

: Preparation of the End-Of-

Semester Examination Timetable

Ref. No.

: IIUM/TNL/AMAD/11

Version No: : 03 Revision No : 00 Effective Date: 05/2025

PREPARATION OF THE END-OF-SEMESTER EXAMINATION TIMETABLE

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 : 1st May 2025	Date : 1st May 2025	



: Preparation of the End-Of-

Semester Examination Timetable

Ref. No.

: IIUM/TNL/AMAD/11

Version No: : 03 Revision No : 00 Effective Date : 05/2025

1.0 OBJECTIVE

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

2.0 SCOPE

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

3.0 ACCOUNTABILITY

Office of Academic Affairs, COS AMAD

4.0 ABBREVIATION

PETT Preliminary Examination Timetable FETT Final Examination Timetable

DD(AA) Deputy Director (Academic Affairs)

AMAD Academic Management and Admission Division OCD Office of the Campus Director, Kuantan Campus

COS Centre of Studies

5.0 REFERENCE

6.0 RECORD RETENTION PERIOD

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Letter on updating of courses for decentralized and no final examination	5 year	AMAD	Academic Unit, AMAD



: Preparation of the End-Of-

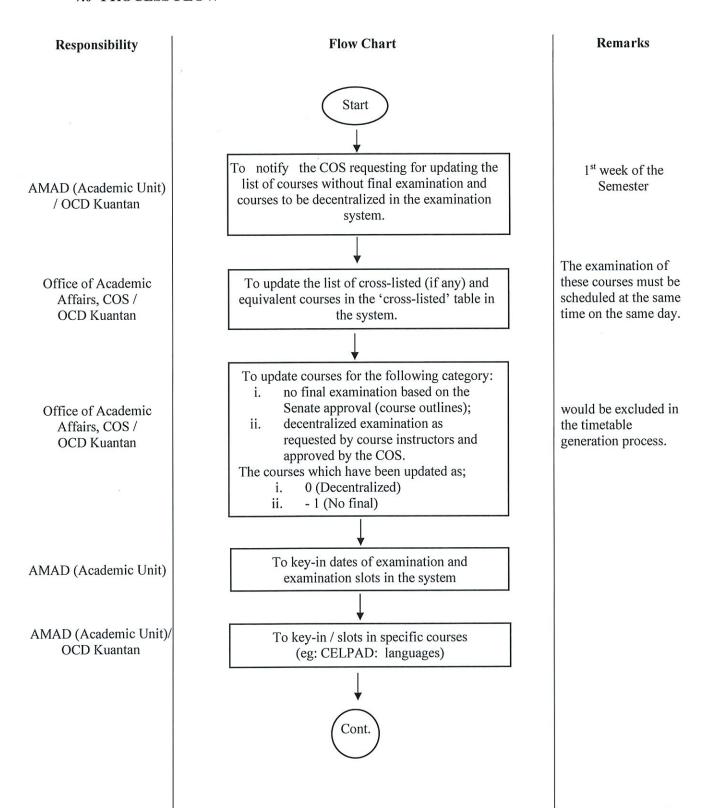
Semester Examination Timetable

Ref. No.

: IIUM/TNL/AMAD/11

Version No: : 03 Revision No : 00 Effective Date : 05/2025

7.0 PROCESS FLOW





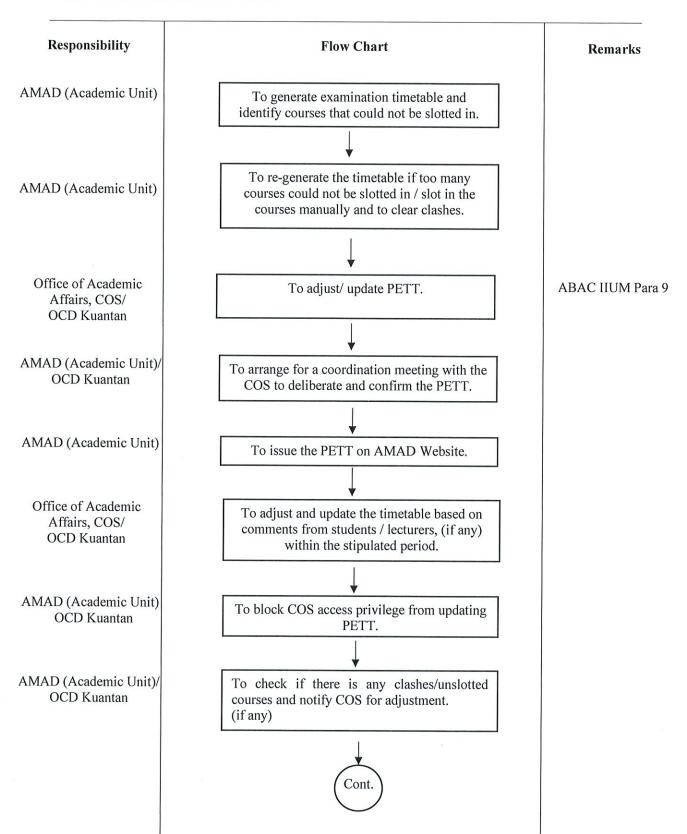
: Preparation of the End-Of-

Semester Examination Timetable

Ref. No.

: IIUM/TNL/AMAD/11

Version No: : 03 Revision No : 00 Effective Date : 05/2025





: Preparation of the End-Of-

Semester Examination Timetable

Ref. No.

: IIUM/TNL/AMAD/11

Version No: : 03 Revision No : 00 Effective Date : 05/2025

Flow Chart Remarks Responsibility To ensure that the total candidates per slot does AMAD (Academic Unit)/ not exceed the maximum capacity of examination **OCD** Kuantan venue. If so, to notify COS to make adjustment. To issue the FETT to all students through Student Portal/ AMAD (Academic Unit)/ student portal not later than 1 month prior to the OCD Kuantan/ ITD AMAD website commencement of the examination ASSIGNMENT OF VENUE AMAD (Academic Unit)/ To book examination venues from the respective OCD Kuantan parties at the beginning of the semester. AMAD (Academic Unit)/ To update the list of venues for examination and OCD Kuantan add new venue in the 'Venue Info' menu. AMAD (Academic Unit)/ To update the table of 'Venue Priority' according **OCD Kuantan** to the priority as determined by COS AMAD (Academic Unit)/ To generate the assignment of venues OCD Kuantan To slot in the venue manually for each course AMAD (Academic Unit)/ codes based on request by the Kulliyyahs OCD Kuantan ASSIGNMENT OF SEATING NUMBER To generate students' seating numbers through AMAD (Academic Unit)/ the 'process seating' menu. OCD Kuantan

Page 5 of 7



: Preparation of the End-Of-

Semester Examination Timetable

Remarks

Ref. No.

: IIUM/TNL/AMAD/11

Version No: : 03 Revision No : 00 Effective Date: 05/2025

Responsibility Flow Chart AMAD (Academic Unit)/ To check report on students with no seating OCD Kuantan number. AMAD (Academic Unit)/ To assign seat numbers manually to students **OCD** Kuantan with no seating number. PREPARATION OF INVIGILATION TIMETABLE / SCHEDULE OF DUTIES FOR INVIGILATORS AMAD (Academic Unit)/ To send to COS a letter of appointment as an invigilator appointed by the Deputy Rector **OCD** Kuantan (Academic Affairs). To update important notes for invigilator's slip AMAD (Academic Unit) in the examination system. To generate invigilator through the invigilator AMAD (Academic Unit) process menu in the Examination system. Office of Academic To update the invigilator timetable. Affairs, COS / OCD Kuantan Office of Academic To assign Chief and Deputy Chief Invigilator. Affairs, COS / OCD Kuantan To verify the examination timetable with details Office of Academic of section offered, venues assigned, and Affairs, COS invigilators appointed. ISSUANCE OF EXAMINATION SLIP To notify students on the issuance of examination AMAD (Academic Unit)

Studeny Portal / AMAD Website

slip.

End



: Preparation of the End-Of-

Semester Examination Timetable

Ref. No.

: IIUM/TNL/AMAD/11

Version No: : 03 Revision No : 00 Effective Date : 05/2025

8.0 ANNEXURE

8.1 Examination Slots

- i. 9:00 o'clock AM slot
- ii. 2:30 o'clock -PM slot
- iii. 3:00 o'clock -ZM slot

***All COS would have only 2 slots on Fridays, AM and ZM, to allow for Friday prayer.

Dates of Examination is based on the number of days for examination period stipulated in the academic calendar.

8.2 IIUM Anti Bribery Corruption Policies- Para 9.

