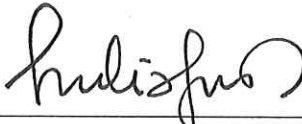




MANAGEMENT OF QUALITY TEST AND UAT

Prepared By:-	Approved By:-
	
Name : Siti Zarina binti Muhamat	Name : Nurmaliza binti Jumaat
Position: Senior Deputy Director, Information Technology Division	Position: Director, Information Technology Division
Date : 7-8-2026 .	Date : 7/8/2026

1.0 OBJECTIVE

The purpose of this procedure is to describe the management of Quality Test and UAT.

2.0 SCOPE

This procedure applies to all application system development, enhancement, modification, and implementation activities undertaken by the International Islamic University Malaysia (IIUM). It covers all software development approaches and delivery models, including but not limited to:

- In-house development by Information Technology Division (ITD);
- Outsourced development by external vendors or consultants;
- Joint or collaborative development involving IIUM and external parties;
- Commercial Off-the-Shelf systems requiring customization or configuration;
- System upgrades, enhancements, patches, and major releases that introduce new or modified functionalities.

This procedure governs the planning, execution, documentation, and approval of User Acceptance Testing (UAT) to ensure that all systems and enhancements meet approved business requirements, functional specifications, security and compliance requirements, and user expectations before deployment to the production environment.

3.0 ACCOUNTABILITY

Application Core Enablers (ACE), Information Technology Division

4.0 ABBREVIATION (If any)

- | | | |
|-----|-----|-----------------------------------|
| 4.1 | PIC | : Person In Charge |
| 4.2 | ITD | : Information Technology Division |
| 4.3 | UAT | : User Acceptance Test |
| 4.4 | DD | : Deputy Director |

5.0 REFERENCE

- 5.1 IIUM ICT Policy
- 5.2 IIUM ICT Security Policy
- 5.3 ICT Regulations
- 5.4 Information Management Policy
- 5.5 Policy on Management of IT Project
- 5.6 Procedure on Management of IT Project

6.0 RECORD RETENTION PERIOD

No	Quality Records	Location	Retention Period	Responsibility
1.	UAT Entrance Checklist	Cloud	3 Years	PIC
2.	UAT Exit Checklist	Cloud	3 Years	PIC



7.0 PROCESS FLOW

