

Annual plan of the unit of measurement and evaluation 2019/2018

Executive member

Dr wesam kamal

Dean of faculty

Dr Enas Ebrahim

Plan of unit evaluation and measurement 2018/2019

timing	Execution Officer	topic	no	
First: Declaration of unity and its activities				
	First week of December 2019/2018	Dr sally fayed Mr ahmed adeb	Update the calendar module page on the college website and on Facebook with the IT module	1
	Ending in December 2019/2018	Dr sally fayed Mr ahmed adeb	Raising the new composition and curriculum vitae of the members of the Board and the Board of Directors on the College website	2
	The first two weeks of the beginning of the first semester	Dr sally fayed	Announcement of the evaluation strategy of the faculty by distributing them to the scientific departments and discussing them and adopting them in their councils and the death of the unit with the evaluation strategies used in the department.	3
	During the first semester	Dr aml yousef Dr wesam kamal	Brochures on the role of unity in the evaluation process and what can be provided by the Unit of technical support for faculty members in the field of evaluation and distribution to the departments of the College.	4

	During the first semester	Dr aml yousef Dr wesam kamal	The work of a proposed list for the evaluation unit, showing the vision, the mission, the organizational structure of the unit, the tasks and competences of the members of the unit, the committees emanating from the unit, and the tasks of each committee.	5
Second: Training the controls on the electronic correction				
	First week of December 2019/2018	Dr wesam kamal Dr aml yousef	Training the first year control	
	First week of December 2019/2018	Dr aml yousef Mr ahmed adeb	Training the second year control	
	First week of December 2019/2018	Dr sally fayed Mr ahmed adeb	Training Third year Control	
	First week of December 2019/2018	Dr. heba saad Mr. ahmed adeb	Training of the fourth year control	
Third: Training the students on how to use the electronic paper				
	The last week of November 2019/2018	Dr heba saad	Training the first year control	
	The last week of November	Dr sally fayed	Training the second year control	

	2019/2018			
	The last week of November 2019/2018	Dr wesam kamal	Training Third year Control	
	The last week of November 2019/2018	Dr aml yusef	Training of the fourth year control	
	During the first semester	Dr wesam kamal Mr. ahmed adeb	Work and paste student announcements and student posters on the instructions to be followed in exams	
Fourth: Correspondence to the Board of Directors of the Measurement and Evaluation Center				
	The First Week of the Second Term 2019	Dr aml yosef Dr wesam kamal	Submit the first graduation exams for the academic year 2018/2019 to the Board of Directors of the Measurement and Evaluation Center	
	With the end of the second Term exams July 2019	Dr sally fayed Dr wesam kamal	Submit the second Term exams for the academic year 2018/2019 to the Board of Directors of the Measurement and Evaluation Center	
	With the end of the second Term exams July 2019	Dr aml yusef Dr sally fayed Dr wesam kamal	The Center's annual achievements in the achievements of the unit	

Fifth: Control work				
		Dr wesam kamal	Formation of the Internal Audit Committee for the specifications of the examination paper	
		Dr wesam kamal	Formation and adoption of the Grievance and Complaints Committee	
	November 2019	Dr wesam kamal	Addressing the professors of scientific materials and sections by submitting the envelope of students' exam questions to the number of students in addition to 5% increases	
	November 2019	Dr wesam kamal	The departments are asked to do the tests using electronic correction	
Sixth: Follow-up the evaluation process at the college				
	First week of December2018/ 2019	Dr aml yusef Dr sally fayed Dr wesam kamal Dr heba saad	Measuring the level of science and satisfaction with the strategy of assessment within the college	
	Second week of December2018/2019	Dr aml yusef Dr sally fayed	Measuring students' satisfaction with the electronic exam application system	

		Dr wesam kamal Dr heba saad		
	Second week of December 2018 /2019	Dr aml yousef Dr sally fayed Dr wesam kamal Dr heba saad	Measuring the satisfaction of faculty members and the supporting body on the system of applying electronic examinations	
	During the first and second semester of the academic year / 2018 2019	Dr sally fayed	Follow up the implementation of various evaluation methods and judging their level	
	The end of the first and second term of the academic year 2018/2019	Dr wesam kamal	Announcement of the results of the evaluation on the college community	
	The end of the first and second term of the academic year /2018 2019	Dr aml yousef	Analyze the results of the evaluation and develop plans to invest in improving the educational process	
	The end of the first and second term of the academic year 2018/2019	Dr aml yousef Dr sally fayed Dr wesam kamal Dr heba saad	Follow up the implementation of the improvement plans and make an annual report	



Annual Training Plan for the Evaluation Unit for the academic year 2018/2019

Notes	timing	Execution Officer	topic	
Workshops for faculty members on				
	During the academic year 2018/2019	Dr. Sally	Objective characteristics of the test paper	
	During the academic year 2018/2019	Specialist curriculum and teaching methods	How to prepare an exam paper that aims to measure different skills	
	During the academic year 2018/2019	Specialist curriculum and teaching methods	How to Practice Exam Questions and Special MCQ Questions	
	During the academic year 2018/2019	Specialist curriculum and teaching methods	How to prepare banks questions	
	During the academic year 2018/2019	Specialist curriculum and teaching methods	Rubrics	
	During the academic year 2018/2019	Members of the Calendar Unit	Electronic correction of the test paper	
	During the academic year 2018/2019	Vice Dean for Education and Students Affairs	The process of passing exams for the observers	
	During the academic year 2018/2019	Dr. Wesam Kamal	Mechanism of complaints and grievances	
	During the academic year 2018/2019	Specialist curriculum and teaching methods	Evaluation systems and automation of exams	

	During the academic year 2018/2019	Specialist curriculum and teaching methods	OSCE	
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