

: Preparation of Examination

Question Papers

Ref. No.

: IIUM/CFS/CP/04

Version No. : 04 Revision No. : 00

Effective Date : 15th April 2025

PREPARATION OF EXAMINATION QUESTION PAPERS

Prepared By:	Approved By:
(Signature)	(Signature)
Name: Muhammad Hafiz vin Hashim	Name: Hasanul Basri bin Abdullah
Position: Assistant Director Office of the Deputy Dean Academic and Internationalisation	Position: Dean Centre for Foundation Studies, IIUM
Date: 15 th April 2025	Date: 15 th April 2025



: Preparation of Examination

Question Papers

Ref. No.

: IIUM/CFS/CP/04

Version No. Revision No.

: 04 : 00

Effective Date : 15th April 2025

1.0 **OBJECTIVE**

This procedure is prepared to ensure that the preparation of the EOSE question papers is done systematically and in utmost confidentiality.

2.0 **SCOPE**

This procedure is used by the academic departments of the Centre for Foundation Studies in preparing EOSE question papers for foundation students.

3.0 **ACCOUNTABILITY**

- 3.1 Office of the Deputy Dean Academic and Internationalisation
- 3.2 Head of Department

4.0 **ABBREVIATION**

4.1	AA	Administrative Assistant
4.2	CC	Course Coordinator
4.3	CL	Course Leader
4.4	EOSE	End-of-Semester Examination
4.5	HOD	Head of Department
4.6	ODDAI	Office of the Deputy Dean Academic and Internationalisation
4.7	TST	Test Specification Table

5.0 REFERENCE

- 5.1 IIUM Student Assessment Policy 2022
- Student Assessment Handbook for Sejahtera and Sustainable Practices 2024 5.2
- 5.3 Student Academic Performance Evaluation (Foundation) Regulations 2021 (SAPER)
- Guidelines on Standard Layout of Question Papers 5.4
- 5.5 Guideline on Formatting the End-of-semester Examination Question Paper and Answer Scheme



: Preparation of Examination

Ref. No.

Question Papers: IIUM/CFS/CP/04

Version No.

: 04

Revision No. : 00 Effective Date : 15th April 2025

RECORD RETENTION PERIOD 6.0

NO	RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1	 EOSE Question Papers, Examination Answer Scheme TST Vetting form 	Departmental Filing	3 Years	AA



: Preparation of Examination

Question Papers

Ref. No.

: IIUM/CFS/CP/04

Version No. : 04 Revision No. : 00

Effective Date : 15th April 2025

7.0 PROCESS FLOW

