

Procedure #	AA-108-P1	Revision #	01
Accessibility level	A	Effective date	27 April 2021

Final Exam Scheduling Procedure

1. Definitions

- 1.1. **Final exam:** A course exam is held once at the end of the semester.

2. Procedure

- 2.1 The Director of the Admission and Registration directs the Department of Program Schedules to prepare the final exam schedule within the examination period stated in the University Calendar.
- 2.2 The final exam schedule is prepared taking into considerations that there will be no conflict in any student schedule and the number of students having more than two exams on the same day is minimum.
- 2.3 The schedule is then presented to the Director of Admission and Registration for approval.
- 2.4 After approval, the final exam schedule is entered into the SIS system and published on the university's website (www.fbsu.edu.sa) at least two weeks before the start of the final exams.
- 2.5 Schedules of final exams for the preparatory year and laboratories are issued by the colleges. The Admission and Registration Department is provided with copies of these schedules and are entered into the SIS system and published on the university website as well.

3. Related Documents

NA