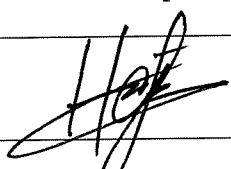
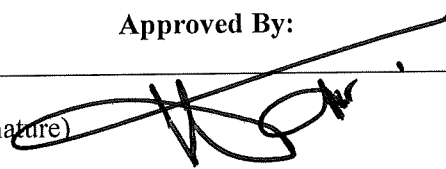


PREPARATION OF END-OF-SEMESTER EXAMINATION TIMETABLE

Prepared By:	Approved By:
(Signature) 	(Signature) 
Name: Muhammad Hafiz bin 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

1.0 OBJECTIVE

To ensure that all registered students have a clash-free examination schedule within the stipulated period and to monitor the status of the examination (decentralized or centralized).

2.0 SCOPE

The procedure covers the scheduling of EOSE timetable of courses offered by the Centre.

3.0 ACCOUNTABILITY

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

4.0 ABBREVIATION (If any)

- 4.1 AA Administrative Assistant
- 4.2 AAO Assistant Administrative Officer
- 4.3 AD Assistant Director
- 4.4 CEET Confirmed End-of-semester Examination Time-table
- 4.5 DDAI Deputy Dean, Academic and Internationalisation
- 4.6 EOSE End-of-Semester Examination
- 4.7 ESCM Examination Scheduling Committee Meeting
- 4.8 ODDAI Office of the Deputy Dean Academic and Internationalisation
- 4.9 PEET Preliminary End-of-semester Examination Time-table

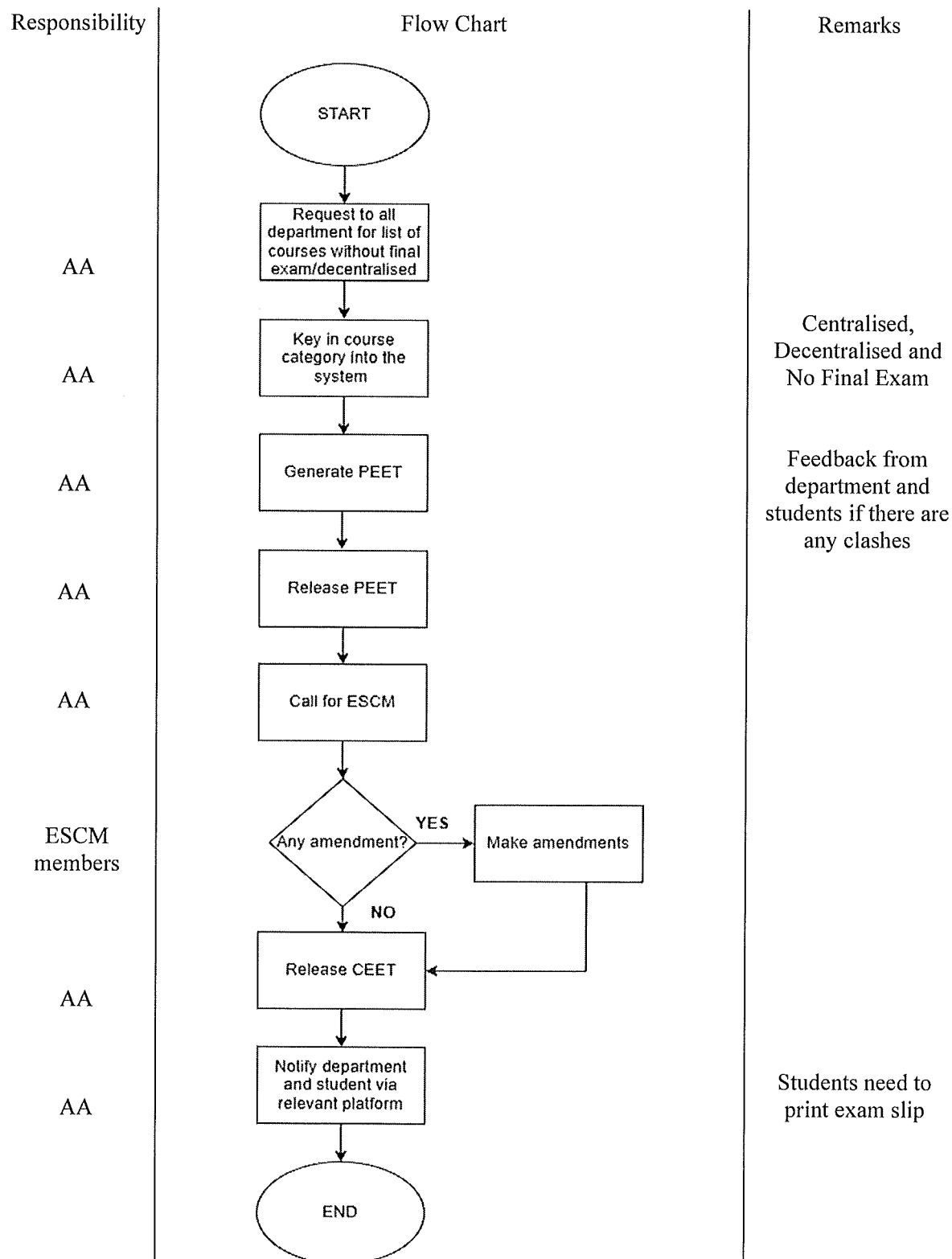
5.0 REFERENCE

- 5.1 Student Academic Performance Evaluation (Foundation) Regulations 2021 (SAPER)

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Request for Submission Of Subjects To Be De-Centralised, Subjects With No End Of Semester Examination, And End Of Semester Examination Question Papers (IIUM/501/C/13/16/1)	1 Year	Digital filing	AA
2.	Notification for ESCM sent to all department (IIUM/501/C/13/16/5)	1 Year	Digital filing	AA
3.	Notification on the issuance of PEET (IIUM/501/C/13/16/5)	1 Year	Digital filing	AA
4.	Notification on the issuance of CEET (IIUM/501/C/13/16/5)	1 Year	Digital filing	AA

7.0 PROCESS FLOW



ANNEXURE

RISK	PIC	ACTION
Clashes of timetable schedule after PEET	AA/CELPAD/RESPECTED DEPARTMENT	Reschedule the affected courses