RECHECKING OF ANSWER SCRIPTS

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1.0 OBJECTIVE

This procedure is prepared to ensure that rechecking of answer scripts is done systematically to ensure fairness and consistency of the marking procedures.

2.0 SCOPE

This procedure applies to the Centre for Foundation Studies in handling the rechecking of answer scripts of CFS student.

3.0 ACCOUNTABILITY

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

4.0 ABBREVIATION (If any)

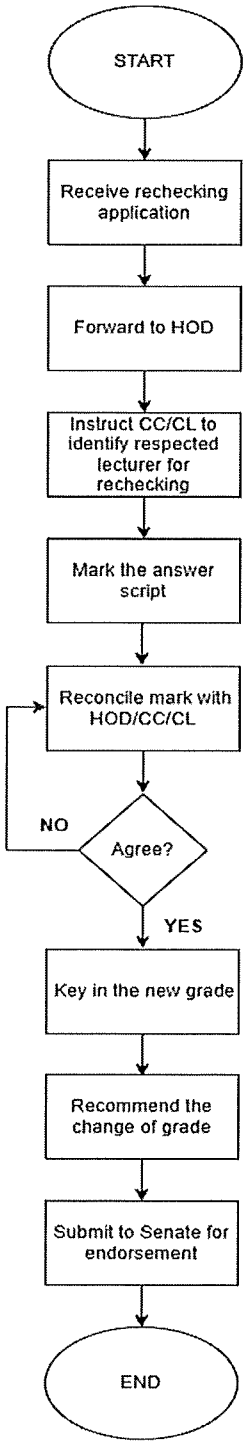
4.1	AA	Administrative Assistant
4.2	AAO	Administrative Assitant Officer
4.3	AD	Assistant Director
4.4	CC	Course Coordinator
4.5	CL	Course Leader
4.6	HOD	Head of Department
4.7	ODDAI	Office of the Deputy Dean Academic and Internationalisation

5.0 REFERENCE

5.1 Marking Scheme
5.2 IIUM Grading Scheme
5.3 IIUM Student Assesment Policy 2022
5.4 Academic Integrity Regulation (AIR)

6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Answer scripts (IIUM/501/C/13/6/1)	1 Semester	Digital filing at ODDAI or respective department	AA
2.	Evidence on appeal for Rechecking Result (IIUM/501/C/13/18/1)	2 Semester	Digital filing at ODDAI or respective department	AA

7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
ODDAI	Receive rechecking application	Make sure the form submit together with proof of payment within the first week new semester
AAO	Forward to HOD	
HOD	Instruct CC/CL to identify respected lecturer for rechecking	
RESPECTED LECTURER	Mark the answer script	
	Reconcile mark with HOD/CC/CL	
	NO / Agree? / YES	
RESPECTED LECTURER	Key in the new grade	
COE	Recommend the change of grade	
ODDAI	Submit to Senate for endorsement