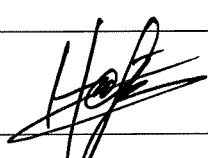



HANDLING OF END-OF-SEMESTER EXAMINATION

Prepared By:	Approved By:
(Signature) 	(Signature) 
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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 handle the conduct of the EOSE and the Resit/Special examination in an efficient manner, and to uphold the confidentiality as well as to ensure that the are conducted according to the rules and regulations provided by the University.

2.0 SCOPE

The procedures cover the conduct of EOSE and Resit/Special examinations for the Centre for Foundation Studies of International Islamic University Malaysia.

3.0 ACCOUNTABILITY

- 3.1 Office of the Deputy Dean Academic and Internationalisation
- 3.2 Examination and Graduating Department
- 3.3 Chief Invigilator/Invigilators

4.0 ABBREVIATION (If any)

- 4.1 AP Absent with permission
- 4.2 EOSE End-of-Semester Examination
- 4.3 HOD Head of Department
- 4.4 OLA Office of the Legal Adviser

5.0 REFERENCE

- 5.1 CFS IIUM Academic Calendar
- 5.2 Administrative order on the conduct of the End of Semester Examination
- 5.3 Student Discipline (Academic Misconduct), OLA

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Updated list of examiners/invigilators	1 year	Digital filing	AA
2.	Notification on appointment for invigilator (IIUM/501/C/13/16/6)	1 year	Digital filing	AA
3.	Relevant Notices (IIUM/501/C/13/16/4)	1 year	Digital filing	AA

7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
AD/AA	START	
AD/AA	Generate exam venue and invigilation duties	
AD/AA	Submit invigilation duties to HOD's	One (1) week before the EOSE begin
	Any feedback?	
	YES → Make amendment	
AD/AA	NO → Release Confirmed Invigilation Duties with Appointment Letters	
	A	
	A	
CHIEF INVIGILATOR/INVIGILATOR	Collect Exam Question Papers according to venue	
	Any cheating attempt?	
	YES → Confiscate the answer script and replace with a new one	For cheating cases, the case will be process according to OLA's procedure
	NO → Submit report from exam venues	
	END	

ANNEXURE

RISK	PIC	ACTION
Insufficient copies during examination	CHIEF INVIGILATORS/ INVIGILATORS/ AA	Report to ODDAI immediately