



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

VERSION NO : 03

REVISION NO : 00


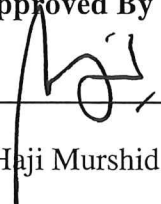
RECHECKING OF ANSWER SCRIPTS

EFFECTIVE DATE : 01/07/2020


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RECHECKING OF ANSWER SCRIPTS

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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

This procedure is prepared to ensure that rechecking of answer scripts is done systematically to ensure fairness and consistency of the marking procedures.

2. SCOPE


This procedure applies to Centre for Foundation Studies only in handling the rechecking of answer scripts for Foundation students.

3. DEFINITION / ABBREVIATION

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


4. REFERENCES

- 4.1 Marking Scheme
- 4.2 IIUM Grading Scheme
- 4.3 Related Examination Question Papers

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE	
AA	5.1	Receive appeal for rechecking of answer scripts from students.
	5.2	Send copies of appeal request to relevant departments
HOD	5.3	Instruct CC/CL to identify specific lecturer to recheck the answer scripts.
Lecturer(s)	5.4	Recheck the answer scripts based on the marking scheme and IIUM Grading Scheme.
	5.5	After rechecking, reconcile the marks with HOD/CC/CL.
	5.6	
		Enter the new grade in the Requisition Form to Review Examination Scripts and submit to HOD for approval.
HOD	5.7	Approve and submit the form to ODDAIL.
AA	5.8	Update new grade into the system.
	5.9	End process

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6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1	Answer Scripts (IIUM//501/DAIL/C/13/16/1)	1 Semester	Filing Cabinet at respective departments	CC/CL
2	Appeal for rechecking results (IIUM/501/DAIL/C/13/18/1)	2 Semesters	Filing Cabinet at ODDAIL /respective departments	AA

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7. FLOW CHART

