



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO. : 00

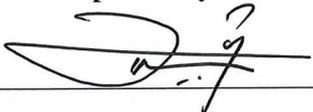
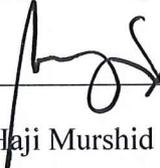
PRINTING OF END-OF-SEMESTER QUESTION
PAPERS

EFFECTIVE DATE : 01/07/2020

DOCUMENT NO. : IIUM/CFS/CP/08

PAGE : 01/04

PRINTING OF END-OF-SEMESTER QUESTION PAPERS

Prepared By :-	Approved By :-
	
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Position : Senior Assistant Director Office of the Deputy Dean Academic and Industrial Linkages	Position : Dean Centre for Foundation Studies IIUM
Date : 01/07/2020	Date : 01/07/2020

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1. OBJECTIVE

To ensure that all question papers are printed in good quality, fulfill the respective department requirement and kept in safe place.

2. SCOPE

The procedures cover printing of the End-of-Semester Examination question papers.

3. DEFINITION/ABBREVIATION

- 3.1 DDAIL : Deputy Dean Academic Industrial Linkages
- 3.2 AO : Administrative Officer
- 3.3 SAAO : Senior Assistant Administrative Officer
- 3.4 AA : Administrative Assistant

4. REFERENCE

Schedule IV – Administrative Order on the conduct of the Examination (Examination Guideline for Invigilators)

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
DDAIL AD	<p>5.1 In the 2nd week of each semester, send letter to inform the departments on the date of submission of end-of-semester exam papers.</p> <p>5.2 Send letter to remind the date submission of question papers after the issuance CEET one (1) month before the commencement of the end-of-semester examination.</p>

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RESPONSIBILITY	DETAILED PROCEDURE
AD/AAO	5.3 Receive question papers from lecturers and record. Give the question papers to AA for printing.
AA	5.4 Print the question papers according to the requirement from lecturer based on the Printing of Examination Question Papers' list. 5.5 Prepare the examination envelopes according to the Printing of Examination Question Papers list.
AD/AAO	5.6 Check output such as missing pages, printing quality and stapling according to the requirement from lecturer. 5.7 Pack the question papers into the correct examination envelopes. 5.8 Seal the examination envelopes. 5.9 Secure the examination envelopes in the Strong Room.

6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Letter to all departments for question papers and reminder letter of submission question papers IIUM/501/DAIL/C/13/16/1 (Preparation/Submission of Question Papers)	1 year	Filing Cabinet	AA
2.	IIUM/501/DAIL/C/13/16/1 (Acknowledgement of receiving of question papers)	1 year	Filing Cabinet	AA
3.	IIUM/501/DAIL/C/13/16/1 (Acknowledgement of sending the question papers for printing)	1 year	Filing Cabinet	AA



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7. FLOWCHART:

