**University vice Presidency**

**Of Academic Affairs**

**College of Education in Zulfi**

**Guide of Assessment and Evaluation Unit**

**General definition of the evaluation and measurement unit:**

The unit of measurement and evaluation is a unit headed by the Supervisor of Academic Affairs. The major role of the unit is to organize and document all tests and control the development of the college.

**Vision** :

To achieve leadership and excellence in the field of measurement and evaluation performance at the level of universities in the Kingdom.

**Mission :**

1. To perform the measurement and evaluation of the highest practical level of quality by identifying, developing and building measurement and evaluation.
2. Following up the optimized application tools accurately and objectively.
3. Following up the analysis of results and identification of weakness points to be addressed.
4. Enhancing the strength points in order to ensure the continuous improvement and development of all activities, procedures and practices achieving the academic and administrative excellence.

**Objectives of the unit:**  
  
- Organizing and documenting the scores of tests in the college .

- Improving evaluation methods so as to contribute to increasing efficiency of learning outcomes.

- Reviewing the quality of formal and technical tests.

- Measurement of learning outcomes in basic skills and capabilities through the evaluation methods according to the specifications of the program.

**Tasks of the unit**

**First, Before Exams**:

- Preparing and organizing the schedules of tests and invigilation.

- Making sure that all procedures and arrangements for the tests meet the quality standards.

**Second, During Exams**

- Following up the proceedings of the tests.

- Complying with the regulations of posting results taking into consideration the complaints of    students if there are any.

- Documentation of all tests and their procedures.

- Providing expertise and support to the people working in the control room of examinations.

- Get feedback from students on the quality of tests.

After Exams

- Determining the type of the educational process for programs that have been taught through the received feedback.

- Organizing internal programs to verify the measurement of the targeted learning outcomes.

- Providing the necessary technical support to facilitate the various functions for the team working in the program.

- Identifying the strengths and weaknesses of the educational programs through evaluation methods.

- Presenting and discussing the results of the evaluation in all departments of the college to identify the improvement priorities and the development of evaluation methods for better learning outcomes.

**The achievements of the unit of measurement and evaluation  1435 -1436**   
1.Designing a  manual guide for the unit of measurement and evaluation (vision, mission and tasks of the unit).

2. Administering questionnaires about (the students' satisfaction about teaching and learning, identifying students' satisfaction regarding facilities and equipment, a questionnaire to assess the quality of services and student activities, how competent and professional our graduates will be in the workplace, and also a questionnaire to evaluate the academic members in the program).

3. Links to the questionnaires of the tests are available online so that next time all questionnaires are electronic and available on the portal.

4. Organizing training courses with reference to the way members prepare tests taking into account the standards of making typical tests.

5. Presenting a training course on how to make tests making the instructions about exams clear to the faculty members.

6. Presenting a training course on three themes: the different types of evaluation, the difference between evaluation and the impact of assessment, and evaluation in the educational process.

7. Training all coordinators to work on questionnaires electronically.

8. Having gathered the tests, evaluating and writing the strengths and weaknesses points and means of improvement.

9. Evaluating the final tests (level 3 - level 7) by taking random samples of students to find out how satisfied they are.

10. Encouraging both faculty members and students to collaborate together in order to have a banner including a description about the unit.

11. Working at the time being on brochures to define the unit, its goals and tasks.

12. Assisting the committee of examinations by providing them with what all they need.

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