PREPARATION OF THE END-OF-SEMESTER EXAMINATION TIMETABLE

Prepared By:-	Approved By:-
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Date : 1st May 2025	Date : 1st May 2025

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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

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7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
	(Start)	
AMAD (Academic Unit) / OCD Kuantan	To notify the COS requesting for updating the list of courses without final examination and courses to be decentralized in the examination system.	1st week of the Semester
Office of Academic Affairs, COS / OCD Kuantan	To update the list of cross-listed (if any) and equivalent courses in the 'cross-listed' table in the system.	The examination of these courses must be scheduled at the same time on the same day.
Office of Academic Affairs, COS / OCD Kuantan	To update courses for the following category: i. no final examination based on the Senate approval (course outlines); ii. decentralized examination as requested by course instructors and approved by the COS. The courses which have been updated as; i. 0 (Decentralized) ii. - 1 (No final)	would be excluded in the timetable generation process.
AMAD (Academic Unit)	To key-in dates of examination and examination slots in the system	
AMAD (Academic Unit)/ OCD Kuantan	To key-in / slots in specific courses (eg: CELPAD: languages)	
	(Cont.)	

Responsibility	Flow Chart	Remarks
AMAD (Academic Unit)	To generate examination timetable and identify courses that could not be slotted in.	
AMAD (Academic Unit)	To re-generate the timetable if too many courses could not be slotted in / slot in the courses manually and to clear clashes.	
Office of Academic Affairs, COS/ OCD Kuantan	To adjust/ update PETT.	ABAC IIUM Para 9
AMAD (Academic Unit)/ OCD Kuantan	To arrange for a coordination meeting with the COS to deliberate and confirm the PETT.	
AMAD (Academic Unit)	To issue the PETT on AMAD Website.	
Office of Academic Affairs, COS/ OCD Kuantan	To adjust and update the timetable based on comments from students / lecturers, (if any) within the stipulated period.	
AMAD (Academic Unit) OCD Kuantan	To block COS access privilege from updating PETT.	
AMAD (Academic Unit)/ OCD Kuantan	To check if there is any clashes/unslotted courses and notify COS for adjustment. (if any)	

Cont.

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

Cont.

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

End

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.