



## **The Petroleum Institute**

### **ARZANAH**

#### **SCHEDULING AFTER HOURS EXAMS**

Arzanah's regular working hours are 7:30am-5:00pm (Sunday – Thursday). This schedule is based on the bus availability for our students. Some academic programs might require scheduling exams outside these timing, in part to run parallel exams with the main campus.

If this is the case, please be advised that the concerned program or faculty member must send an email, at least 2 days prior to the exam day, informing every one of the day, time (beginning and end of the exam) and location to the following individuals:

1. Fais Jahan Mustafa/SAD (to reschedule busses)
2. Fatima Al Mazrouei/Counselor (to inform guardians)
3. Amanda Coelho/Arzanah (to have a staff member present and a room booked)
4. Suhair Osman Ali/GSD (to request any furniture arrangement especially in the case of room 8-102)

Please copy the Director of Arzanah to ensure proper follow up from the office.