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| ........................................................................................................ | **Department responsible for teaching the course:****Specialty:**  | .................................................... | **Faculty:** |
| .................................................... | **Level:** |
| .................................................... | **Academic year:** | .................................................... | **Semester:** |
| .................................................... | **Exam date :** | .................................................... | **Course name/ code:** |
| ..................................................... | **Teacher name:** | ....................................................... | **Examiner name:** |

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| **Unmet** | **Met** | **Items**  | **Unmet** | **Met** | **Items**  |
| **Firstly: Formal aspect** |
| اثشااااا**Exam paper header** |
|  |  | Name \ logo of faculty |  |  | Name\ logo of university |
|  |  | Program name  |  |  | Department responsible for teaching the course |
|  |  | Specialty |  |  | Level |
|  |  | Academic year |  |  | Exam type (final – midterm - etc …..) |
|  |  | Course name as in the regulation |  |  | Semester |
|  |  | Exam date |  |  | Course code as in the regulation |
|  |  | Degree of exam as in the regulation |  |  | Exam time  |
|  |  | Number of exam papers |
| **Exam paper footer** |
|  |  | If there is more than one page for the exam paper: a reference to that is available at the end of the first page |  |  | The exam paper ended with words indicating ending of exam questions as (best wishes…..) |
|  |  | The name of the professor/person who put exam questions at the end of the paper |  |  | Exam page numbering present if it is more than one paper |
| **Secondly: Technical and scientific specifications** |
|  |  | The exam is written on the computer |  |  | The score assigned to each question |
|  |  | Exam print quality |  |  | Clarity of answer instructions |
|  |  | Numbering the questions and parts attached to each question |  |  | The grade assigned to each item/part in the question |
|  |  | Define questions clearly using specific verbs. |  |  | Readability of the exam paper (clear and uncluttered) |
|  |  | Matching the number of questions with the exam time. |  |  | Pay attention to good language |
|  |  | Use easy – to - understand vocabulary. |  |  | Put the score for each question in front of it (not the percentage) |
|  |  | The paper is free of printing errors |  |  | Suitable font size, line spacing, words, punctuation |
|  |  | Different questions levels in terms of difficulty index. |  |  | The formulation of the questions is varied  |
|  |  | Model answer has been prepared and includes the distribution of the score on the parts of each question |  |  | The exam paper consists of a number of short essay questions, and avoid long essay questions  |
| **Third: Intended Learning Outcomes (ILOs)** |
|  |  | The number of questions is proportional to the course content according to the relative weight of the topics in the course description |  |  | Correlation of exam questions with intended learning outcomes (ILOs), (it is preferable to put the target learning output code as mentioned in the course specification) after the question’s grade |
|  |  | Exam questions cover all course content |  |  | Questions don't just measure knowledge only |
|  |  | All questions are from within the course specification |  |  | The questions measure cognitive skills to different degrees |

**Evaluation of the intended learning outcomes in the exam paper**

**Relationship of exam questions with the intended learning outcomes (ILOs)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cognitive Skills** | **Knowledge and understanding** | **Question number** | **Page number** |
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**Exam paper evaluation committee**

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| ***Names of the staff members :*** | ***Signature*** |
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|  |  |
|  |  |
| ***Head of the scientific department:*** ***Prof .Dr:*** |  |
| ***Date :*** |