



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

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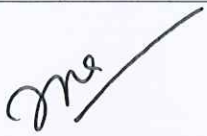

PREPARATION FOR EXAMINATION AND
UPDATING GRADUATION STATUS FOR MODE
BY COURSEWORK ONLY

EFFECTIVE DATE : 27/05/2019

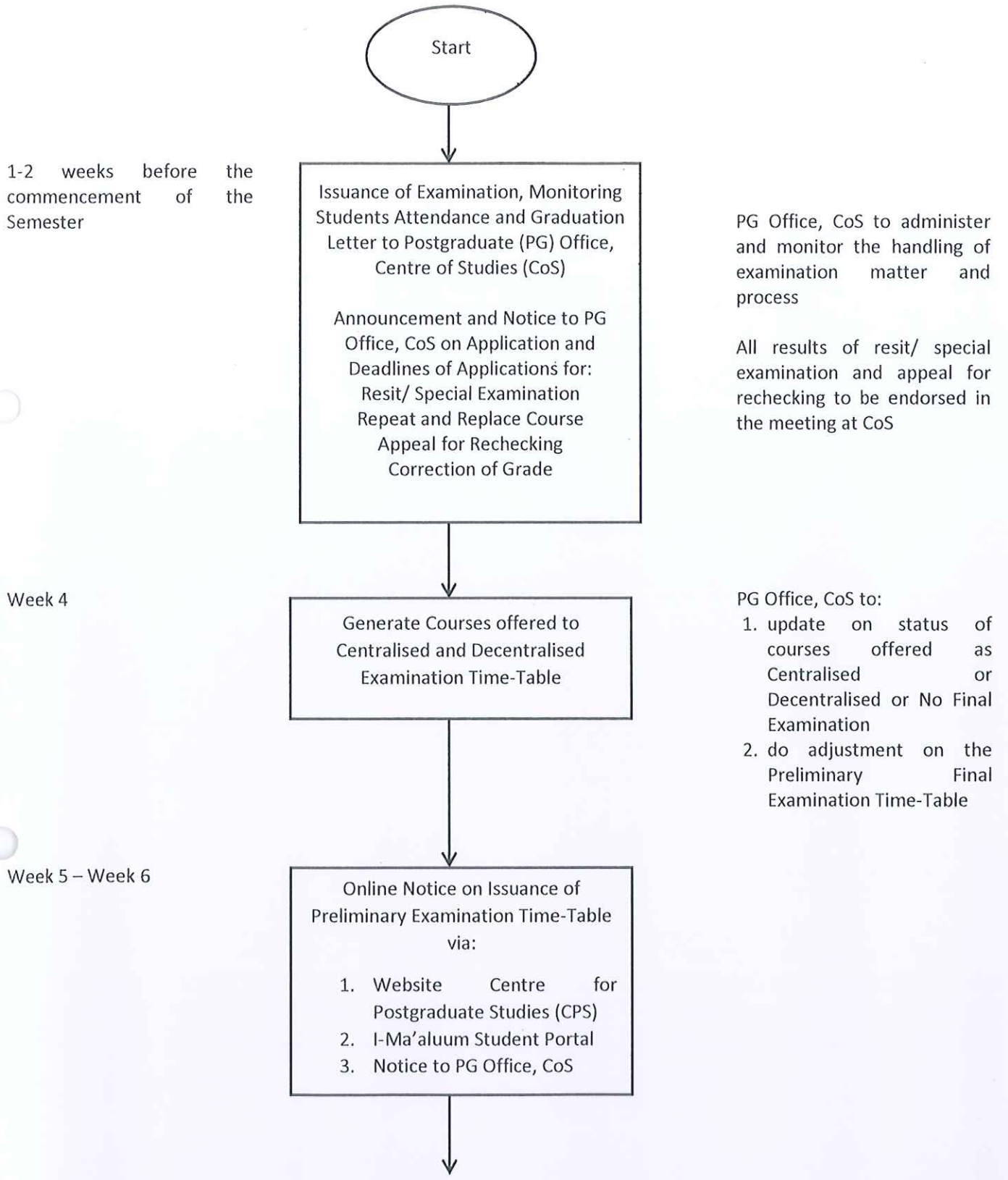
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PREPARATION FOR EXAMINATION AND UPDATING GRADUATION STATUS FOR MODE BY COURSEWORK ONLY

Prepared By :-		Approved By :-	
Signature :		Signature :	
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Position : Administrative Officer		Position : Dean	
Date : 27/05/2019		Date : 27/05/2019	

PREPARATION FOR EXAMINATION AND UPDATING GRADUATION STATUS FOR MODE BY COURSEWORK ONLY



1-2 weeks before the commencement of the Semester

PG Office, CoS to administer and monitor the handling of examination matter and process

All results of resit/ special examination and appeal for rechecking to be endorsed in the meeting at CoS

Week 4

PG Office, CoS to:

1. update on status of courses offered as Centralised or Decentralised or No Final Examination
2. do adjustment on the Preliminary Final Examination Time-Table

Week 5 – Week 6

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Week 9

Transfer Students' Data from Registration Module to Examination Module via Academic Records & Events Management (AREM) System

Week 10

Online Notice on Issuance of Final Examination Time-Table via:

1. Website Centre for Postgraduate Studies (CPS)
2. I-Ma'aluun Student Portal
3. Notice to PG Office, CoS

PG Office, CoS to:

1. Finalize status of course offered
2. Finalize examination timetable
3. Assigned venue for examination via the Postgraduate System

Week 13

Notice on Issuance of Examination Slip and Application for Examination Assistants

Transfer Data and Update Deadline for Submission of Examination Results and Generate Seating Number for Centralised Examination via Postgraduate System

Issue standard letter on Appointment of Invigilators to CoS.

Issue letter to Daya Bersih Sdn Bhd for arrangement of venue and technical preparation for End-of-Semester Examination

PG Office, CoS to:

1. check, update and do adjustment to students examination seating
2. appoint and assigned duties to invigilators
3. check and print the attendance sheet for examinations

Week 13

Briefing of Examination Assistants (EA)

PG Office, CoS to:

1. instruct EA to prepare files and materials for examination
2. update Y grade to student not allowed to sit for final examination

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Week 14 – Week 17

Monitoring handling of End-of-Semester Examination at CoS

PG Office, CoS to conduct the End-of-Semester Examination

Week 19

Reminder to PG Office, CoS on Deadline for Submission of Examination Results

PG Office, CoS to make sure no course without grade and no student without status

Week 19

Transfer Data for Generation of Examination Results via AREM System

PG Office, CoS to:

1. do first generation of examination results
2. endorse examination results at the meeting of the CoS (Board of Examiners Meeting)
3. to do second generation of examination results after adjustment of the results

Week 19

Generate Dismissed Status

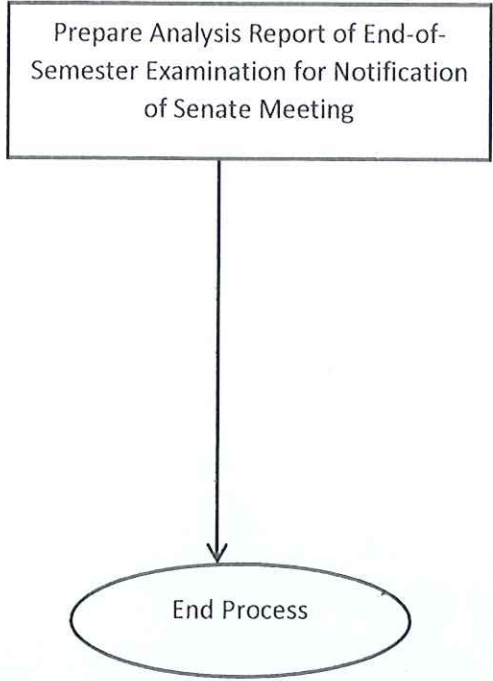
Week 19

Update Graduation Status to Students Completed Studies (by Coursework only) subject to endorsement of Senate Graduation Committee (SGC) Meeting

Week 19

Notice and Reminder on Announcement of Examination Results to CoS

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CPS and PG Office, CoS to monitor submission of results for :

1. I grade by week 5 in the subsequent semester
2. IP grade and registration of the course in the subsequent semester for satisfactory progress
3. UP grade for unsatisfactory progress. UP grade for two consecutive semesters shall be dismissed from programme