

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Examination Administration and Conduct Policy	Effective Date	14/06/2026
	Category	Registration	Last Review date	
	Policy Number	REG-021	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Registration	Approved By	President

Overview

An examination is only a fair measure of learning if it is administered the same way, under the same conditions, for every student. AIU has, in practice, applied a specific and detailed set of exam-day rules, arrival windows, permitted items, prohibited conduct, and disqualification standards, for some time, published only in the catalog. This policy formally adopts those rules as AIU policy, assigns responsibility for administering and securing examinations to a named office, and states clearly how an administration issue (a student arriving late, an unauthorized item) is distinguished from an academic-integrity issue (cheating, impersonation), which is addressed under STU-001, and from a suspected grading error, which is addressed under REG-016. This policy is consistent with accreditation requirements, which require that AIU protect the integrity of its assessments, and that the standard be applied consistently across sections, courses, and Schools.

Scope

This policy applies to every in-person, proctored examination administered as part of an AIU undergraduate course, including final examinations, midterm and unit examinations, and any other proctored assessment an instructor designates as subject to formal examination conditions. It applies to all students, proctors, instructors, and administrative staff involved in scheduling, administering, or securing an examination. It does not apply to take-home assessments, oral examinations, or practical/laboratory assessments administered under separate program-specific protocols, unless the instructor of record designates the assessment as subject to this policy in the syllabus.

Purpose

The purposes of this policy are to:

- establish consistent, published standards for examination scheduling, arrival, and permitted materials;
- assign clear institutional responsibility for proctoring, examination-room security, and incident documentation;
- distinguish an administrative examination-conduct issue from an academic-integrity violation and from a grading-accuracy concern, and route each to the appropriate process;
- demonstrate compliance with applicable accreditation requirements.

Definitions and Abbreviations

Proctor: A member of University staff or faculty assigned to supervise an examination room, verify student identity, enforce this policy, and document any incident.

Examination Incident Report: The written record a Proctor completes when a student is disqualified, removed, or observed in apparent violation of this policy or of academic-integrity standards.

Administrative Disqualification: Exclusion of a student from sitting or continuing an examination for a procedural reason under Article 2 (for example, arriving after the room has closed), which does not itself constitute a finding of academic misconduct.

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Approved Item List: The list of materials a student may bring into a specific examination, published by the instructor with the examination schedule and consistent with Article 3.

Policy

Article 1: Scheduling and Notice

The Registration Office publishes the final examination schedule at the start of each semester at my.aiu.edu.kw, consistent with REG-004 (Academic Calendar Policy). For a midterm or unit examination administered under this policy, the instructor communicates the date, time, and location to students at least seven calendar days in advance through the course's official communication channel.

Article 2: Arrival, Timing, and Room Access

The following timing standards apply to every examination administered under this policy:

- Students arrive at least 15 minutes before the scheduled start time.
- Students are seated and ready to begin 10 minutes before the scheduled start time.
- The examination room closes 15 minutes after the official start time; a student arriving after the room has closed is Administratively Disqualified from that sitting and is not admitted. No exception is made for reasons within the student's control (traffic, parking, oversleeping); a student who believes their circumstance was outside their control may request an Incomplete under REG-015 or pursue the exceptions process below.
- A student may not leave the examination room during the first 15 minutes of the examination, except for a documented medical emergency.
- On completing the examination, a student returns the answer book and question paper to the Proctor and leaves the room quietly, without disturbing students still testing.

Article 3: Permitted and Prohibited Materials and Conduct

A student sitting an examination under this policy must bring a valid AIU Student ID card, switch off and stow all electronic devices (including phones, smart watches, and tablets) in a designated area away from the student's seat, and bring only the specific items listed on that examination's Approved Item List (ordinarily limited to a pen, pencil, eraser, non-programmable calculator, a clear pencil case, and a clear water bottle). A student may not bring, or be found in possession of, written or printed materials, notes, notepads, or index cards unless the instructor has granted prior written permission for an open-resource examination.

During the examination, a student remains silent, communicates with a Proctor only by raising a hand, and does not communicate with another student in any form, verbal, non-verbal, or electronic. A student requiring an accommodation under STU-003 (Disability Services and Accessibility Policy), additional time, a separate room, assistive technology, or a permitted exception to any standard in this Article, is

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accommodated according to their approved accommodation plan, arranged in advance through the Disability Services Coordinator.

Article 4: Proctoring and Examination Security

The Registration Office, in coordination with the relevant School, assigns at least one Proctor per examination room, ensures Proctors are briefed on this policy before each examination period, and maintains the chain of custody for examination papers from printing through return to the instructor or Department. A Proctor verifies student identity against the Student ID card and the class roster before admitting a student to the room, monitors the room throughout the examination, and completes an Examination Incident Report for any Administrative Disqualification, apparent violation of this policy, or apparent academic-integrity concern observed during the sitting.

Article 5: Administrative Disqualification, Suspected Misconduct, and Routing

This policy distinguishes three different situations that can arise during an examination, each routed to a different process so that a purely administrative issue is not treated as a disciplinary one, and a disciplinary issue is not resolved as a mere administrative formality:

Situation	Example	Governing process
Administrative Disqualification	Late arrival after the room closes; failure to comply with examination-room requirements after instruction by the Proctor.	Resolved under this policy by the Proctor and Registration Office; may result in an Incomplete request under REG-015 where the underlying cause qualifies
Suspected academic misconduct	Unauthorized notes, communication with another student, use of a prohibited electronic device to access information, impersonation	Proctor completes an Examination Incident Report and refers the matter to the Department Chair and STU-001 (Student Conduct and Disciplinary Policy) for investigation and, where warranted, a disciplinary hearing
Suspected grading or transcription error after the exam	A student believes marks were added incorrectly or a question was not graded	REG-016 (Final Exam Review and Grade Change Policy); not addressed under this policy

A Proctor does not make a finding of academic misconduct and does not assign or change a grade; the Proctor's role under this Article is limited to observing, documenting, and referring.

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Article 6: Records

The Registration Office retains every Examination Incident Report for the same period as the associated academic record under REG-003 (Records Retention and Archiving Policy), and provides a copy to the Department Chair, the relevant Dean, and, where the report concerns suspected misconduct, the VP Student Affairs, within two working days of the examination.

Procedures

1. The Registration Office publishes the final examination schedule and room assignments at the start of the semester; instructors publish the Approved Item List for each midterm or unit examination at least seven calendar days in advance.
2. The Registration Office assigns and briefs Proctors for each examination period.
3. Proctors verify identity, admit students, and enforce Articles 2 and 3 throughout the examination.
4. A Proctor who observes an Administrative Disqualification, a suspected policy violation, or suspected misconduct completes an Examination Incident Report before the end of the examination period and submits it to the Registration Office.
5. The Registration Office routes the report as described in Article 5 and distributes copies as described in Article 6.

Exceptions

An exception to the timing or materials standards in Articles 2 and 3 for an individual student is approved in advance by the Dean of the relevant School, except where the exception forms part of an approved accommodation under STU-003. An exception of substantial impact, for example, suspending standard examination conditions University-wide due to a disruption to instruction, requires escalation to the VPSA and approval by the President.

Related Policies

- STU-001 Student Conduct and Disciplinary Policy
- STU-003 Disability Services and Accessibility Policy
- REG-003 Records Retention and Archiving Policy
- REG-004 Academic Calendar Policy
- REG-015 Incomplete Grades Policy
- REG-016 Final Exam Review and Grade Change Policy

President Signature	Signature: _____ Date: _____
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