



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO. : 00


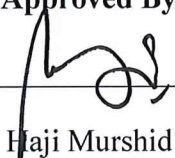
ANALYSIS OF STUDENTS' PERFORMANCE

EFFECTIVE DATE : 01/07/2020

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ANALYSIS OF STUDENTS' PERFORMANCE

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Date : 01/07/2020	Date : 01/07/2020

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1. OBJECTIVE


This procedure is to ensure that proper steps are taken when analyzing students' performance by reviewing and confirming final grades submitted by individual course instructors to the Office of the Deputy Dean Academic Affairs.

2. SCOPE

The procedure is used by the Committee of Examiners at the Centre for Foundation Studies, IIUM in analyzing students' performance after the end-of-semester examination.

3. DEFINITION/ABBREVIATION

- 3.1 COE Committee of Examiners
- 3.2 GPA Grade Point Average
- 3.3 CGPA Cumulative Grade Point Average
- 3.4 ODDAIL Office of the Deputy Dean Academic and Industrial Linkages
- 3.5 D Dean
- 3.6 DDAIL Deputy Dean Academic and Industrial Linkages
- 3.7 AD Assistant Director
- 3.8 HOD Head of Department

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CRITERIA FOR STUDENT STATUS:

3.16 CONDITIONAL PASS

Student who fails one (1) or more subjects with $CGPA \geq 2.00$

3.17 PROVISIONAL PASS

Student whose $CGPA 1.67 \leq CGPA < 2.00$

3.18 DISMISSED

- Receives a CGPA of less than 1.67 or
- Fails to earn a CGPA of 2.00 or better while on probationary status or
- Fails a course (with grade of "F" , "Y") on the 3rd attempt or
- Fails (with a grade of "F" , "Y") in more than 2 core courses and the $1.67 \leq CGPA < 2.00$ or
- Receives a $1.67 \leq CGPA < 2.00$ for 3rd time which is non-consecutive during his/her period of studies.

3.19 CLEAR PASS


- All required courses taken and passed as contained in the programme curriculum.
- Be on good academic standing with a CGPA of at least 2.00.

4. REFERENCE

4.1 Analysis of Student Examination Result Report


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

4.3 Student Handbook

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
DDAIL	<p>5.1 Call for COE Meeting. The members of COE comprises of :</p> <ul style="list-style-type: none"> • Dean • Deputy Deans • HOD • Any other person invited by the Dean (whenever necessary)
COE	<p>5.2 Analyse the statistics of students performance (programme and year of study) according to :</p> <ul style="list-style-type: none"> ○ Graduating Students ○ Deans' List ○ Clear Pass ○ Conditional Pass ○ Provisional Pass ○ Dismissal cases <p>5.3 Deliberate and confirm the detailed result based on the following criteria:</p> <ul style="list-style-type: none"> ○ GPA and CGPA of student. ○ Status of a student (Provisional Pass, Clear Pass, Conditional Pass, Fail and Dismissed). ○ Grades submitted by the examiners.
DDAIL/AD	<p>5.4 Update the correction made during the COE.</p> <p>5.5 Send examination results to Senate for endorsement.</p>

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6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	IIUM/501/DAIL/C/20/3/2 (SENATE MEETING)	1 year	Cabinet File	AA
2.	IIUM/501/DAIL/C/20/4/2 (COE)	1 year	Cabinet File	AA
3.	Dismissal letter	Student's tenure in Centre for Foundation Studies, IIUM	Student Filing Room	AA



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7. FLOWCHART

