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| **INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA** | **VERSION NO : 03** |
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| **PREPARATION OF THE END-OF-SEMESTER EXAMINATION TIMETABLE** | **EFFECTIVE DATE : 01/07/2020** |
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# PREPARATION OF THE END-OF-SEMESTER EXAMINATION TIMETABLE

| **Prepared By :-** | **Approved By :-** |
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| Name : Amir Zahiruddin Kamal Pasha | Name : Tuan Haji Murshid bin Kassim |
| Position : Senior Assistant Director<br>Office of the Deputy Dean<br>Academic and Industrial<br>Linkages | Position : Dean<br>Centre for Foundation Studies<br>IIUM |
| Date : 01/07/2020 | Date : 01/07/2020 |

## 1. OBJECTIVE

To ensure that all registered students would have a clash-free examination schedule within the stipulated period and to monitor the status of the examination (decentralized or centralized) in accordance with the University requirements.

## 2. SCOPE

The procedure covers the scheduling of all CFS courses offered by all departments.

## 3. DEFINITION/ABBREVIATION

| | | | |
|---|---|---|---|
| 3.1 | PEET | : | Preliminary End-of-semester Examination Time-table |
| 3.2 | CEET | : | Confirmed End-of-semester Examination Time-table |
| 3.3 | ESCM | : | Examination Scheduling Committee Meeting |
| 3.4 | DDAIL | : | Deputy Dean Academic and Industrial Linkages |
| 3.5 | AD | : | Assistant Director |
| 3.6 | AAO | : | Assistant Administrative Officer |
| 3.7 | AA | : | Administrative Assistant |
| 3.8 | ODDAIL | : | Office of the Deputy Dean Academic and Industrial Linkages |

## 4. REFERENCE

4.1 CFS IIUM Academic Calendar

4.2 Student Handbook (printed/online)

## 5. RESPONSIBILITY AND DETAILED PROCEDURE

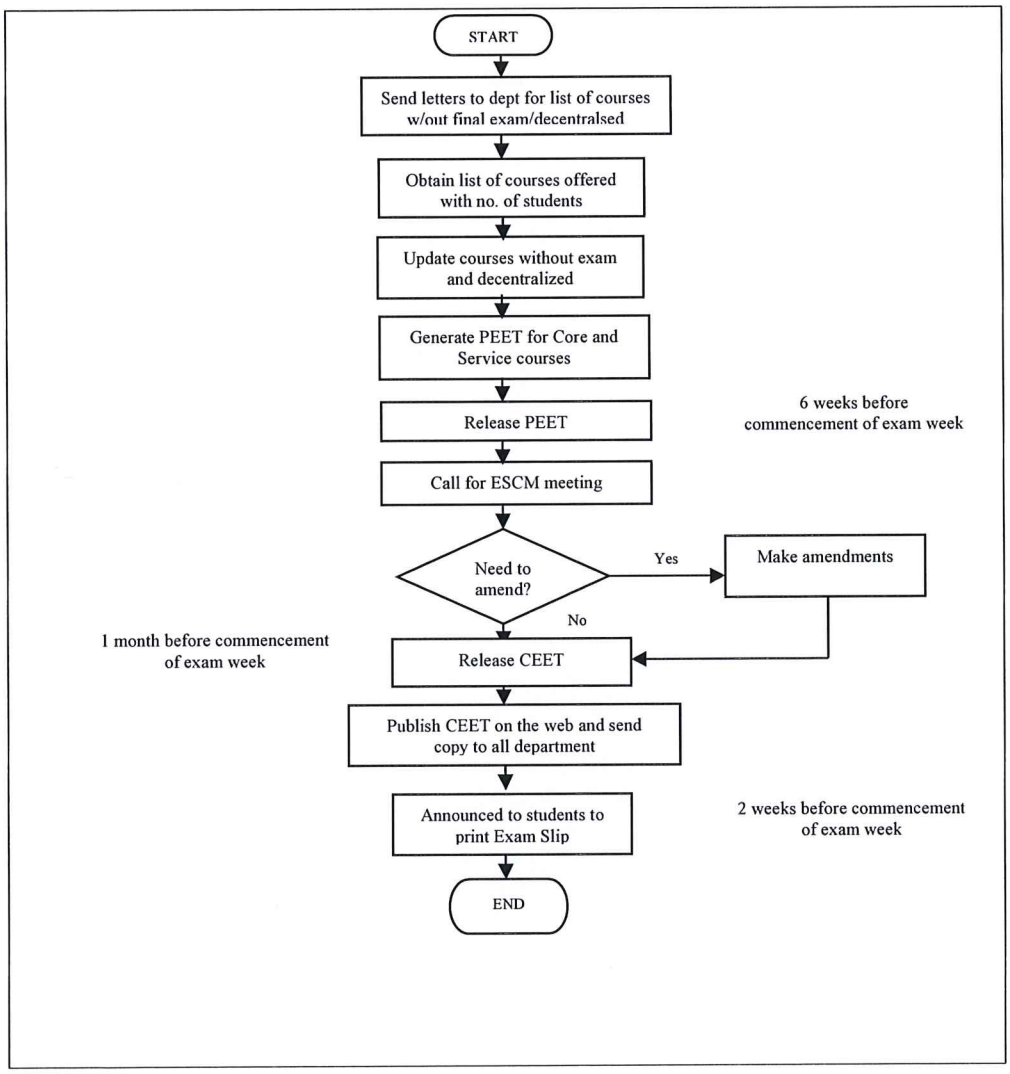
| RESPONSIBILITY | DETAILED PROCEDURE |
|---|---|
| DDAIL<br>AD | 5.1 Send notification letter requesting all departments to identify service/core courses without examination, or which have decentralized examination. |
| AAO/AA | 5.2 Receive information and update in the Examination System the courses which are decentralized/without end-of-semester examinations.<br><br>5.3 Generate PEET<br>• Language courses should be scheduled on the first two (2) days.<br>• Any request by individual lecturer to schedule his course on the specific day can be entertained if the course does not clash with other courses.<br><br>5.4 Release PEET six (6) weeks before the commencement of end-of-semester examination. Allow two (2) weeks for comments and suggestions.<br><br>5.5 Call for ESCM immediately after deadline for comments and suggestions to deliberate and endorse the CEET.<br><br>5.6 Release and issue CEET one (1) month before the end-of-semester examination is due to commence to all departments. Notify students on the issuance of CEET. |

| RESPONSIBILITY | DETAILED PROCEDURE |
|---|---|
| AO | 5.7 Announce the official CEET through CFS website and request students to print the Examination Eligibility Statement (i.e. Examination Slip) from the portal two (2) weeks before the commencement of the end-of-semester examination. |

## 6. QUALITY RECORDS

| NO. | QUALITY RECORDS | RETENTION PERIOD | LOCATION | RESPONSIBILITY |
|---|---|---|---|---|
| 1. | Letter to all departments on decentralized and no end-of-semester examination. (IIUM/501/DAIL/C/13/16/3) | 1 year | Filing Cabinet | AA |
| 2. | Letter calling for ESCM sent to each department. (IIUM/501/DAIL/C/13/16/5) | 1 year | Filing Cabinet | AA |
| 3. | Letter on the issuance of PEET (IIUM/501/DAIL/C/13/16/5) | 1 year | Filing Cabinet | AA |
| 4. | Letter on the issuance of CEET (IIUM/501/DAIL/C/13/16/5) | 1 year | Filing Cabinet | AA |
| 5. | Announcement to students to print examination eligibility statement (IIUM/501/DAIL/C/13/16/5) | 1 year | Filing Cabinet | AA |

7. **FLOWCHART:**


START
Send letters to dept for list of courses w/out final exam/decentralsed
Obtain list of courses offered with no. of students
Update courses without exam and decentralized
Generate PEET for Core and Service courses
Release PEET
6 weeks before commencement of exam week
Call for ESCM meeting
Need to amend?
Yes
Make amendments
No
1 month before commencement of exam week
Release CEET
Publish CEET on the web and send copy to all department
Announced to students to print Exam Slip
2 weeks before commencement of exam week
END