



CONDUCT OF THE EXAMINATION

Prepared By:-	Approved By:-
Signature: 	Signature: 
Name : Nuraqmar Az binti Amirudin	Name : Assoc. Prof. Dr. Haslina binti Hassan
Position : Senior Assistant Director Academic Management and Admission Division (AMAD)	Position : Director Academic Management and Admission Division (AMAD)
Date : 1 st March 2025	Date : 1 st March 2025

1.0 OBJECTIVE

To handle the conduct of End-of-Semester and Resit/Special examinations in an efficient manner, and to uphold the confidentiality as well as to ensure that the examinations are conducted according to the rules and regulations provided by the University.

2.0 SCOPE

The procedures cover all types of examinations (End-of-Semester and Resit/Special examinations) for the undergraduate programmes.

3.0 ACCOUNTABILITY

Lecturer (s) / Examiner(s)
 Office of Academic Affairs, COS
 HOD of COS
 DD (AA)
 Dean of COS

4.0 ABBREVIATION

DD (AA) Deputy Dean (Academic Affairs)
 HOD Head of Department
 AMAD Academic Management and Admission Division
 COE Centre of Studies Committee of Examiners
 COS Centre of Studies

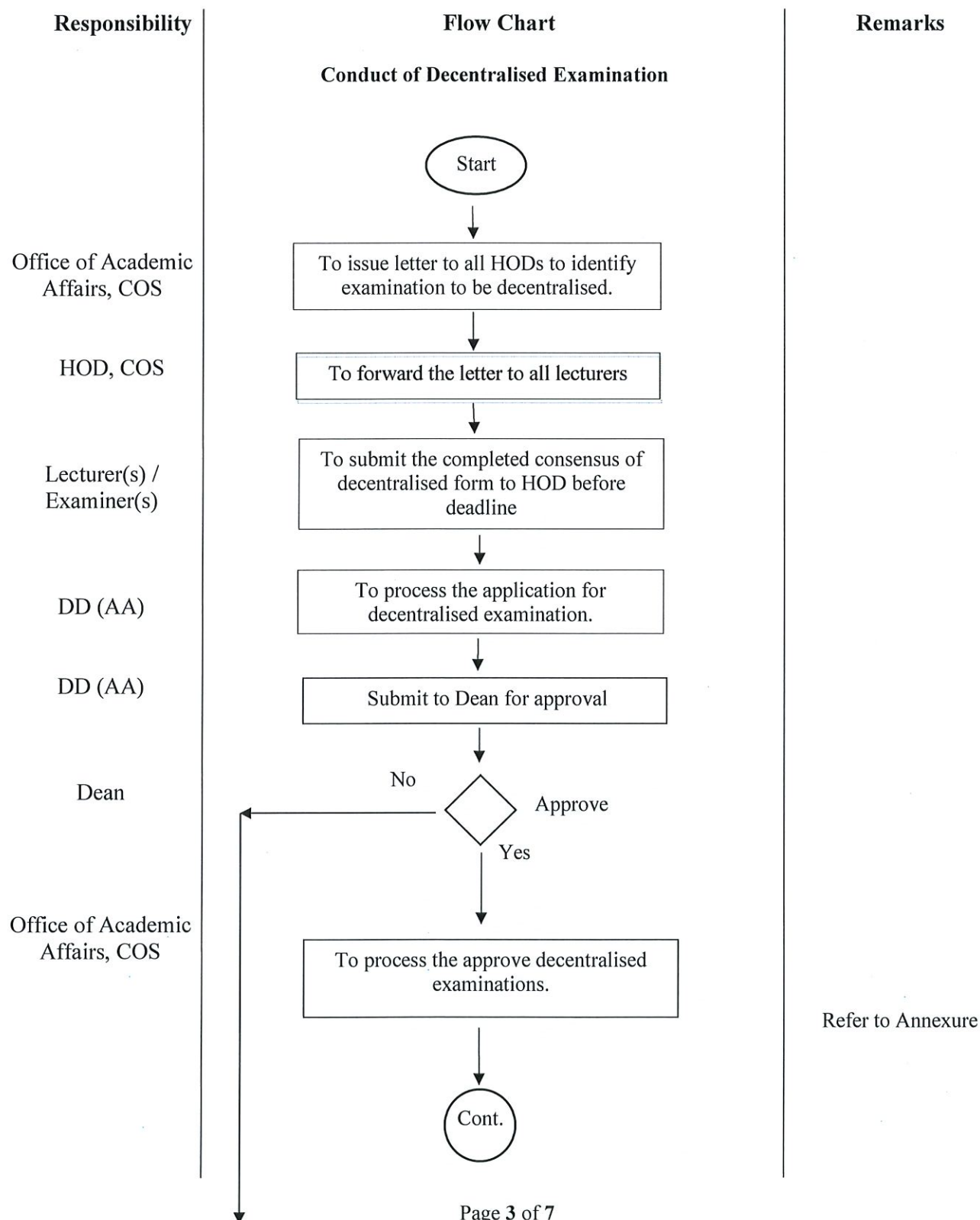
5.0 REFERENCE

Important Dates (Undergraduate) of the semester.

6.0 RECORD RETENTION PERIOD

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Letter / Form on the booking of End of Semester Examination venues	1 year	AMAD	Academic Unit, AMAD
2.	Collection of Question Papers Form	1 year	COS	Office of Academic Affairs, COS
3.	Notification letter on the Preparation of Question Papers for Resit/ Special Exam	1 year	COS	Office of Academic Affairs, COS

7.0 PROCESS FLOW



Responsibility	Flow Chart	Remarks
	Conduct of Decentralized and Centralized Final Examination	
Office of Academic Affairs, COS	↓ → To prepare examination reference file & examination material	
Chief Invigilator / Invigilator	↓ To collect question paper	
Chief Invigilator / Invigilator	↓ To verify & sign form of the collection of question paper	
Chief Invigilator / Invigilator	↓ To call in candidates to enter the venue	(10) minutes before the commencement of the examination/ big venue may earlier
Chief Invigilator / Invigilator	↓ To read the instructions in the Reference File before the examination begin	
Chief Invigilator / Invigilator	↓ To check candidate's identification and record attendance	
Chief Invigilator / Invigilator	↓ To collect examination answer scripts & ensure tally with the number of candidates attending the examination	After the examination end
Chief Invigilator / Invigilator	↓ To handover the collected answer scripts to the examiner	
Lecturer(s) / Examiner(s)	↓ To counts the number of answers scripts and signs the collection of answer script form (EX D)	
	↓ End	

Responsibility	Flow Chart	Remarks
	<p style="text-align: center;">PREPARATION FOR THE RESIT/SPECIAL EXAMINATION</p> <pre> graph TD Start([Start]) --> A[To receive application from students] A --> B[To check eligibility] B --> C{ } C -- No --> D[To process application of Resit/ Special Examination] C -- Yes --> E[To update applicants' status in the system] E --> F[To schedule the examination] F --> G[To notify candidates for Resit / Special Examination] G --> H([Cont.]) </pre>	
Office of Academic Affairs, COS		Week 1
Office of Academic Affairs, COS		
Office of Academic Affairs, COS		
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Office of Academic Affairs, COS		

Responsibility	Flow Chart	Remarks
DD (AA) of COS	To issue letter to the Head of Department on the preparation of question papers	
Office of Academic Affairs, COS	To prepare Reference Files, examination materials and conduct the examination	
Lecturer(s) / Examiner(s)	To collect the answer script and sign the collection of answer script form (EX D)	
Lecturer(s) / Examiner(s)	To submit the results to the Office of Academic Affairs, COS	
Office of Academic Affairs, COS	To update the results in the system	
Office of Academic Affairs, COS	To prepare report for Centre of Studies Committee of Examiners	
Office of Academic Affairs, COS	To submit minutes of COE /report for the Senate's notification.	
Office of Academic Affairs, COS	To inform the student	
	End	

8.0 ANNEXURE

8.1 Examination Reference File:

1. Students attendance sheet
2. Form:
 - i. Important instruction to examination candidate
(To be read by Chief Invigilator)
 - ii. Form EX A - Invigilator(s) attendance sheet
 - iii. Form EX B - Student's Verification Report
 - iv. Form EX C - Details of Examination
 - v. Form EX D - Collection of Answer Script
 - vi. Form EX E - Records on Students Going to Restroom
 - vii. Form EX X- List of Examination Assistant(S) on Duty
 - viii. Barring letter (if any)
 - ix. Other matter (Sick bay, Special examination candidates)

8.2 IIUM Anti Bribery Corruption Policies- Para 9 and Para 12.

8.3 MACC-Malaysian Anti-Corruption Commission Act 2019-Clause 17

