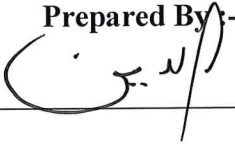
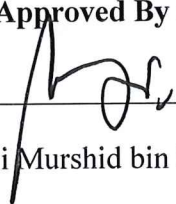

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PREPARATION OF EXAMINATION QUESTION PAPERS

Prepared By :- 	Approved By :- 
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Position : Head Department of Academic Quality and Industrial Linkages	Position : Dean Centre for Foundation Studies, IIUM
Date : 01/07/2020	Date : 01/07/2020

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1. OBJECTIVE

This procedure is prepared to ensure that the preparation of the question papers is done systematically and in utmost confidentiality.

2. SCOPE

This procedure is used by the academic departments of the Centre for Foundation Studies in preparing examination question papers for foundation students.

3. DEFINITIONS / ABBREVIATIONS

3.1 DK : Dean of Kulliyah

3.2 DD : Deputy Dean

3.3 HOD : Head of Department

3.4 CC/CL : Course Coordinator / Course Leader

3.5 AA : Administrative Assistant

3.6 ODDAIL: Office of the Deputy Dean Academic Industrial Linkages


3.7 TST : Test Specification Table

3.8 EXAMINERS

Lecturers who teach, prepare and grade the examination question papers.

3.10 MODERATORS / EXAM VETTING COMMITTEE

Appointed lecturers who are responsible for vetting the examination questions against the examination blueprint, i.e. the Test Specification Table.

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3.11 TEST SPECIFICATION TABLE

The examination blueprint which comprise of specification of the:

- Number of questions
- Coverage of topics
- Distribution of marks
- Distribution of cognitive and difficulty levels

3.12 MARKING SCHEME

The complete answer scheme and distribution of marks based on the TST.


4. REFERENCES

- 4.1 Student Academic Performance Evaluation Rules (SAPER)
- 4.2 Course Outline / Syllabus
- 4.3 Test Specification Table (TST)
- 4.4 Guideline on Standard Layout of Question Paper (from ODDAIL).


5. RESPONSIBILITY AND DETAILED PROCEDURE

5.1 PREPARATION OF FINAL EXAMINATIONS

RESPONSIBILITY	DETAILED PROCEDURE
DD, ODDAIL	5.1.1 Notify HOD on preparation of Examination Paper.
HOD	5.1.2 Receive notification from ODDAIL with guidelines on setting of Question papers. Forward letter to CC / CL.
CC/CL	5.1.3 Prepare examination questions with appointed exam-setters among staff teaching the course. 5.1.4 Submit question for internal vetting by Moderator.

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RESPONSIBILITY	DETAILED PROCEDURE
Moderator	5.1.5 Check question paper against the TST. 5.1.6 Propose amendments to exam setters, if any.
HOD	5.1.7 Submit draft Question Paper and Marking Scheme to Kulliyah. 5.1.8 Receive feedback from Kulliyah on draft of Question Paper and Marking Scheme.
CC/CL	5.1.9 Make amendments, if necessary.
HOD/DHOD	5.1.10 Check question format and layout against guidelines from ODDAIL. 5.1.11 Approve question paper.
CC/CL	5.1.12 Submit to ODDAIL. 5.1.13 Keep a copy of Question Paper for department filing.
5.2 PREPARATION OF MID-SEMESTER EXAMINATIONS	
HOD	5.2.1 Instruct CC / CL to prepare Mid-semester Question Paper.
CC/CL	5.2.2 Prepare examination questions with appointed exam-setters among staff teaching the course. 5.2.3 Submit question for internal vetting by Moderator.

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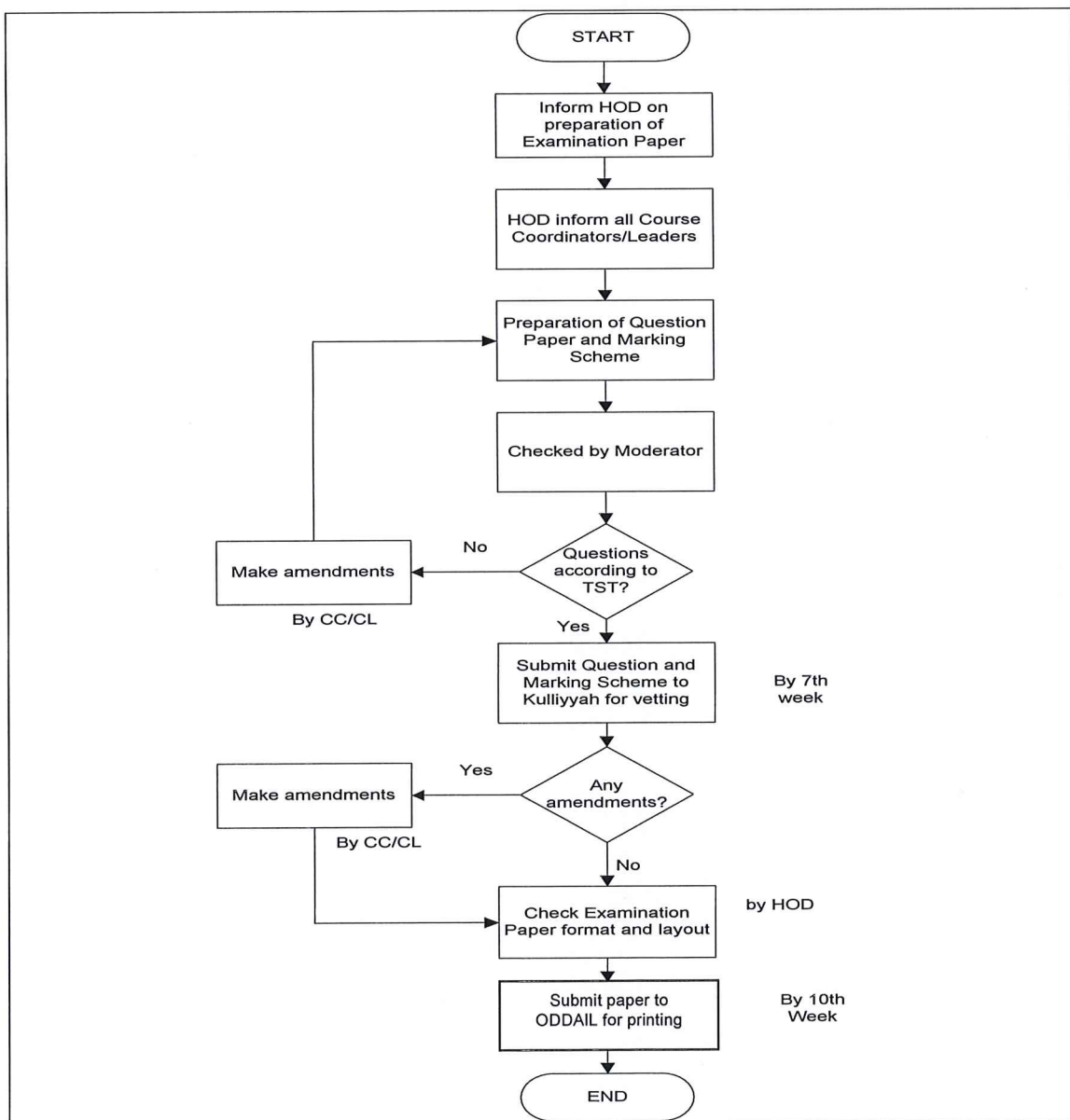
RESPONSIBILITY	DETAILED PROCEDURE
Moderator	5.2.4 Check question paper against the TST. 5.2.5 Propose amendments to CC/CL, if any.
CC/CL	5.2.6 Make amendments, if necessary.
CC/CL	5.2.7 Keep a copy of Question Paper for department filing.


6. RECORDS

NO	RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1	Letter on Examination Question Paper	Filing Cabinet	1 Year	AA
2	Examination Papers Examination Scheme (Hard Copy) Question Marking	Filing Cabinet at respective department	3 Years	AA
3	Examination Papers (Softcopy) Question	Electronic Storage Medium Filing Cabinet at ODDAIL	University Life	AA

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7a. FLOWCHART : END-OF-SEMESTER EXAMINATION



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7b. **FLOWCHART** : (MID-SEMESTER EXAMINATION)

