



With the Name of Allah, The Creator, Provider, and One who is in Control of all affairs

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Testing Procedures

Assalaamu Alaikum wa Rahmatullahi wa Barakaatuh

Testing at THM Sadaqa Group is handled for students through several options. All procedures are explained in detail below. It is expected that students will participate fully within a course before they submit any quiz, test, exam or assessment that has been posted or requested from them. Successful completion of quizzes, tests, exams or assessments will earn the student points/rewards and a Successful Completion Certificate at the End of each Semester of courses.

Written Exams:

A written exam posted by any instructor can be completed by the student at home, In-house, or online depending on the instructor's directions. All written exams can be hand delivered, emailed, mailed, or submitted through the testing system with confirmation of receipt for submission purposes. There is a specific window of time for submission once the student has received the quiz, test, exam or assessment. Submission after the specific time frame will reduce the amount of points/rewards for the student by hours or days according to the submission and grading requirement.

Online Exams:

An open online exam that has been posted by any instructor can be **completed by the student online only** per instructor's directions. All open online exams can only be submitted online with confirmation of receipt for submission purposes. There is a specific window of time for submission once the student has received the quiz, test, exam or assessment. Submission after the specific time frame will reduce the amount of points/rewards for the student by hours or days according to the submission and grading requirement.

Online exams are given live within a classroom setting or by online testing system.

Oral Exams:

Oral exams are provided by any instructor within the classroom setting or by telephone. There is a specific window of time for oral submission. Once the student has received an agreed scheduled time for the quiz, test, exam or assessment they are expected to comply with the scheduled time frame. There will be no submission for oral exams after the specific time frame. A missed scheduled time block, will result in a significant reduction of points/rewards for the student according to the submission and grading requirement.

For any questions regarding any quiz, test, exam or assessment contact your instructor.

Administration