MARKING OF ANSWER SCRIPTS AND GRADING & SUBMISSION OF FINAL GRADE

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1. OBJECTIVE

Managing and handling the marking of examination answer scripts according to the answer scheme and assigning grades in accordance to the standard stipulated by the IIUM in utmost confidentiality.

2. SCOPE

This procedure applies to the marking of answer scripts and the submission of the final examination results for all Foundation students.

3. DEFINITION/ABBREVIATION

3.1	HOD	Head of Department
3.2	AD	Assistant Director
3.3	AA	Administrative Assistant
3.4	ODDAIL	Office of the Deputy Dean Academic Industrial Linkages
3.5	CC	Course Coordinator
3.6	CL	Course Leader

4. REFERENCES

4.1 Marking Scheme

4.2 IIUM Grading Scheme

4.3 Related Examination Question Papers

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE	
	AFTER EXAMINATION	
Examiner(s)	5.1	Receive and count examination scripts.
	5.2	Mark the answer scripts based on marking scheme and within the stipulated period determined by Examination Unit AA.
	5.3	Examiner identifying mistakes/additional parts and proposed amended marking scheme.
	5.4	Fill in marks into space allocated on the cover page of the examination scripts.
	5.5	Transfer marks from the answer scripts to individual lecturer's mark sheet and add to coursework marks, if any.
	5.6	Translate the total marks based on IIUM Grading Scheme.
	5.7	Review and reconcile the marks with HOD/CC/CL
	5.8	Key in the results into the AR online Mark Sheet.
	5.9	Print the AA mark sheets and verify students' grades in each section.
	5.10	Submit the AA mark sheets to HOD for approval.

RESPONSIBILITY	DETAILED PROCEDURES	
HOD	5.10	Approve the mark sheets.
	5.11	Approve amended marking scheme (if any).
AA	5.12	Photocopy the mark sheets for Department record and filing, and send the original sheets to AA.
CL	5.13	Prepare amended marking scheme.
	5.14	Distribute amended marking scheme to examiners.

6. QUALITY RECORDS

NO.	RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Answer scripts	1 semester	Filing Cabinets at respective departments	CC/CL
2.	Mark sheets	2 semesters	Filing Cabinets at respective departments	AA
3.	Marking scheme	2 semesters	Filing Cabinets at respective departments	AA

7. FLOW CHART

Start

Receive and count answer script

Mark minimum 3 answer scripts according to marking scheme

Amendments to marking scheme?
- Yes → Examiner propose amendments to marking scheme → CL make amendments → Hod endorse amended marking scheme → Examiners mark/remark exam scripts using amended and endorsed marking scheme
- No → Transfer marks to lecturer's mark sheet

Transfer marks to lecturer's mark sheet

Add to coursework mark, if any

Translate marks based on IIUM Grading Scheme

Review and reconcile marks with HOD/ CC/CL

Agree?
- No → (back to Review and reconcile marks)
- Yes → Key in results into ODDAIL online Mark Sheet

Print and verify mark sheets

Submit to HOD/DHOD

Approve?
- No → (back to Review and reconcile marks)
- Yes → HOD signs mark sheets

AA photocopy mark sheets for Department record and submit original marks sheets to ODDAIL

End