



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO. : 00



HANDLING OF THE END-OF-SEMESTER
EXAMINATION

EFFECTIVE DATE : 01/07/2020

DOCUMENT NO. : IIUM/CFS/CP/10

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HANDLING OF THE END-OF-SEMESTER EXAMINATION

Prepared By :-	Approved By :-
	
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Date : 01/07/2020	Date : 01/07/2020

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1. OBJECTIVE


To handle the conduct of the end-of-semester examination and the Resit/Special examination in an efficient manner, and to uphold the confidentiality as well as to ensure that the examinations are conducted according to the rules and regulations provided in the IIUM policies.

2. SCOPE

The procedures cover all types of examinations (End-of-Semester and Resit/Special examinations) for the Centre for Foundation Studies of International Islamic University Malaysia.


3. DEFINITION/ABBREVIATION

- | | | | |
|-----|-----------------------------|---|---|
| 3.1 | 'AP' | - | Absent with permission |
| 3.2 | End-of-Semester Examination | - | Final Examination conducted at the end of every semester to assess the students' performance |
| 3.3 | Resit Examination | - | The supplementary End-of Semester Examination taken by graduating students based on Pass/Fail rating |
| 3.4 | Special Examination | - | The postponed End-of-Semester Examination taken by students who are medically unfit or are having any other compelling reasons acceptable by the University authority during the actual period of End-of-Semester Examination |
| 3.5 | Invigilator | - | Academic staff to supervise the conduct of the examination |
| 3.6 | Chief invigilator in venue | - | Supervisor to the invigilators assigned to be on duty in one big examination hall/examinations with many venues |
| 3.7 | Assistant Chief Invigilator | - | Assistant to the Chief invigilator in venue |

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3.8	Examination Assistant	-	Part-time assistants recruited during the examination period to help the invigilators.
3.9	D	-	Dean
3.10	DDAIL	-	Deputy Dean Academic and Industrial Linkages
3.11	AD	-	Assistant Director
3.12	AAO	-	Assistant Administrative Officer
3.13	AA	-	Administrative Assistant

4.	REFERENCES
4.1	Student Academic Performance Evaluation (CFS) Regulations 2016 – SAPER CFS 2016
4.2	Schedule IV– Administrative Order on the Conduct of Examination (Examination Guidelines for Invigilators)
4.3	Notes for Invigilators
4.4	Student Handbook (printed/online)

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	5.1 ASSIGNMENT OF VENUE AND SEATING NUMBER
AA	<p>5.1.1 Check the total number of students scheduled to sit for the examination as per slot by referring to the examination timetable.</p> <p>5.1.2 Identify the available rooms for assignment of venues.</p> <p>5.1.3 Assign venues based on the total number of student for the particular papers.</p> <p>5.1.4 Print the finalized assignment of venues.</p> <p>5.1.5 Send a copy to</p> <ul style="list-style-type: none"> ○ Maintenance and Services Unit (MNSU) for the purpose of arranging the tables and chairs needed. ○ Assigned AA for the purpose of printing the question papers. ○ SAAO for the purpose of preparing invigilation timetable. <p>5.1.6 Generate the students' seating through the examination system.</p> <p>5.1.7 Print the seating allocation report. Make sure that students are assigned with a seat number (where applicable) for each course registered, by checking the relevant report.</p> <p>5.1.8 Assign seat number manually to students with no seat number.</p> <p>5.1.9 Notify the students through website and notice board to print Examination Eligibility Statement.</p>



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RESPONSIBILITY	DETAILED PROCEDURE
	5.2 PREPARATION OF THE INVIGILATION TIMETABLE AND SCHEDULE OF DUTIES FOR INVIGILATORS
DDAA AD	5.2.1 Send letter to all Departments requesting for the updated list of examiners and the list of lecturers who will be appointed as the Chief Invigilators.
AAO	<p>5.2.2 Obtain list of lecturers and examiners from the respective Department.</p> <p>5.2.3 Identify Chief Invigilators and Invigilators for each subject. The examiners of the subject are normally the Chief Invigilator and Invigilators.</p> <p>5.2.4 Add to list of invigilators lecturers who are not teaching the course in the current semester.</p> <p>5.2.5 Distribute invigilators to the available venues.</p> <p>5.2.6 Prepare individual timetable and appointment letter one (1) week before the examination is due to commence. Make sure that no lecturers have been assigned to invigilate in two (2) different venues at one time.</p> <p>5.2.7 Print out the report on individual lecturers' duties according to the respective department.</p> <p>5.2.8 Prepare the letter of appointment as an invigilator which will be signed by the Deputy Dean of Academic Industrial Linkages.</p> <p>5.2.9 Send the following document to department</p> <ul style="list-style-type: none">▪ invigilation time table by department▪ appointment letter▪ overall invigilation time



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RESPONSIBILITY	DETAILED PROCEDURE
AD AAO	<p>5.3. HANDLING OF THE CONDUCT OF THE EXAMINATION</p> <p>5.3.1 Release examination question papers to invigilators. Ensure the details on the envelopes are correct.</p> <p>5.3.2 Ensure that the examination assistant make available the examination kit that includes relevant forms and documents (including guidelines to invigilators) in at the examination venue.</p> <p>5.3.3 Compile reports from the examination venues throughout the duration of the examination.</p>
AD AA	<p>5.4 PREPARATION FOR THE RESIT AND SPECIAL EXAMINATION</p> <p>5.4.1 Obtain list of students from database after the Committee of Examiners Meeting.</p> <p>5.4.2 Prepare time table for Resit and Special Examination to be conducted up to the second week of the semester.</p> <p>5.4.3 Book the venue and assign officer in-charge during the examination</p> <p>5.4.4 Send letter to all departments on the preparation of question papers. Attach the list of students taking the Resit and Special Examination</p>



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RESPONSIBILITY	DETAILED PROCEDURE
AD AAO AA	5.4.5 Publish the timetable for Resit / Special Examination to the students through the CFS website 5.4.6 Print the question papers as required. 5.4.7 Conduct the examination. 5.4.8 Handover the answer script to the relevant department, allowing three (3) days for marking. 5.4.7 Receive the result from the respective departments. 5.4.8 Update results into database. Inform students of the results. 5.4.9 Issue transcript for graduating students after updating the result with special remarks "Subject to Senate endorsement".
AD	5.4.10 Submit result for Senate Endorsement.



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6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Letter to all Department requesting for the update list of examiners (IIUM/501/DAIL/C/13/16/6)	1 year	Cabinet File	AA
2.	Appointment letter as an invigilator (IIUM/501/DAILC/13/16/6)	1 year	Cabinet File	AA
3.	Letter to all department on the preparation of question papers (IIUM/501/DAIL/C/13/16/1)	1 year	Cabinet File	AA
4.	Relevant notices (IIUM/501/DAIL/C/13/16/4) Resit/Special Examinations)	1 year	Cabinet File	AA



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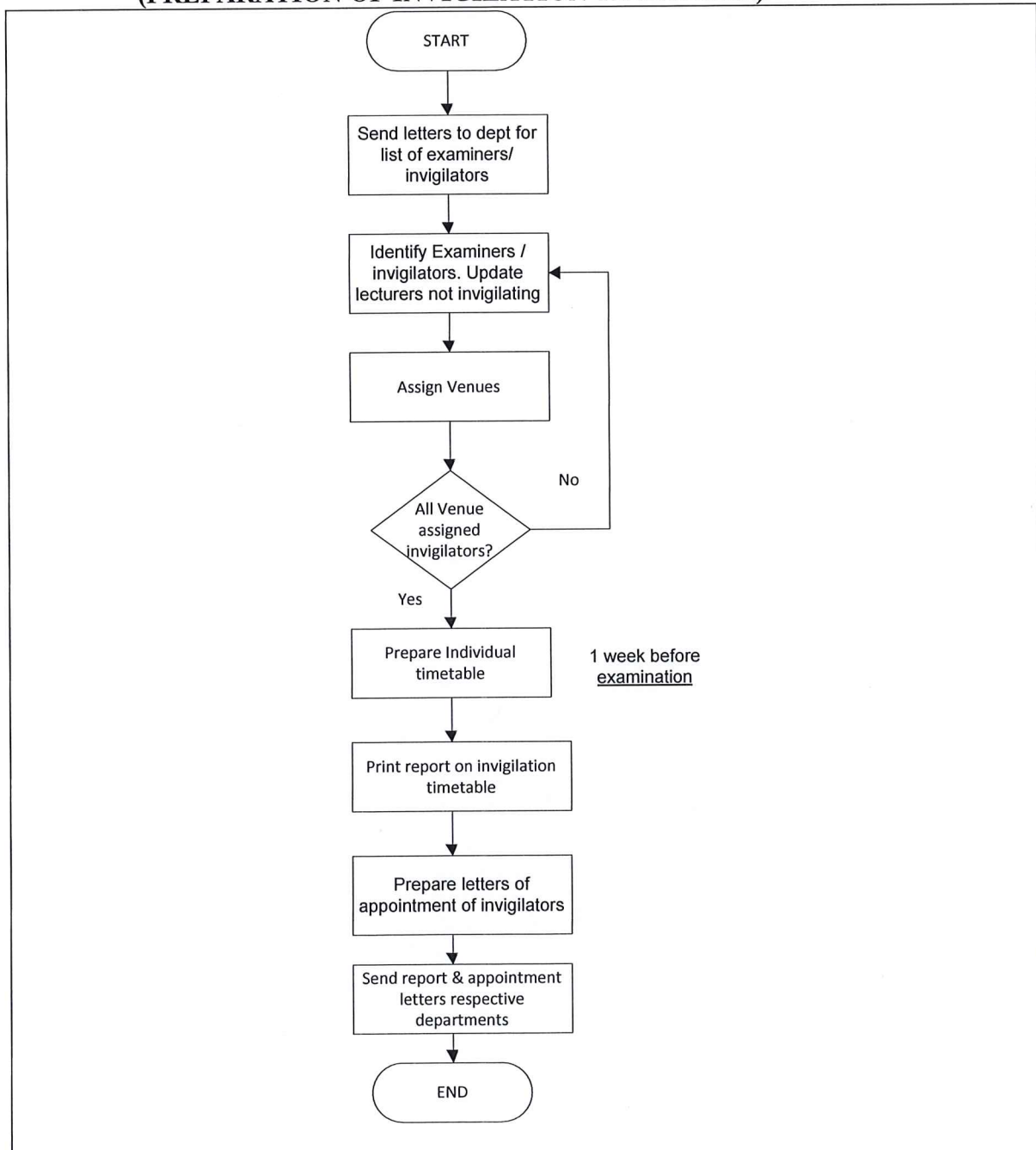
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7. FLOWCHART
(PREPARATION OF INVIGILATION TIMETABLE)





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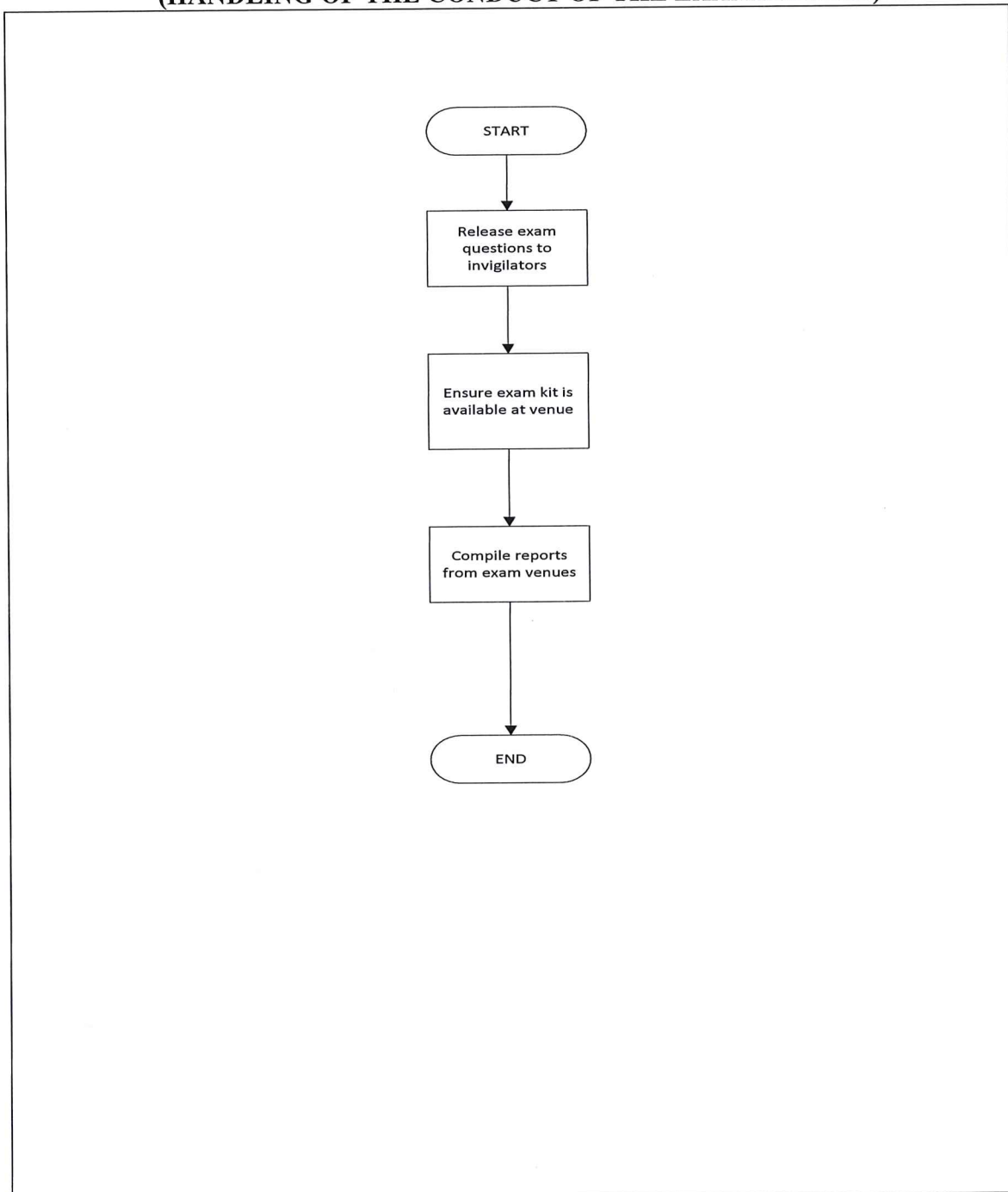
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**8. FLOWCHART
(HANDLING OF THE CONDUCT OF THE EXAMINATION)**



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**9. FLOWCHART
(PREPARATION FOR THE RESIT/SPECIAL EXAMINATION)**

