



**TITRE: Examination Charter
& Anti-Fraud Policy**

The publication of the Charter of Examinations of the Faculty of Pharmacy at the Lebanese University was carried out to meet a desire for requirements of excellence with regard to the examination organization and validation in line with the establishment's pedagogical training program policy.

The Charter of Examinations constitutes a pact between the three communities, namely students, teachers, and administrative staff, which establishes a set of principles and practical procedures and specifies the rights and duties of each in the conduct of examinations in order to:

- guarantee fairness and transparency to students.
- Provide support to teachers and administrative staff in the organization of knowledge testing.
- Ensure that jury members respect the deliberations and decisions they make.

This Charter is based upon the various regulatory texts governing examination modalities with respect to the following points:

1. Examination Juries
2. Organization of Examinations
3. Implementation and Sequence of the Examinations
4. Special Modalities
5. Corrections of Copies, Jury Deliberations, Result Announcements
6. Incidents and Disciplinary Procedures
7. Awarding of Diplomas

1. Examination Juries

1.1. Nomination of the Jury

The President of the University appoints on a yearly basis, by decree and pursuant to the recommendations of the Faculty Council, the president and the members of each of the juries in charge of the entrance examinations, examinations, master degree theses and doctoral dissertations.

1.2. Composition of the Juries

- **Entrance Examination Jury** (refer to the Rules and Regulations of the Faculty of Science)
- **Deliberating Jury**: composed of teacher-researchers, teachers, or qualified individuals who have contributed to the teaching, or have been selected owing to their skills, on the proposal of the faculty staff. The faculty staff shall deem their participation in juries as an educational activity included in the service they provide. Hence, attendance at deliberations constitutes an obligation for teachers. The president of the jury can invite any valuable person to attend the deliberations. The invited members can only have an advisory vote. Additional grades awarded by the Jury are permitted, as well as the harmonization of results. The deliberations must take into account the compensation rules in force. Minutes of the deliberation meetings are documented following each deliberation.



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- **Thesis and Dissertation Jury:** responsible for the theses and dissertations as well as their defense; it consists of the president of the jury, the thesis director, a rapporteur and an examiner. The composition of the jury must be posted and published.
- **Internship and Simulation Validation Jury:** composed of internship principals and any other teaching pharmacist at the Faculty.
- **Discipline and Investigation Jury:** appointed by the president of the Lebanese University in the event of fraud or misconduct.

2. Organization of Examinations

2.1. Academic calendar

The calendar of the academic year, which sets the official dates for the start of the academic year as well as those of the academic vacations and holidays, is organized by a decision of the Faculty Council no later than the end of the previous academic year.

Administrative and academic registration must be completed no later than October 30 of the academic year, unless otherwise specified.

Second-year students should register no later than 10 days following the announcement of the results of the entrance examination.

The schedule of courses and examination periods (excluding continuous assessments) is communicated to students and staff by posting, and/or on the University's website at the start of each semester.

Apart from the entrance examinations, the full and partial continuous assessments, the university organizes two final examination sessions per semester for each course (refer to the Rules and Regulations with regard to the final and partial grades, compensation rules, etc.). The second session of the two semesters is postponed to September, in case of failure, absence or other causes, even if justified.

2.2. Actual Organization of Examinations

Access to the Rooms

It is recommended that students be present in front of the examination room before the doors open, i.e. 10 minutes before the start of the examination. Students must present themselves before the start of the examination, present their student card and affix their signature to attest of their presence at the examination in the room and place assigned to them.

The students must be punctual and respect the times set for their examinations. It is up to the person in charge of the examination to decide whether access of a candidate arriving late to the examination room is compatible with the smooth running of the examination. The tolerance threshold cannot exceed 30 minutes subsequent to the start of the examination, and will, in no case, entail giving the student who arrived late an additional time to complete his exam. Moreover, this granted tolerance is not applicable to the entrance examinations once the envelopes containing the examination questions are opened and distributed.

Instructions

In the absence of explicit instructions, all documents and materials are prohibited. Students must leave their bags, satchels, cell phones and other means of communication at the entrance to the examination room. Any student caught in possession of a means of communication is

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liable to disciplinary proceedings for fraud or attempted fraud (see Part 6).

The examinations take place under the supervision of one or more teachers from the teaching staff and one or more members of the University's administrative staff. Supervisors are appointed by the dean.

Supervisors need to check specifically that the places allocated to students are respected, and ensure that the examinations run smoothly. They must remind candidates of the examination instructions at the start of each day.

Leaving the Examination Room

As a matter of principle, no student may be allowed, except in an emergency, to leave the examination room before at least half of the time allocated for a specific examination has elapsed. No student may remain in the examination rooms after submitting his or her copy, at the end of the examination or between two examinations, unless explicitly instructed otherwise.

The Copies

A student who does not return his copy will be considered in default. Copies are corrected whilst respecting the principle of anonymity.

The exam papers are nominative administrative documents. Students have, upon express request, the right to consult their copies for educational and pedagogical purposes. This right must be granted to them within a maximum period of one month. The copies can only be viewed after the jury has announced the final results of the examination and the copies are generally consulted on site with the presence of the teacher concerned.

Students are also entitled, at their request and within a reasonable time, to an individual interview with the teacher.

Exam copies must be kept by the Student Affairs Department for at least 5 years following the publication of the results.

Examination Records and Statements


An examination record and statement, drawn up by the person in charge of each examination room, is signed by all the supervisors. This document mentions in particular the start and end times of the examination, the number of students summoned, the number of students present and the number of copies submitted. It must also indicate any candidate delays and mention any particular event as well as the existence, if necessary, of a report of presumption of fraud.

The teacher Responsible for the Examination Room

The teacher responsible for the examination room shall:

collect the envelope containing the examination questions from the general secretariat.

- remind candidates of the exam rules.
- ensure permanent proctoring is carried out throughout the duration of the examination.
- ensure the smooth running of the examination.
- collect copies of all candidates (even if it is a blank exam paper) and have them sign the sign-in lists.
- count the copies and draw up the report on the progress of the examination.
- submit the sign-in lists and the examination record and statement to the general secretariat.

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The Administrative Supervisor

The Administrative Supervisor shall:

- be present in the examination room at least fifteen (15) minutes prior to the start of the examination and ensure that the exam room is adequately prepared.
- verify the identity of the candidates and have them sign the sign-in lists at the room entrance and/or during the examination.
- ensure that the correct placement of students is respected when a seat number has been assigned for each student.
- verify, if necessary, the implementation of the special measures intended for disabled students.

Student Affairs Department

The Student Affairs Department shall:

- be responsible for preparing the examination rooms.
- provide sign-in lists.
- inform the supervisory staff of their missions and of the measures to be taken in the event of an incident or fraud.
- implement all necessary and adapted measures and requirements for disabled students.
- summon supervisors for each examination.

The Information Technology (IT) Department

- The person in charge of the IT department enters and calculates the grades in the presence of the teacher in charge of the course, or in case of his absence, in the presence of the department head.
- The IT department prepares the minutes of the deliberations.

The general Secretariat

The general secretariat shall:

- provide the teachers responsible for the examination room with the examination questions in a sealed envelope.
- ensure the smooth running of the examination.
- receive and store the minutes, attendance (or sign-in) lists and exam papers at the end of the examination.

2.3. Examination Schedule and Notice

Administrative and academic enrolment at the university, specifically in the Faculty where the examination is given, is a *sine qua non* condition to be able to take the examinations.

When this is not provided for in the examination schedule, students are invited to the written, oral or practical examinations by posting and/or via the University's website at least two weeks before the start of the examinations. The notification specifies the date, time, duration and location of the examination. The list of authorized documents and calculation devices is discussed and approved by the responsible teacher and the dean.

2.4. Student Rights and Obligations

The examination questions must relate to the topics taught or studied in class, practical work

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and tutorials as well as required readings. They can also make use of previously acquired knowledge.

The examination questions must respect the principle of public service neutrality.

The teacher is responsible for the form, nature and delivery of the examination questions. He must make sure that the examination questions differ from one examination to the next.

The students must have been made aware of the methods of knowledge assessment, of the study regulations and of the charter of examinations.

No distinctive sign or mark identifying the candidates must be written or made on the copies.

The examination questions of the written examinations must include, in addition to the text of the examination questions itself:

- the name of the university and the name of the faculty.
- the academic year, the semester, the degree, the subject to which the examination relates
- the date of the examination
- the duration of the examination
- authorized documents and/or materials
- the nature of the examination (questions, MCQ, essay, etc.)
- All examination questions must be submitted to the general secretariat within the time limit set by the Faculty (refer to the Guidelines in force).

The student:

- Has the right to have two examination sessions per semester (the dates of which are set by the dean). Examination overlapping is prohibited, and it is up to the administration to help the student, upon his or her request, to carry out good time management.
- Has the right to receive special arrangements in the event of a disability pending the case is appropriately communicated and handled (supervision and secretariat, accessibility of the room, use of appropriate equipment, increased time, etc.).
- Has the right to an equal treatment during the examinations (preparation time, listening and writing times, correction conditions and modalities, etc.).
- Has the right to go on with the examination when he has defrauded or attempted to defraud (refer to the "Fraud" part), except in the event of expulsion.
- Has the right to anonymity during the corrections of the partial and final written examinations.
- Has the right to know about the composition of the jury.
- Has the right to receive his grades after deliberation by the jury within an acceptable timeframe, by computer and in a confidential manner.
- Has the right to consult his copies in the presence of the teacher.
- Has the right to file a complaint in the event of any violation of his dignity, freedom of expression, and rights.

The student has the duty to:

- Respect the regulations governing examinations and tests. Any fraud or attempted fraud is subject to penalties, the degree of which is indicated in the appropriate procedure.
- Arrive at the place of examination prior to the time indicated on the schedule notification card.
- Be in possession of his or her student card and present it freely for the purposes of identity control.
- Not disturb the smooth running of the examination.

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- Follow the instructions given by the supervisor or proctor.
- Take the exam alone and personally, unless otherwise specified in the examination.
- Use only the examination material made available to him.
- Use only authorized personal documents and/or materials as indicated by the teacher.
- Take his examination at the place assigned for him by the supervisor or at the assigned seat number in the event it exists.
- Wait for the allowed time to elapse before leaving the examination room.
- Submit a copy, even if it is a blank copy. The absence of a copy is equivalent to an unjustified absence from the examination.
- If necessary, ensure the anonymity of his or her copy before handing it over. Any distinctive mark on the copy will be deemed an attempted fraud.
- Request the correction of an error in the results within a maximum period of one month.

4. Implementation and Sequence of the Examinations

All the examinations comprising knowledge assessment must be carried out within the premises of the educational institution, with the exception of individual or group work requested from the student and to be submitted or presented orally on a set date.

3.1. Candidate Access to the Examination Rooms

On the day of the examination or of the entrance examination, a student must have his or her student card and be enrolled on the list of people admitted to take the test. In addition, he or she must present a recent official identity document (identity card or passport) at the request of the person in charge of the examination room in the case of suspected fraud.

A student who cannot prove his identity can sit for the examination; however, his identity must be verified and ascertained at the end of the examination by any means that is deemed valid by the person in charge of the examination room.

If a student shows up at the time of the examination without appearing on the attendance or sign-in list, he is authorized to take the said examination; however, the score obtained in this examination will only be taken into account after verification of the legitimacy of his presence.

In the event of a strike, bad weather or other emergency situations in the country, the teacher responsible for the subject has the option of delaying the opening of the envelopes containing the examination questions, or, upon the decision of the dean, of postponing the examination.

3.2. Sequence of the Examination

- The administrative staff of the Student Affairs Department prepares the examination rooms (distribution, prior to the examination, of copies and scrap paper, sufficient provision of copies for the supervisors and proctors, etc.).
- Prior to each examination, the administrative staff must ensure that means are put in place to enable candidates with a disability to take the examinations under conditions that compensate for their difficulties.
- The anonymity of the papers is guaranteed for all the partial and final written examinations, exclusive of continuous assessments and practical work examinations.
- Supervisors are authorized to make any change of seat if they deem it necessary for the smooth running of the examination.
- Examination Supervision and Proctoring:



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- The supervision of each examination room is ensured without any interruption throughout the duration of the examination by teachers, who shall be accompanied by administrative staff if necessary, in accordance with their contractual obligations. The subject teachers may be present during the examinations, but do not proctor the examination themselves. When the number of students taking the examination is high, the number of supervisors is adjusted to the number of students and the layout of the room. The recommended ratio is one supervisor for every 20 students.
- Sequence: As soon as the present students take their places, the teacher in charge of the room indicates the time of the start and the end of the examination, and reminds students of the examination rules, then the subjects are distributed. If the nature of the subject or of the examination requires additional oral information, this is preferably given at the start of the examination.

At the end of the examination, a report is drawn up by the teacher responsible for the room. The said report shall provide details about the number of students enrolled, the number of students present, and the number of copies collected as well as any noted observations or incidents.

4. Special Modalities

The skills and the acquisition of knowledge and skills pursuant to the announced learning objectives can be assessed via a project, a continuous assessment, a partial and final examination, which can be written or oral depending on the discipline.

The coefficient of the combined examinations and the compensation rules are specified in the Rules and Regulations.

The Final Examination

The final examination corresponds to a written evaluation spanning the entire learning period and is carried out at the end of the learning period. It shall be notified to students via posting or mail. It is organized in addition to the teaching hours. The written examinations are anonymous.

The Partial Examination

It is an examination which covers part of the course and has the same requirements as those of the final examination (written examination, anonymity, etc.). A partial examination is not subject to a make-up examination.

Continuous Assessments

Continuous assessments:

- consist of examinations organized according to a schedule set on the discretion of the professor.
- can be carried out, according to the discretion of the teacher responsible for the subject, in the form of a written or oral examination (at least 2 per semester), practical work reports, assignments to be submitted to the professor, oral presentations, etc.
- may relate to a variable part of the acquired knowledge or skills.
- is not subject to a summons and is not included in the examination calendar.
- may take place during teaching hours.



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- The continuous assessment examinations are generally not anonymous and their grade contributes to the final practical work score.

Oral Examinations

This type of examination can form a part of the continuous assessments, partial or final examinations depending on the subject. Oral examinations are, by definition, individual examinations and, although the period for oral examinations is common, the subject may be different for each student.

Written Examinations

This type of examination can be a continuous assessment, a partial or a final examination. As part of the continuous assessment, the forms of written examinations are diverse. The modality of written examinations is specified by the teacher who is responsible for the subject.

Assessment of Practical Work

The assessment of practical work can take various forms, is not anonymous, and has to be brought to the attention of students:

- continuous monitoring and follow-up which takes into account attendance and work during the sessions (for example, practical work reports);
- examinations specific to practical work;
- written or oral examination on the analysis of experimental data; or
- other forms of communication.

For the practical organization of the examinations, it is important to specify whether the examinations take place in specific rooms or in regular classrooms.

The organization of the examinations in specific rooms for practical work is the responsibility of the laboratory department, in coordination with the professor.

It is possible to conduct practical work assessments outside the dates reserved for examinations in the academic year calendar. In general, it is recommended that they take place one week before the final examinations of the semester.

Evaluation of Internships, Projects and Bibliographic Research

Internships, projects or bibliographic research can be assessed in several ways: written reports, defenses, internship notes and reports, presentations, posters, etc.

Due to their nature, there is no make-up examination for these assessments.

In the event of failure in the final validation of the internship, the student is required to take two months of pharmacy internship in addition to the oral examination.

Simulation Assessment

Students can be assessed on their skills during a day set aside for simulations in the simulation labs.

Preparation and a selection of cases should be documented and communicated to students before performing such examinations.

5. Corrections of Copies, Jury Deliberations, Announcement of Results

5.1. Correction of Copies

- The correction of the written examinations of the partial and final examinations, along with the handing back of copies, is carried out on an anonymous basis. This does not apply to the practical work and tutorial examinations.
- The grade can be justified on the copy or on an attached document. The grade should be written in full and in numbers.
- The score coefficient is specified in the Rules and Regulations.
- Double correction is mandatory unless a decision to the contrary is approved and announced.
- The correction criteria or a scale must be given to the second markers / correctors.
- The lifting of anonymity and the processing of grades are carried out by the administration and in the presence of the teacher or the head of department (refer to the Procedures in force).
- The final score will only be communicated following deliberation.
- The deadlines and methods for communicating grades are fixed in advance in the Procedures.
- The total loss of copies entails that new examinations in the relevant subject are to be organized again.
- In case of loss of a number of copies, a decision will be taken on a case by case basis.

5.2.1. Jury Deliberations

- The jury is convened by its president.
- The majority of the members of the jury must be present during the deliberation which takes place in a non-public session.
- The jury makes sovereign and independent decisions based on the results obtained by the candidates in the continuous assessments, partial and final examinations and whilst taking into consideration the compensation rules. The deliberation is not subject to justification.
- The jury has the competence to harmonize the scores in the event of a substantial difference in scoring between several correctors of the same examination or between several examinations.
- The jury can award jury points. The decisions of the jury are final and without appeal, excluding for material errors. Any material error must be reported to the president of the jury, who then convenes the jury together again to proceed to the correction.

5.2.2 Communication of Results

The student can access his grades on the Faculty's website, following entry of a personal password. The deadline for communicating the results is a maximum of eight working days following deliberations. Students obtain an individual transcript of their grades from the pedagogical secretariat.

An official ranking covering the 5 years of study will take place at the end of the fifth year in order to allow for the selection of students for merit scholarships.

The student has the right to request:

A certificate of achievement or grade transcript, which must be provided no later than two weeks after the announcement of the results to students who request it from the administration.



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6. Incidents and Disciplinary Procedures

6.1. Incidents and Public Order Disturbances

Insufficient number of examination papers or incomplete examination documents

- If the finding is made prior to handing out the examination questions, the start of the examination should be deferred in order to proceed to having a complete and sufficient number of papers of examination questions.
- If the specific incident is found out subsequent to handing out the examination papers, the examination must be stopped until the incident is completely resolved (the time lost will be compensated). If the incident cannot be resolved, it is advisable to postpone the examination and give a new set of examination questions.

Error in the examination questions

The examination must be rescheduled and reorganized following cancellation.

6.2. Plagiarism

This is a form of counterfeiting which consists, for its author, in integrating into his or her written product (book or any document) all or excerpted parts from the work of another author without having obtained his prior authorization.

However, when the student limits himself to making "short quotations" of texts, intended to illustrate his point, the authorization of the author is not necessary. However, it is up to the student to paraphrase and reformulate the quote in his or her own style and cite this source. An exact partial or full reproduction of the texts without quotation and without quotation marks constitutes fraud.

6.3. Fraud

In the event of fraud or attempted fraud on an examination, the supervisor responsible for the room takes all measures to put an end to the fraud or attempted fraud without interrupting the student's participation in the examination. The expulsion of a candidate is only possible in the event of impersonation or of disturbances affecting the smooth running of the examinations.

The supervisor, faced with a *flagrante delicto* of fraud or an attempt of fraud, must take all necessary measures to stop the fraud. He must, most notably, put an end to discussions between students, for instance, by moving them apart from each other; seize unauthorized documents (books, lessons, cheat sheets, etc.); confiscate unrightfully used electronic devices. It is up to the person in charge of the examination room to decide whether the student's copy is withdrawn and whether that student shall be expelled from the examination room.

The supervisor must draw up a report relating the facts. The report is signed by its author, by the other supervisors present during the examination, and by the student suspected of fraud or attempted fraud. In case the student refuses to sign, mention of this is made in the report.



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The supervisor communicates the report as well as all the seized documents, with the exception of the student's copy, to the dean. In the event of disciplinary procedures being taken against a student, and as long as the verdict or decision concerning him has not been pronounced, the examination copies, whether disputed or not, are corrected, the student takes his other examinations, and the jury shall deliberate as if in the absence of fraud and would not penalize the fraud with scoring. If the disciplinary jury decides for a sanction, the contested examination is automatically canceled for the student.

No grade transcript, certificate of achievement or diploma will be issued to the student before the disciplinary jury has rendered its verdict and decision.

Disciplinary Procedures

The procedure shall not be made public. The investigating jury responsible for discipline meets to study the case. The latter shall be composed of 2 teachers and an elected student. The investigating jury summons the student suspected of fraud or attempted fraud, the witnesses, and the corrector as soon as possible. Throughout the procedure, the student may be accompanied by an advocate of his choice. A designated rapporteur will be responsible for formulating the investigation report.

This phase will be followed by the verdict or decision which will be pronounced in the presence of the dean, of the jury and of the student.

Penalties for Fraud or Attempted Fraud or Public Order Disruption

1. Warning.
2. Blame.
3. Exclusion from the university for a maximum period of 5 years.
4. Permanent exclusion from the university.
5. Exclusion from any public higher education establishment for a maximum period of 5 years.
6. Permanent exclusion from any public higher education establishment.

Any sanction mentioned above and delivered in the case of fraud or attempted fraud committed during an examination entails, for the person concerned, the invalidation of the corresponding examination. The sanctioned student may appeal to the presidency of the University.

7. Awarding of Diplomas

The diploma is issued subsequent to the jury deliberations. The certificates of achievement, the transcript or any other document is provided by the Student Affairs Department upon request within a maximum period of 2 weeks following the announcement of the results – in case the final diploma cannot be issued within this time period.

The official diploma is signed by the dean, the president of the Lebanese University and the Minister of Education and Higher Education. A graduation ceremony can be organized by the dean.