



INTERNATIONAL ISLAMIC  
UNIVERSITY MALAYSIA

VERSION NO. : 02

REVISION NO. : 02

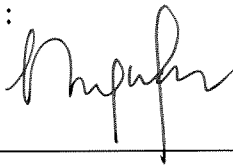
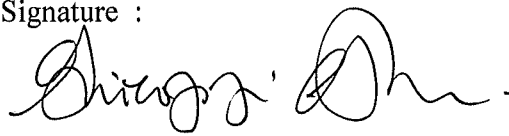
DOCUMENT TITLE :  
HANDLING OF APPEAL FOR  
RECHECKING OF ANSWER SCRIPTS

EFFECTIVE DATE : 03/2020

DOCUMENT NO. :  
IUM/TNL/AMAD/12

PAGE : 01/04

## HANDLING OF APPEAL FOR RECHECKING OF ANSWER SCRIPTS

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| Date : 2/3/2020  | Date : 2/3/2020   |

**1. OBJECTIVE**

This procedure aims to ensure that the handling of appeal for rechecking of answer scripts is systematically conducted.

**2. SCOPE**

This procedure applies to all Kulliyahs, Centres and Institutes in handling the appeal for rechecking of answer scripts for undergraduate students.

**3. DEFINITION / ABBREVIATION**

|         |   |
|---------|---|
| DD (AA) | Deputy Dean (Academic Affairs)          |
| HOD     | Head of Department                      |
| AO      | Administrative Officer                  |
| SAO     | Senior Administrative Officer           |
| AAO     | Assistant Administrative Officer        |
| SAAO    | Senior Assistant Administrative Officer |
| AA      | Administrative Assistant                |
| SAA     | Senior Administrative Assistant         |
| COS     | Centre of Studies                       |
| PA      | Personal Assistant                      |
| BOE     | Board of Examiners                      |
| BOA     | Board of Appeal                         |
| CC      | Course Coordinator                      |

**4. RESPONSIBILITY AND DETAILED PROCEDURE**

| RESPONSIBILITY                       | DETAILED PROCEDURES |  |
|--------------------------------------|---------------------|--|
| AO/SAO/AAO/SAAO/<br>AA/SAA<br>of COS | 4.1                 | Receive application for the Appeal for Rechecking of Answer Scripts from student(s). To collect the processing fee of RM50.00 per course from the student. |
|                                      | 4.2                 | To compile the student applications and sort according to Departments.   |
| DD (AA) Office,<br>Kulliyah          | 4.3                 | To prepare cover letter sign by DD(AA) and forward the above forms and documents to relevant HOD.  |
| HOD                                  | 4.4                 | Identify the possible lecturers in the same field or area of specialization to recheck the answer scripts.   |

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|                                      |      |  |
|--------------------------------------|------|--|
|                                      | 4.5  | Instruct PA to hand over all the documents to the examiners for rechecking after receiving the documents.  |
| Academic Office/<br>PA Department    | 4.6  | To attach the student(s) appeal with the following documents:<br><br>a. Guidelines on Appeal for Rechecking<br>b. Question Paper Appeal Result Form (Appeal for rechecking of answer scripts)<br>c. Copy of Review Answer Scripts Form<br>d. List of student(s) appealing for rechecking<br>e. Relevant Answer Script and Answer Scheme  |
| Lecturers /Examiners                 | 4.7  | Recheck the answer scripts based on Interim Guidelines on Appeal for Rechecking of Answer Script.  |
|                                      | 4.8  | To fill in the appeal result form and submit to HOD for recommendation.  |
| HOD                                  | 4.9  | To give recommendation on the new result.  |
|                                      | 4.10 | To forward the new result to the Office of the Dean.   |
| AO/SAO/AAO/SAAO/<br>AA/SAA<br>of COS | 4.11 | Compile all documents from departments to be tabled in the BOE/ BOA meeting.   |
|                                      | 4.12 | To arrange for the BOE/BOA meeting.  |
| BOE/BOA of COS                       | 4.13 | To decide on the results submitted by various examiners. The principles used in deciding whether to upgrade, retain or downgrade students' marks are as follows:<br><br>a. If the marks given by the first, second and original examiners are the same, then the marks will be retained.<br><br>b. If the marks given by the first and second examiners are higher or lower than the original examiner, then the marks will be re-computed based on the average of the first and second examiner marks.<br><br>c. If the marks given by the first examiner are higher than |

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|                               |                                     |   |
|-------------------------------|-------------------------------------|---|
|                               |                                     | <p>the second and original examiners, whilst the second examiner marks are lower than the original examiner marks, then the marks will be retained.</p> <p>d. If the difference of the marks between the first and second examiners is more than 10, a third examiner will be appointed. If the mark given by the third examiner is similar to the first examiner, the average of first and third examiners will be taken as the final result and vice versa.</p> <p>e. If there is a discrepancy between the marks of the three examiners, the average of the three marks will be taken as the final result.</p> <p>For students who failed in courses with final year project with no final examination, the students are required to repeat the course</p> |
| AO/SAO/AAO/SAAO/AA/SAA of COS | <p>4.14</p> <p>4.15</p> <p>4.16</p> | <p>To prepare report for Senate's endorsement.</p> <p>To update the decision of the Board of Examiners into the System after senate endorsement.</p> <p>To prepare a notification letter signed by the Deputy Dean (Academic Affairs) to the student(s).</p>  |

**5. QUALITY RECORDS**

| NO | QUALITY RECORDS               | RETENTION PERIOD | LOCATION | RESPONSIBILITY |
|----|-------------------------------|------------------|----------|----------------|
| 1. | Answer scripts                | 2 semesters      | COS      | AA/SAA         |
| 2. | Validation sheets             | 1 academic year  | COS      | AA/SAA         |
| 3. | Appeal for rechecking Results | 1 academic year  | COS      | AA/SAA         |