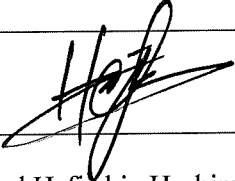
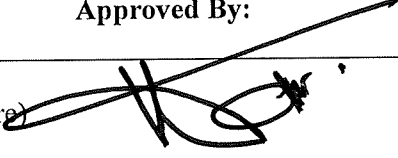


## PRINTING OF END-OF-SEMESTER QUESTION PAPERS

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 <sup>th</sup> April 2025	Date: 15 <sup>th</sup> April 2025

## 1.0 OBJECTIVE

To ensure that all question papers are printed in good quality, fulfill the respective departments requirement and kept in safe place.

## 2.0 SCOPE

The procedure covers the printing of EOSE question papers.

## 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 DDAI Deputy Dean, Academic and Internationalisation
- 4.5 EOSE End-of-Semester Examination
- 4.6 KCA Knowledge for Change and Advancement

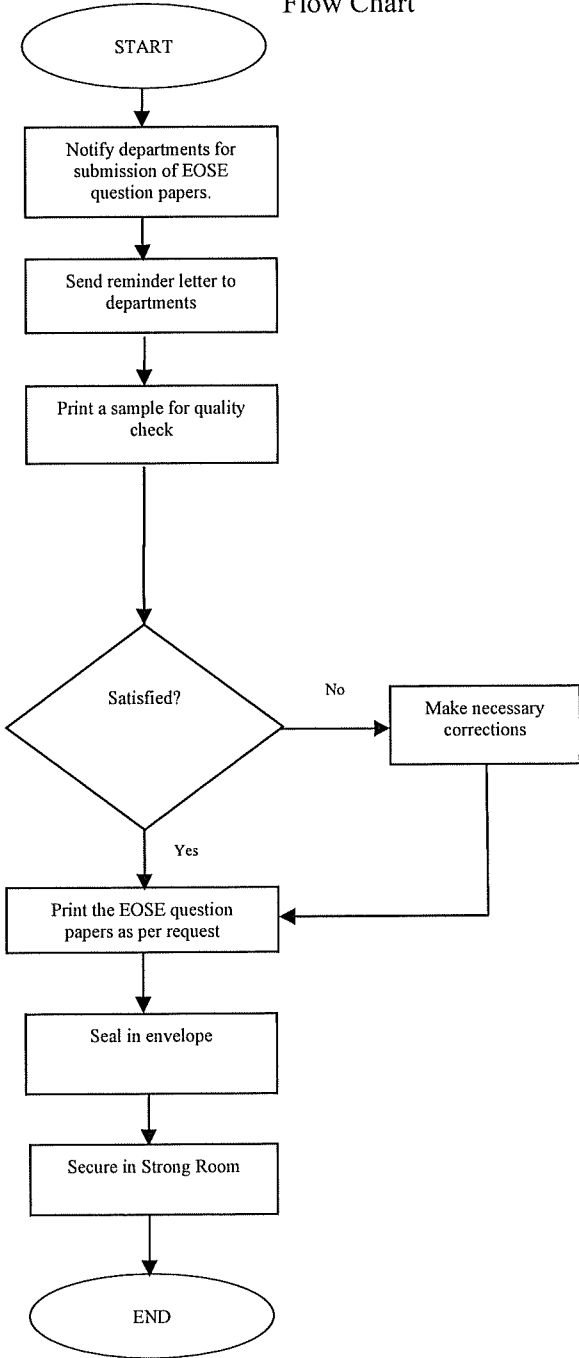
## 5.0 REFERENCE

Guidelines for Strong Room, KCA

## 6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Record of submission of EOSE question papers	1 year	Digital filing	AA

## 7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
	 <pre> graph TD     START([START]) --&gt; A[Notify departments for submission of EOSE question papers.]     A --&gt; B[Send reminder letter to departments]     B --&gt; C[Print a sample for quality check]     C --&gt; D{Satisfied?}     D -- No --&gt; E[Make necessary corrections]     E --&gt; F[Print the EOSE question papers as per request]     D -- Yes --&gt; F     F --&gt; G[Seal in envelope]     G --&gt; H[Secure in Strong Room]     H --&gt; END([END])           </pre>	
AA	Notify departments for submission of EOSE question papers.	
AD	Send reminder letter to departments	One (1) week before the submission date
AA	Print a sample for quality check	One (1) month before commencement of exam week
CC	Satisfied?	
AA	Print the EOSE question papers as per request	
CC	Seal in envelope	Make sure the quantity is sufficient according to each venue
AA	Secure in Strong Room	
	END	

#### ANNEXURE

RISK	PIC	ACTION
The main printing machine is malfunctioning/breakdown during printing process	AA	Report the problem to Ricoh company immediately
The information at the envelope is different than it should be	PA/CC/AA	Refer back to the printing, sorting and sealing form