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PROCESSING & RELEASING OF EXAMINATION RESULTS	EFFECTIVE DATE : 01/07/2020
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PROCESSING & RELEASING OF EXAMINATION RESULTS

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1. OBJECTIVE

The purpose of this document is to ensure that the submission of the final results by the examiners and the processing of the results after the End-of-Semester Examination are carried out in controlled conditions and comply with IIUM regulations.

2. SCOPE

The procedure applies to all examiners and the Office of the Deputy Dean Academic and Industrial Linkages staff.

3. DEFINITION/ABBREVIATION

3.1	End-of-Semester Examination	–	An examination given at the end of the course.
3.2	Mark Sheet	–	The document used to tabulate the raw marks
3.3	CGPA	–	Cumulative Grade Point Average or the sum of the product of the credit hours and the quality point equivalent grade for all courses taken divided by the sum of all their credit hours.
3.4	GPA	–	Grade Point Average is the average of student for a given semester computed by taking the sum of the products of the credit hour and grade divided by the total credit hours taken in that semester
3.5	Generate	–	Procedure of processing the overall results, academic status, and the cumulative grade point average for each student
3.6	"Y"	–	Grade given to students who have been barred from sitting for the End-of-Semester Examination

3.7	"AP"	-	Absent with Permission grade given to students whose absence in the End–of-Semester Examination is excused
3.8	COE	-	Committee of Examiners
3.9	ITD	-	Information Technology Department
3.10	AD	-	Assistant Director
3.11	AAO	-	Assistant Administrative Officer
3.12	AA	-	Administrative Assistant
3.13	DDAIL	-	Deputy Dean Academic and Industrial Linkages

4. REFERENCE

4.1 Student Academic Performance Evaluation (CFS) Regulations 2016 – SAPER CFS 2016

4.2 Student Handbook

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
AD	5.1 Checked on the system on submission of results by examiners / departments. 5.2 Receive hardcopy of Exam results from the respective examiners after the deadline to monitor submission of results of every department.

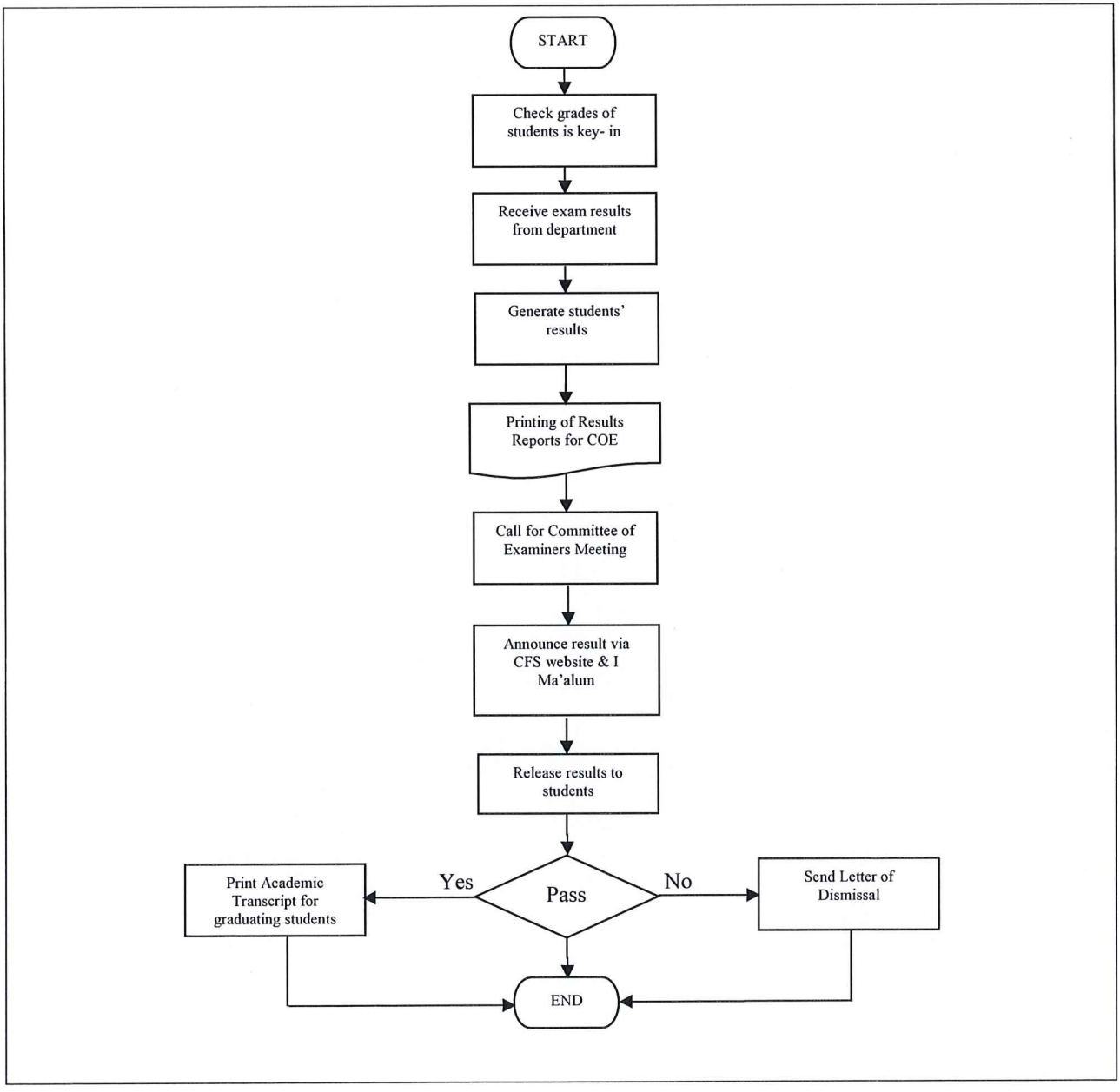
RESPONSIBILITY	DETAILED PROCEDURE
AD AAO	5.3 Assign 'AP' grade for students who request for Special Examination. 5.4 Assign 'Y' grade to barred students based on the approved list. 5.5 Ensure all results are keyed-in by the deadline before generating COE report. 5.6 Generate exam results and statistics for COE
AA	5.7 Print out materials and sort according to programme, year and status (Clear Pass, problem cases and dismissal cases).
DDAIL	5.8 Set COE meeting to confirm the result.
COE members	5.9 Approve results
AD	5.10 Liaise with ITD to transfer the data to IIUM web for the release of results to the students. Students will print out their results slips through the CFS website/portal.
AA	5.11 Send out letter of dismissal together with academic transcript to students on dismissal list immediately.

AA	5.12 Receive appeal from students for re-checking of their examination answer scripts. Students have to fill up the "Appeal Form to Review Examination Scripts".
AD AA	5.13 Record the application and send the form to the respective department. 5.14 Receive the results from the respective department and update the result. 5.15 Inform the students and Finance Department on the results of the application.

6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Senate papers on examination results (IIUM/501/DAIL/C/20/3/2)	5 years	Cabinet File	AA
2	Mark Sheet (IIUM/501/DAIL/C/20/4/2)	5 years	Cabinet File	AA
3	Board of Examiners Meeting (IIUM/501/DAIL/C/20/4/2)	5 years	Cabinet File	AA
4	Forms on Appeal for Rechecking of Answer Scripts (IIUM/501/DAIL/C/13/18/1)	5 years	Cabinet File	AA
5	Dismissal letter (IIUM/501/DAIL/C/13/19/2)	Student's tenure in CFS, IIUM	Students Filing Room	AA

7. FLOWCHART


START
Check grades of students is key- in
Receive exam results from department
Generate students' results
Printing of Results Reports for COE
Call for Committee of Examiners Meeting
Announce result via CFS website & I Ma'alum
Release results to students
Pass
Yes
No
Print Academic Transcript for graduating students
Send Letter of Dismissal
END