MARKING OF ANSWER SCRIPTS AND GRADING & SUBMISSION OF FINAL GRADES

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Date: 15th April 2025	Date: 15th April 2025

1.0 OBJECTIVE

This purpose at this document is to ensure examiners managing and handling the marking of examination answer scripts according to the answer scheme and assigning grades in accordance to the standard stipulated by the IIUM in utmost confidentiality.

2.0 SCOPE

This procedure applies to the marking of answer scripts and the submission of the final course results for all CFS students.

3.0 ACCOUNTABILITY

3.1 Office of the Deputy Dean Academic and Internationalisation
3.2 Examination and Graduating Department
3.3 Examiners
3.4 Head of Department

4.0 ABBREVIATION (If any)

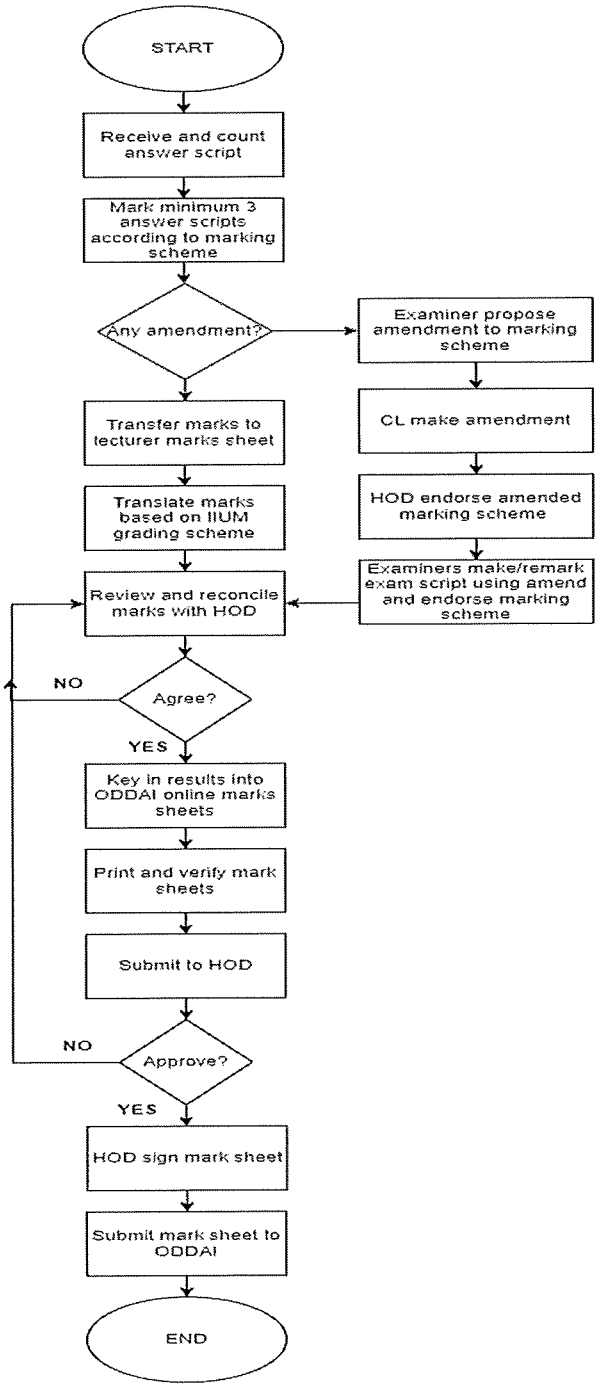
4.1	AA	Administrative Assistant
4.2	AAO	Administrative Assitant Officer
4.3	AD	Assistant Director
4.4	CC	Course Coordinator
4.5	CL	Course Leader
4.6	HOD	Head of Department
4.7	ODDAI	Office of the Deputy Dean Academic and Internationalisation

5.0 REFERENCE

5.1 IIUM Student Assessment Policy 2022
5.2 IIUM Grading Scheme
5.3 Academic Integrity Regulation (AIR)

6.0 RECORD RETENTION PERIOD

1 year

7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
Examiner HOD HOD