



Responsibilities of the Measurement and Evaluation Unit Director

1. Identifying the unit's needs for furniture, equipment, and supplies, and preparing detailed reports on these needs.
2. Promoting a culture of developing student assessment and examination systems among faculty members and students.
3. Guiding and supervising the unit's work by preparing the necessary work plans.
4. Ensuring that daily tasks align with the unit's work plan and coordinating with the unit's team.
5. Communicating with academic departments to accomplish the unit's tasks.
6. Following up on the presentation and discussion of topics related to the Measurement and Evaluation Unit with the relevant college councils (academic departments and the college council), securing approval, and implementing related decisions.
7. Participating in seminars and conferences related to activities for developing measurement and evaluation systems.
8. Monitoring the work of the examination control offices with the unit's executive team.
9. Implementing the Measurement and Evaluation Unit's project activities.
10. Monitoring the updating of the unit's activities on the website.
11. Submitting periodic reports on the unit's achievements and any obstacles hindering its progress.
12. Responsible for implementing the college's question banks.

Director of the Unit

Dr. Fawzia Farouk Kamel
Prof. Dr. Fawzia Farouk Kamel

Vice Dean for Education and Students' Affairs

Prof. Dr. Khadiga Mohamed Said

Dr. Khadiga

Dean of the faculty

Prof. Dr. Marwa Mostafa Ragheb

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