

From: Emad Hussein
Sent: 17 May 2025 20:30
Subject: Final Exam Invigilation Timetable – Important Instructions
Attachments: Final Exam timetable and invigilation distribution Spring 2024-2025.pdf

Dear Colleagues,

I hope this message finds you well.

Please find attached the final version of the **Exam Invigilation Timetable**, which includes essential details such as exam times, locations, and invigilator assignments.

Kindly take note of the following:

- **Instructors are requested to coordinate with their assigned invigilators** and allocate them to appropriate rooms based on the student numbers provided by the Assistant Registrar (A/R).
- **If any invigilators wish to switch duties**, we kindly ask that they make arrangements directly with one another. This will help minimize the need for further adjustments by the exam committee, especially given the difficulties faced in finalizing the schedule.
- **Due to some colleagues being on leave during the first week of exams**, a few staff members have been scheduled for invigilation duties twice on the same day. This was necessary to ensure sufficient coverage.
- **For any technical errors or corrections**, please contact **Dr. Mohammed Al Hinaai** and **Dr. Einas Osman** directly.

We also ask that you **share the timetable with your students** to keep them informed, particularly in the event of any changes to exam room assignments.

Thank you for your cooperation and continued support.

Best regards

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