

## Executive Plan of the Student Assessment and Evaluation Unit (2025–2030)

Activity	Details	Assigned Member	Scheduled Date	Output
<p><b>1. Promoting a Culture of Assessment Ethics and Question Banks</b></p>	<ul style="list-style-type: none"> <li>• Conduct a seminar at the beginning of the academic year on ethics in assessment or modern assessment methods.</li> <li>• Clarify the regulations for assessment and the rights of both students and faculty.</li> <li>• Document the seminars.</li> <li>• Distribute evaluation forms and assess the effectiveness of the activity.</li> <li>• Hold orientation seminars on how to deal with question banks.</li> </ul> <p><b>Target Audience:</b></p> <ul style="list-style-type: none"> <li>• Students, especially first-year students.</li> <li>• Faculty members.</li> </ul>	<p>All administrative team members in coordination with the Unit Director and Deputy.</p>	<p style="text-align: center;">First semester.</p>	<ul style="list-style-type: none"> <li>• Raise awareness about assessment ethics and question bank usage.</li> <li>• Effectiveness measured through surveys.</li> <li>• Document attendance with signatures and photography.</li> </ul>

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	<ul style="list-style-type: none"> <li>Teaching assistants and administrative staff involved in exam supervision.</li> </ul>			
<b>2. Ensuring Exams Meet Required Standards</b>	<p><b>Exam Paper Evaluation:</b></p> <ol style="list-style-type: none"> <li>Collect exam papers from undergraduate and postgraduate programs in all academic departments.</li> <li>Add skill-assessment components to ensure a comprehensive evaluation.</li> <li>Organize workshops for evaluation committees to explain evaluation guidelines.</li> <li>Complete evaluations and extract statistics on standard compliance.</li> <li>Issue and approve final reports.</li> </ol>	<p>Each department's administrative representative must communicate with the relevant executive committee for prompt task completion.</p>	<p>End of each semester.</p>	<p>Final reports on compliance rates with assessment standards.</p>

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	<ol style="list-style-type: none"> <li>6. Share results with academic departments and request feedback.</li> </ol>			
<b>3. Issuing Statistics and Reports on Final Exam Results</b>	<p><b>Statistical Analysis:</b></p> <ol style="list-style-type: none"> <li>1. Analyze statistics of exam results for all undergraduate and postgraduate courses.</li> <li>2. Draft a comprehensive report and request departmental responses.</li> <li>3. Communicate with exam control offices for timely statistics once results are released</li> </ol>	<ul style="list-style-type: none"> <li>- Each department's administrative representative is responsible for their section.</li> <li>- Final report supervised by the</li> </ul>	End of academic year.	Final statistical reports with strategy recommendations.

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		Unit Director and Deputy. -		
<b>4. Identifying Training Needs for Faculty Members</b>	<ul style="list-style-type: none"> <li>• Contact departments for suggestions on training courses in assessment and question banks.</li> <li>• Prioritize based on importance.</li> <li>• Prepare a training plan.</li> </ul>	All members with Unit Director and Deputy.	Beginning of academic year.	Executive training plan supporting strategic assessment development.
<b>5. Conducting Training Courses</b>	<ul style="list-style-type: none"> <li>- Coordinate with the University's Student Assessment Center or the Training Committee of the Quality Assurance Unit to conduct training courses.</li> </ul>	Assign a unit member to coordinate with the Training Committee	Throughout the academic year (1st & 2nd semesters).	Training sessions conducted, effectiveness evaluated, and documented with attendance sheets and photos.

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<b>6. Surveying Students and Faculty on Evaluation Systems</b>	<ul style="list-style-type: none"> <li>• Distribute evaluation forms to representative samples (students &amp; faculty).</li> <li>• Compile statistics and generate reports.</li> </ul>	<p>Each member handles their department's data.</p> <p>Final report supervised by Unit Director and Deputy.</p>	<p>End of each semester.</p>	<p>Reports on opinions and recommendations for improvement.</p>
<b>7. Question Banks</b>	<ol style="list-style-type: none"> <li>1. Follow up on existing question banks (e.g., 6 courses in Clothing &amp; Textiles).</li> <li>2. Implement new question banks based on departmental proposals.</li> <li>3. Develop and approve a unit-specific guide for question bank handling.</li> </ol>	<p>Unit admin team and Director/Deputy</p>	<p>Throughout 1st &amp; 2nd semesters.</p>	<p>Approved question bank procedures guide</p>

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<b>8. Website Development</b>	<ul style="list-style-type: none"> <li>Update the Unit's web page on the faculty website in coordination with the IT unit.</li> </ul>	Unit Director, Faculty Administration, and IT Unit.	Start and end of academic year.	Updated website content
<b>9. Comparative Study of Student Assessment Results</b>	<ul style="list-style-type: none"> <li>Conduct a comparative study of course pass rates over three consecutive years for undergraduate programs.</li> <li>Request departmental feedback.</li> </ul>	Department admin reps; final report by Unit Director and Deputy.	End of academic year	Identify strengths and weaknesses, suggest curriculum and program updates.
<b>10. Periodic Report on Faculty Assessment and Evaluation</b>	<ul style="list-style-type: none"> <li>Report on results of student and faculty feedback.</li> <li>Report on student complaints and appeals regarding assessment.</li> </ul> <p>Report on exam hall compliance with environmental quality standards</p>	Admin team to collect data from relevant departments.  Supervised by Unit Director and Deputy.		Final report on assessment conditions, challenges, and outcomes.

Activity	Details	Assigned Member	Scheduled Date	Output
<b>11. Annual Report on Unit Achievements</b>	<ul style="list-style-type: none"> <li>Annual report summarizing major achievements with supporting documents.</li> </ul>	Admin team with Unit Director and Deputy.	End of academic year.	Final annual achievements report.

**Unit Director**

Prof. Dr. Manar Abdel Rahman Khodr