

### Schedules and exams committee

- Setting study schedules in the department and coordinating with the rest of the faculty's departments and other faculty's that have courses taught in the department.
- Follow up on deletions and additions.
- Coordination with the guidance, guidance and academic advising committee.
- Study requests for transfer to the department and course equivalency.
- Follow up on failure cases (failure and warnings).
- Scrutinize the study schedules and additional hours before submitting them to the higher authority.
- Follow up on whether periodic, midterm, and final exams meet the test quality standards in each semester.
- Preparing midterm and final exam schedules.
- Resolving conflicts in exam schedules
- Submitting reports on the committee's work at the end of each semester

