

Professor / Dean of the Faculty

Greetings,

We kindly request the approval of the executive plan for the Student Assessment and Evaluation Unit at the Faculty for the academic years **2025–2030**, which has been formulated in light of the vision and mission of the university, the faculty, and the unit. The plan aims to enhance educational effectiveness and achieve better alignment with the academic and skill-based objectives of the faculty's academic programs.

We ask God Almighty for continued success and for the elevation of the faculty and the university.

With utmost respect and appreciation,

Unit Director

Prof. Dr. Manar Abdel Rahman Khodr

Dean of the Faculty

Prof. Dr. Enas Maher Badr

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

| Activity | Details | Assigned Member | Timeframe | Output |
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| <p>1. Ensuring Exams Meet Required Standards</p> | <p>Evaluation of Exam Papers</p> <ul style="list-style-type: none"> • Collect exam papers for all undergraduate and postgraduate programs across all departments. • Add skill-assessment components to reflect comprehensive evaluation. • Conduct a workshop for evaluation committees to clarify evaluation guidelines ensuring accuracy, effectiveness, and objectivity. • Complete the evaluation and extract statistics and compliance rates. • Issue final reports and get approvals. • Announce results to departments and request feedback. <p>Note: To increase effectiveness, communicate with faculty via various methods (emails, department notices, etc.).</p> | <p>Each department's admin representative is responsible for coordinating with the executive committee for timely completion.</p> | <p style="text-align: center;">After each semester.</p> | <p>Final reports on compliance rates with evaluation standards after exams.</p> |

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| 2. Issuing Statistics and Reports on Final Exam Results | Statistical Analysis of Exam Results <ul style="list-style-type: none"> • Analyze exam result statistics for all programs and provide commentary. • Draft a detailed report and request departmental feedback. • Promptly contact control offices for statistics after results are published. | <ul style="list-style-type: none"> - Each departmental admin member is responsible for their part. - Final report reviewed by the Unit Director and Deputy. | End of each academic year. | Final reports on exam results with strategic evaluation suggestions based on indicators. |
| 3. Promoting Ethics in Student Assessment | <ul style="list-style-type: none"> • Hold an awareness seminar at the beginning of the year. • Clarify assessment regulations and rights of students and faculty. • Document seminars. • Distribute and analyze seminar evaluation surveys. <p>Target Groups:</p> <ul style="list-style-type: none"> • New students and faculty members. • Awareness brochures to be distributed. | Entire admin team with the Unit Director and Deputy. | During First semester. | Increased awareness based on survey feedback and attendance documentation. |

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| 4. Identifying Training Needs for Faculty Members | <ul style="list-style-type: none"> Contact departments for training course suggestions related to assessment or question bank development. Prioritize training needs and draft a training plan. | All members with the Unit Director and Deputy. | Start of the academic year. | Executive training plan supporting assessment operations |
| 5. Conducting Training Courses | Coordinate with the University's Assessment Center to conduct agreed courses. | All executive team members with Director and Deputy. | Throughout academic year (1st & 2nd semesters). | Conducted courses with effectiveness measured and documented via attendance sheets and photos. |
| 6. Surveying Students and Faculty on Evaluation Systems | <ul style="list-style-type: none"> Distribute evaluation forms to representative samples across departments (students + faculty). Compile statistics and draft a report. | <p>Each member handles their department's data.</p> <p>Final report supervised by Director and Deputy.</p> | End of each semester. | Reports on opinions with improvement recommendations |

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| 7. Question Banks | <ul style="list-style-type: none"> • Follow up on existing question banks (e.g., 6 courses in Clothing & Textiles). • Implement banks in new courses (department proposals & approvals). • Create a unit-specific guide for handling question banks. | Unit admin team and Unit Director/Deputy. | According to semester course implementation. | Approved question bank handling guide. |
| 8. Website Development for the Unit | <ul style="list-style-type: none"> • Update the Unit's webpage on the faculty website in coordination with the IT Unit. • Launch an official social media page (e.g., Facebook). | Unit Director in coordination with Faculty Administration. | During academic year. | Updated and maintained content. |
| 9. Issuing Periodic Reports on Assessment Status | <ul style="list-style-type: none"> • Report on student/faculty opinions on assessment systems. • Periodic report on complaints/appeals related to assessment. • Report on exam room compliance with quality indicators. | Admin team and Director/Deputy to supervise final report. | End of academic year. | Final assessment status reports reflecting exam conditions and challenges. |

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| 10. Annual Report on Unit Achievements | <ul style="list-style-type: none"> Issue a comprehensive report listing major accomplishments, with supporting documents. | Admin team, supervised by Director and Deputy. | End of academic year. | Final report on unit achievements. |

Unit Director

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