

PREPARATION OF FINAL EXAMINATION QUESTION PAPERS

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1.0 OBJECTIVE

This procedure is prepared to ensure that the preparation of the final examination question papers is done systematically and confidentially.

2.0 SCOPE

This procedure is used by the Academic Staff of the COS in preparing final examination question papers for undergraduate students.

3.0 ACCOUNTABILITY

Deputy Dean (Academic Affairs) Office of COS
Office of Academic Affairs, COS
Lecturer/Trainer/Instructor/Facilitator

4.0 ABBREVIATION (If any)

DD (AA)	Deputy Dean (Academic Affairs)
HOD	Head of Department
COS	Centre of Studies
LTIF	Lecturer/Trainer/Instructor/Facilitator
AO	Administrative Officer
AAO	Assistant Administrative Officer
AA	Administrative Assistant

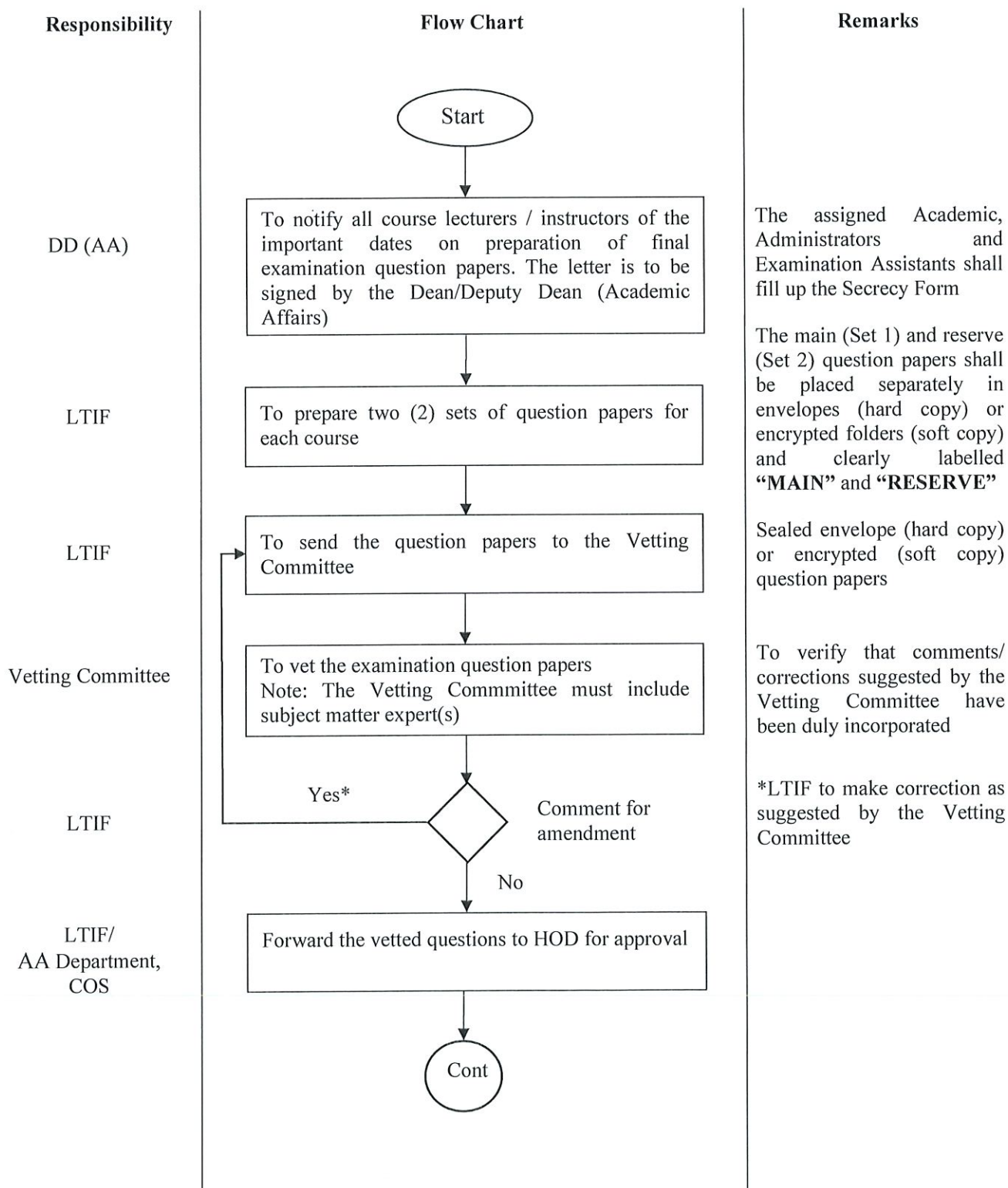
5.0 REFERENCE

Student Academic Performance Evaluation (Undergraduate) Regulations 2021
Important Dates Undergraduate (Academic) for Staff
Malaysian Anti-Corruption Commission Act 2009 (Act 694)

6.0 RECORD RETENTION PERIOD

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Letter on Preparation of Final Examination Question Papers	5 years	COS	Office of Academic Affairs, COS
2.	Examination Question Papers (Master Copy) - hard copy)/ encrypted (soft copy)	5 years	COS	Department/ Office of Academic Affairs, COS
3.	Secrecy Form	1 year	COS	Office of Academic Affairs, COS
4.	Record Submission of Question Papers	1 year	COS	Office of Academic Affairs, COS
5.	Record Strong Room Access	1 year	COS	Office of Academic Affairs, COS

7.0 PROCESS FLOW



Responsibility	Flow Chart	Remarks
HOD / DD (AA)	Sign and stamp on the final examination question papers	
AA Department, COS	To forward the main and reserve question papers in sealed envelopes (hard copy) or encrypted files (soft copy) to the Office of Academic Affairs, COS, for printing of the main question papers and storage of the reserve question papers in the Strong Room	ABMS Sect. 16 (a) and (b) (Refer to annexure) Strong Room: Refer to annexure
AA/AAO/AO, Office of Academic Affairs, COS	To receive and record the submission of question papers	
AA/AAO/AO, Office of Academic Affairs, COS	To coordinate and monitor the printing of main question papers	At least 2 staff incharge of printing question papers
AA/AAO/AO, Office of Academic Affairs, COS	To pack and seal the printed question papers in envelopes and indicate the examination details on the envelopes	ABMS Sect. 16 (a) and (b) (Refer to annexure)
AA/AAO/AO, Office of Academic Affairs, COS	To securely store the sealed question papers in the Strong Room until the scheduled examination date	
	End	

8.0 ANNEXURE

8.1 Anti Bribery Management System (ABMS) Notes - MACC Act 2009 (Act 694)

- Offence of Accepting Gratification [Section 16 (a) and (b)]

8.2 Reserve Question Papers (Set 2)

- The Reserve Question Papers (Set 2) shall be securely kept for future use and shall only be used upon authorisation by the Deputy Dean (Academic affairs) of the respective COS.

8.3 Strong Room for Examination Purposes

8.3.1 General Requirements

- Every Centre of Studies MUST have a designated Strong Room for the secure storage and handling of examination related materials.
- During the examination period from the printing of examination question papers until the completion of the examination, the Strong Room MUST be used solely for examination purposes.
- Access to the Strong Room MUST be restricted to authorised personnel only and all access shall be properly recorded.
- No examination materials shall be removed from the Strong Room without proper authorisation and documentation.
- All personnel involved in the handling of examination question papers shall comply with the applicable examination security procedures and confidentiality requirements.
- The Strong Room MUST remain locked and secured when not in use.

8.3.2 Specification of the Strong Room

- The minimum recommended size is 9'x 12'.
- A designated room shall be allocated as the Strong Room. If the Strong Room has windows that are easily accessible, the windows shall be fitted with security grilles.
- Document/filing racks shall be provided for the proper storage of examination documents and materials.
- Necessary stationery shall be provided for examination related activities.
- A working table shall be provided for the handling and preparation of examination materials.
- The Strong Room shall have adequate ventilation and sufficient lighting.
- A photocopy machine and papers shredder should be provided, where applicable for examination related activities.
- At least one fire extinguisher shall be provided. Additional security and safety measures are recommended such as a combination lock/access control system, CCTV surveillance, alarm system, and other appropriate security measures.

8.3.3 Monitoring and usage of strong room

- Access to the Strong Room MUST be monitored and controlled at all times.
- Access to the Strong Room shall be restricted to registered/authorised staff

involved in examination administration only. The Strong Room key(s)/access MUST be held by two (2) authorised staff only.

- A Strong Room Access Register/Log Book MUST be maintained. All authorised personnel entering or leaving the Strong Room MUST record their name, date, time of entry and exit, and purpose of access, where applicable.
- Spare keys or access credentials MUST be securely kept in a designated secure location and shall not be accessible to staff who are not involved in examination administration.
- Any lost key, unauthorised access, suspected tampering, or security breach MUST be reported immediately to the person in charge and the relevant authority.

8.3.4 Photocopy area

- The photocopy area should preferably be located inside the Strong Room to ensure the security and confidentiality of examination question papers.
- If the photocopy machine cannot be located inside the Strong Room, its use MUST be controlled and restricted to authorised personnel during the examination period.
- The use of the photocopy machine MUST be recorded in a log book, including the date, time, name of authorised staff, course code and purpose of use.
- Only authorised staff involved in examination administration is permitted to photocopy or print examination question papers.
- Any faulty, damaged, excess, or unusable examination question papers MUST be immediately collected and securely shredded to prevent unauthorised disclosure.
- Examination question papers MUST NOT be left unattended at or around the photocopy machine.
- Copies produced shall be checked against the required quantity before being transferred for packing, sealing, or storage.

8.3.5 Security and Confidentiality

- The Strong Room shall remain locked when not in use.
- Examination question papers shall be kept confidential at all times and shall not be opened, copied, photographed, scanned, or disclosed without proper authorisation.
- Electronic devices, cameras, or other recording devices shall not be used in the Strong Room unless authorised for official purposes.
- Any suspected loss, damage, tampering, unauthorised access, or breach of confidentiality shall be reported immediately to the person in charge and the relevant authority.