



## **Mawlana jalaluddin Mohammad Balkhi University**

### **Job descriptions of exam Committee Duties**

- 1- Holding a meeting one week before the beginning of the exams and taking technical measures
- 2- Examining the order of the exams at the level of the educational institution.
- 3- Cooperation in the timely holding of exams.
- 4- Supervising the course of exams and reporting to the academic council of the educational institution.
- 5- Ensuring that the exam questions are adapted according to the taught program.
- 6- Selecting and arranging the questions of the spring and autumn entrance exams from the question bank.
- 7- Evaluating and checking the entrance exam booklet questions in terms of typing extremes from printing to printing.
- 8- Evaluating the entrance exam booklets according to the fields before entering the boxes.
- 9- Assigning professors according to the field in evaluating the entrance exam booklets after taking the exam.
- 10-Implementing one hundred percent of the passed bill of the Ministry of Higher Education in taking the entrance exam and evaluating the results of the entrance exam.
- 11-Submitting a report to the Student Affairs Department.