

## **Mechanism for Managing Question Banks**

**Subject:** Modification of the Mechanism for Managing Question Banks for the Academic Years 2025–2030

We are pleased to present the updated mechanism for handling question banks for the academic year 2025–2030, along with the goals, defined responsibilities, and the involved parties.

Please accept our highest regards and appreciation.

**Unit Director**

Prof. Dr. Manar Abdel Rahman Khodr

**Dean of the Faculty**

Prof. Dr. Enas Maher Badr

# **Mechanism for Managing Question Banks**

**Academic Years: 2025/2026 – 2029/2030**

## **Purpose of the Mechanism:**

This mechanism aims to define responsibilities and coordinate efforts among the various responsible entities within the faculty to facilitate workflow and ensure confidentiality in relation to question banks.

---

## **Defined Responsibilities and Involved Parties:**

### **First: Tasks of the Student Assessment and Evaluation Unit:**

1. Monitor and encourage academic departments to implement more question banks.
  2. Organize orientation seminars for students and invigilators, and workshops to explain how to answer question bank exams.
  3. Receive exam questions from faculty members after review by the academic department (approved by the specialized expert committee and endorsed by the department head).
  4. Coordinate with the University's Assessment and Evaluation Center to finalize the question bank-based exams according to existing regulations.
  5. Keep an original copy of the exams for each course using the question bank system, along with the corresponding answer keys.
- 

### **Second: Responsibilities of Faculty Members:**

1. Prepare and review exams through the expert committee within the academic department.
2. Provide answer keys for each printed exam derived from the question bank.
3. Fully cooperate with the unit in raising awareness about answering question bank exams and in exam procedures.
4. Receive electronic correction forms (answer sheets) from the exam control office, complete grading at the university, and finalize correction procedures with the respective control office.
5. Submit a copy of grading statistics to the Student Assessment and Evaluation Unit.

6. Retain a copy of the answer key for each course until used during grading.
7. After exams are completed, the faculty member retrieves the objective question booklets for their course from the control office and destroys them personally to maintain exam confidentiality.

**Important Note:**

Only the required number of objective questions are printed from the prepared question bank. Questions are **not reused**. Each question bank is valid for **four years**, after which it is **updated and reviewed** before being used again.

---

**Third: The Committee for Printing Exam Papers and Conducting Exams:**

1. Receive exam models from the faculty member shortly before exams. Each should include **2 to 3 versions** of objective questions and **one essay question** with each version.
  2. Print only the number of exam copies needed based on the number of students. **No extra copies** are printed for distribution to the library, quality assurance unit, or control office.
  3. Ensure the readiness of electronic answer forms and a special booklet for the essay question.
  4. Emphasize the following instructions to invigilators and floor supervisors:
    - Distribute different versions of the objective question papers to students so that no student receives the same version as their immediate neighbors.
    - The duration of the exam, as per the regulations, is **two hours**.
- 

**Fourth: Control Offices (Exam Control):**

- Receive the objective question papers for the courses using the question bank system from invigilators after the exam ends.
  - Ensure the number matches the number of students in each exam room.
  - Place the papers into sealed envelopes to preserve exam confidentiality until handed to the respective faculty member.
- 

**Unit Director**

Prof. Dr. Manar Abdel Rahman Khodr

**Dean of the Faculty**

Prof. Dr. Enas Maher Badr