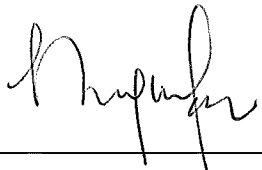
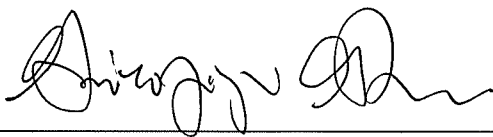
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# PREPARATION OF EXAMINATION QUESTION PAPERS

<b>Prepared by :-</b>	<b>Approved by :-</b>
<b>Signature :</b> 	<b>Signature :</b> 
<b>Name :</b> Nuraqmar Az Amirudin	<b>Name :</b> Assoc. Prof. Dr. Gairuzazmi bin Mat Ghani
<b>Position :</b> Senior Assistant Director Academic Management and Admission Division (AMAD)	<b>Position :</b> Director Academic Management and Admission Division (AMAD)
<b>Date :</b> 2/3/2020	<b>Date :</b> 2/3/2020

## PREPARATION OF EXAMINATION QUESTION PAPERS: V2 (02)

### 1. OBJECTIVE

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

### 2. SCOPE

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

### 3. DEFINITION / ABBREVIATION

DD (AA)	Deputy Dean (Academic Affairs)
HOD	Head of Department
DD	Deputy Director
AO	Administrative Officer
SAO	Senior Administrative Officer
AAO	Assistant Administrative Officer
SAAO	Senior Assistant Administrative Officer
CC/CL	Course Coordinator/Course Leader
SAA	Senior Administrative Assistant
AA	Administrative Assistant
PA	Personal Assistant
AMAD	Academic Management and Admission Division
CPS	Centre for Postgraduate Studies
COS	Centre of Studies
LTIF	Lecturer/Trainer/Instructor/Facilitator
EXAMINERS	Lecturers, who teach, prepare and grade the examination question papers.

## 4.0 RESPONSIBILITY AND DETAILED PROCEDURES

RESPONSIBILITY	DETAILED PROCEDURES	
DD (AA) of COS	4.1	<b>PREPARATION OF EXAMINATION QUESTION PAPERS</b>
	4.1.1	To notify all course coordinators/ instructors of the important dates on preparation of question papers for end-of-semester examination. The letter is to be signed by the Dean/Deputy Dean (Academic Affairs).

PREPARATION OF EXAMINATION QUESTION PAPERS: V2 (02)

	4.2	<b>VETTING OF EXAMINATION QUESTION PAPERS</b>
LTIF	4.2.1	To send the question papers to the Vetting Committee.
LTIF	4.2.2	To vet the examination question papers, and return the vetted questions to Director/ HOD for approval. <i>Note: The Vetting Committee must include subject matter expert(s).</i>
HOD/DD(AA) of COS	4.2.3	To approve the vetted questions: a) If no further issues arise, sign and stamp on the question paper. b) If there are issues, return the questions to the lecturer for amendments.
PA/SAA/AA of Department, COS	4.2.4	To forward the question paper to the Academic Office for printing <i>Note: The respective staffs need to fill up the secrecy form.</i>
Academic Office of COS	4.2.5	To coordinate the printing of question papers

**5.0 QUALITY RECORDS**

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Letter on Examination Question Papers	1 Year	COS	SAA/AA
2.	Examination Question Papers (Hard Copy and/or Softcopy)	7 Year	Library	Library Liaison Officer