academic year, if the student cheated again s/he would be dismissed and excluded from studying.

Article Twenty- Three:

First- the student is capable of postponing studying due to some acceptable reasons by college or institute council, S/he shall submit an application a month prior to the final exams.

Second- the university or Institute president, at the recommendation of college or institute council, can show agreement to the student's postponement application for second year which have to be submitted a month prior to the final exams.

Third- the postponement of study shall not be accepted in the second semester in the semester-based system colleges or institutes.

Fourth- Minister of higher education, on the commandment of the university council or technical board council, due to some urgent factors, despite of the second clause of the article twenty-first, can postpone student's study.

Article Twenty-Four:

Before the beginning of the final exams of the colleges or institutes, the students will not be given any lectures three days prior to exams.

Article Twenty-Five:

All the regulations and decrees of the universities will not be implemented if they contradict these regulations.

Article Twenty-Six:

These regulations will be published in a public newspaper and will implement on the academic year (2009-2010).

Minister of Higher Education and Scientific Research of KRG/ Iraq

