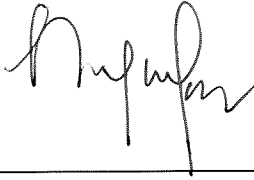
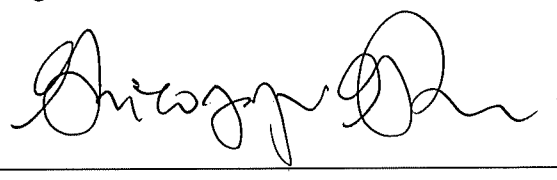
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PREPARATION OF THE END-OF-SEMESTER EXAMINATION TIMETABLE

Prepared by :-	Approved by :-
Signature : 	Signature : 
Name : Nuraqmar Az Amirudin	Name : Assoc. Prof. Dr. Gairuzazmi bin Mat Ghani
Position : Senior Assistant Director Academic Management and Admission Division (AMAD)	Position : Director Academic Management and Admission Division (AMAD)
Date : 2/3/2020	Date : 2/3/2020

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1. OBJECTIVE

To ensure that all registered students have a clash free examination within the stipulated period and to monitor the status of the examination (decentralised or centralized and without final examination) in accordance with the University requirements.

2. SCOPE

The procedure covers the scheduling of examination for all undergraduate courses offered by all Centre of Studies.

3. DEFINITION / ABBREVIATION

PETT	Preliminary Examination Timetable
FETT	Final Examination Timetable
DD	Deputy Director
OA	Administrative Officer
SAO	Senior Administrative Officer
AAO	Assistant Administrative Officer
SAAO	Senior Assistant Administrative Officer
AISO	Assistant Information Technology Officer
ITO	Information Technology Officer
AA	Administrative Assistant
SAA	Senior Administrative Assistant
AMAD	Academic Management and Admission Division
COS	Centre of Studies
OCD	Office of Campus Director, Kuantan Campus
CCD	Credited Co-curricular Department, STADD

4. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES	
PA/DD, AMAD	4.1.1	To send notification letter to the COS requesting for updating of the list of courses without final examination and courses to be decentralized in the examination system.
SAO, AMAD/ AO, OCD	4.1.2	To update dates of examination in the examination date menu based on the allocation / number of days for examination period stipulated in the academic calendar. If possible, to avoid scheduling of final examination on public holidays.

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	4.1.3	<p>To update the following examination slots in the system for the purpose of easy programming :</p> <ul style="list-style-type: none"> a) a. 9:00 o'clock - AM slot b) 12:00 o'clock - NM slot (if applicable) c) 2:30 o'clock - PM slot d) 3:00 o'clock - ZM slot
AO/SAO/AAO/SAAO, COS	4.1.4	<p>All COS would have only 2 slots on Fridays, AM and ZM, to allow for Friday prayer.</p>
	4.1.5	<p>To update the list of cross-listed (if any) and equivalent courses in the 'cross-listed' table. The examination of these courses must be scheduled at the same time on the same day.</p>
	4.1.6	<p>To identify courses which fall under the following category:</p> <ul style="list-style-type: none"> a. no final examination based on the Senate approval (course outlines); b. decentralized examination as requested by course instructors and approved by the COS.
SAO, AMAD/ AO, OCD	4.1.7	<p>To key-in the list of no final and decentralised courses in the decentralised menu with details of date, time and venue, for checking of data duplication. The courses which have been updated as;</p> <ul style="list-style-type: none"> a. 0 (Decentralized) b. - 1 (No final) <p>would be excluded in the timetable generation process.</p>
	4.1.8	<p>To key-in specific courses like languages and UNGS (if applicable) and other specific request made by COS. Only the following three slots can be utilized :</p> <ul style="list-style-type: none"> a. 9:00 o'clock - AM slot b. 12:00 o'clock - NM slot (if applicable) c. 2:30 o'clock - PM slot d. 3.00 o'clock - ZM slot.
	4.1.9	<p>To transfer data from the registration to examination system. (AREM system)</p>
	4.1.10	<p>To generate examination timetable and identify courses that could not be slotted in.</p>

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	4.1.11	To re-generate the timetable if too many courses could not be slotted in. If the timetable did not change much after the re-generation exercise, slot in the courses manually.
	4.1.12	To unblock access privilege for updating of PETT and notify SAD/AD/SAAO/AAO of COS to make the necessary amendment to the PETT.
	4.1.13	To arrange for a coordination meeting with all SAD/AD/SAAO/AAO of COS to deliberate and confirm the PETT.
AO/AAO/ AAO /AA, COS	4.1.14	To print report on students who have more than two consecutive examinations within two days or consecutive Law core-courses and to make the necessary adjustment (if possible).
SAO, AMAD/ AO, OCD	4.1.15	To issue the PETT to all students and COS through the AMAD Website for feedback.
AO/SAO/AAO/SAAO, COS	4.1.16	To adjust and update the timetable based on comments from students / lecturers, (if any) within the stipulated period.
SAO, AMAD/ AO, OCD	4.1.17	To notify COS on the blocking of access privilege for updating of PETT and request COS to finalize the timetable.
	4.1.18	To block COS access privilege from updating PETT.
	4.1.19	To check if there is any clashes/unslotted courses and notify COS, if any, and make adjustment based on comments.
	4.1.20	To ensure that the total candidates per slot does not exceed the maximum capacity of examination venue.(if any) If so, to notify COS and make adjustment based on comments.
SAO, AMAD/ AO, OCD	4.1.21	To issue the FETT to all students through student portal no later than 1 month prior to the commencement of the examination (notification to students and COS to be made through AMAD website).

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	4.2	ASSIGNMENT OF VENUE
SAO, AMAD/ AO, OCD	4.2.1	To book examination venues from the respective parties at the beginning of the semester and to ensure the readiness of the venue.
	4.2.2	To update the list of venues for examination and add new venue in the 'Venue Info' menu by specifying its capacity, location and name (if any).
	4.2.3	To update the table of 'Venue Priority' according to the priority as determined by COS. This information is needed to help the automatic assignment of venues.
	4.2.4	To generate the assignment of venues.
	4.2.5	To notify COS to check and suggest for any amendments.
	4.3	ASSIGNMENT OF SEATING NUMBER
SAO, AMAD/ AO, OCD	4.3.1	To generate students' seating number through the 'process seating' menu.
	4.3.2	To check report on students with no seating number.
	4.3.3	To assign seat number manually to students with no seating number.
	4.3	PREPARATION OF INVIGILATION TIMETABLE / SCHEDULE OF DUTIES FOR INVIGILATORS
SAA/AA of AMAD	4.3.1	To prepare the letter of appointment as an invigilator and send to Deputy Rector (Academic Affairs) Office for signature.
	4.3.2	To distribute the letter to all COS.
	4.3.3	To update important notes for invigilation slip in the examination system.
	4.3.4	To generate invigilator through the 'process seating' menu in the Examination system.
SAO/AO/AAO/SAAO of COS	4.3.5	To update the invigilator timetable.

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	4.3.6	To assign Chief and Deputy Chief Invigilator. Coordinator or senior lecturer may be appointed as chief invigilator.
	4.3.7	To verify the examination timetable with details of section offered, venues assigned, and invigilators appointed.
	4.4	ISSUANCE OF EXAMINATION SLIP
SAO, AMAD/ AO, OCD	4.4.1	To notify student on the issuance of examination slip.
	4.4.2	To update online access to students (AREMS system).

5. QUALITY RECORDS

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Letter on updating of courses for decentralized and no final examination	1 year	AMAD	AA/SAA