



**NEAR EAST UNIVERSITY**  
**CENTER FOR EXCELLENCE IN EDUCATION**

**DIRECTIVE ON THE DUTY DESCRIPTION OF THE ASSESSMENT AND EVALUATION  
COMMISSION**

**1. Planning, Implementation, and Evaluation of Exams**

- Provide guidance to relevant faculty members in the planning, administration, and scoring of exams.
- Ensure necessary controls for the implementation of exam rules by students, instructors, and invigilators.
- Decide on the appropriateness of exam questions.
- Monitor the compliance of exams with assessment and evaluation principles.
- Ensure the implementation of relevant procedures in cases of cheating.

**2. Preparation and Development of Assessment Tools**

- Ensure the preparation of a table of specifications (blueprint) for each course.
- Provide guidance to instructors in preparing assessment tools in accordance with the table of specifications.
- Guide instructors in preparing scoring keys and conducting objective scoring.
- Ensure that assessment tools are evaluated in terms of criteria such as instructions, question levels, and clarity.
- Guide instructors on the appropriateness of product- and process-oriented assessment tools such as multiple-choice tests, written examinations, projects, and performance assessments.
- Provide guidance to the relevant unit for the development of assessment and evaluation methods.

### **3. Alignment with Learning Outcomes and Program Competencies**

- Provide necessary guidance on the measurement of program competencies and learning outcomes.
- Provide feedback to the relevant unit regarding program outcomes and course evaluation results.

### **4. Obligation to Receive and Evaluate Feedback**

- Ensure that feedback on assessment and evaluation processes is received from students, instructors, and other stakeholders.
- Analyze collected feedback to identify strengths and areas for improvement in assessment and evaluation processes.
- Report feedback results to relevant academic units and develop improvement proposals.
- Inform relevant parties regarding the effective implementation of feedback processes to students following exams.

### **5. Monitoring, Reporting, and Process Improvement**

- Present proposals for improving assessment and evaluation processes.
- Monitor the effectiveness of changes made in assessment and evaluation practices and prepare necessary reports.

### **6. Training and Capacity Development**

- Identify the in-service training needs of faculty members regarding assessment and evaluation and inform the relevant unit.

*\* The Commission, which is obliged to work in coordination with the Center for Excellence in Education, carries out its activities under the supervision and oversight of the Dean/Director. The Commission fulfills its duties, authorities, and responsibilities in line with relevant legislation, higher policy documents, and instructions of the Dean/Director, and ensures regular information flow and reporting to this authority throughout all related processes.*