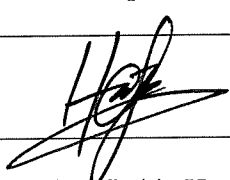
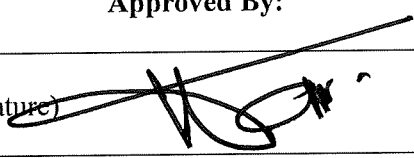


PROCESSING & RELEASING OF OFFICIAL COURSE RESULTS

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

The purpose of this document is to ensure that the submission of the final grades by the examiners and the processing and releasing of the official course results and comply with the Universities regulations.

2.0 SCOPE

The procedure applies for processing and releasing of official course results at Centre for Foundation Studies (CFS).

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 | AD | Assistant Director |
| 4.3 | AP | Absent with Permission grade given to students whose absence in the End-of-Semester Examination is excused |
| 4.4 | CGPA | Cumulative Grade Point Average |
| 4.5 | COE | Committee of Examiners |
| 4.6 | DDAI | Deputy Dean, Academic and Internationalisation |
| 4.7 | ITD | Information Technology Department |
| 4.8 | Y | Grade given to students who have been barred from sitting for the End-of-Semester Examination |

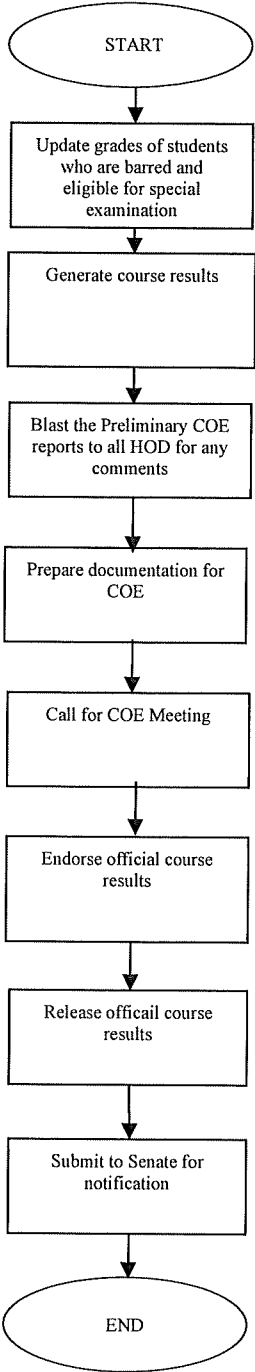
5.0 REFERENCE

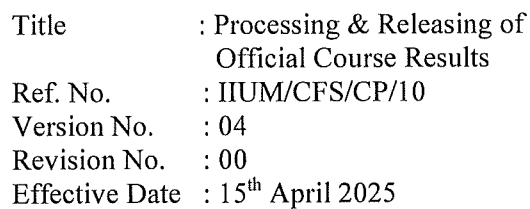
- 5.2 Student Academic Performance Evaluation (Foundation) Regulations 2021 (SAPER)
- 5.3 IIUM Student Assessment Policy 2022

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Senate paper on examination results (IIUM/501/C/20/13/2)	5 year	Digital filing	AA
2.	Committee of Examiners Meeting (IIUM/501/C/20/4/2) Minutes of meeting	5 year	Digital filing	AA
3.	Evidence on appeal for Rechecking of Answer Script (IIUM/501/C/13/18/1)	5 year	Digital filing	AA
4.	Notification on dismissal status (IIUM/501/C/13/19/2)	2 year	Digital filing	AA

7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
	 <pre> graph TD START([START]) --> A[Update grades of students who are barred and eligible for special examination] A --> B[Generate course results] B --> C[Blast the Preliminary COE reports to all HOD for any comments] C --> D[Prepare documentation for COE] D --> E[Call for COE Meeting] E --> F[Endorse official course results] F --> G[Release official course results] G --> H[Submit to Senate for notification] H --> END([END]) </pre>	
AD		'Y' for BARRED and 'I' for INCOMPLETE
AD		Check student status with '*'. Liaise with ITD before generate the result.
AD		
AA		
AA		
COE members		
ITD		Student can view the result via I-maluum
AAO		



RISK	PIC	ACTION
Change of grade after COE meeting	Respected examiner	Investigation by AQil

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