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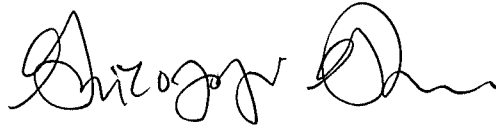
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CONDUCT OF THE EXAMINATION

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# CONDUCT OF THE EXAMINATION

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Date : 2/3/2020	Date : 2/3/2020

## CONDUCT OF THE EXAMINATION : V2 (02)

### 1. OBJECTIVE

To handle the conduct of end-of-semester and resit/special examinations in an efficient manner, and to uphold the confidentiality as well as to ensure that the examinations are conducted according to the rules and regulations provided by the University.

### 2. SCOPE

The procedures cover all types of examinations (End-of-Semester and Resit/Special examinations) for the undergraduate programmes.

### 3. DEFINITION / ABBREVIATION

No.	Abbreviation	Description / Definition
3.1	AMAD	Academic Management and Admission Division
3.2	OCAP	Office for Communication, Advocacy and Promotion
3.3	OCD	Office of Campus Director, Kuantan Campus
3.4	AO	Administrative Officer
3.5	SAO	Senior Administrative Officer
3.6	AAO	Assistant Administrative Officer
3.7	SAAO	Senior Assistant Administrative Officer
3.8	AA	Administrative Assistant
3.9	SAA	Senior Administrative Assistant
3.10	TL	Team Leader
3.11	DD (AA)	Deputy Dean (Academic Affairs)
3.12	DBSB	Daya Bersih Sdn. Bhd
3.13	COS	Centres of Studies
3.14	HOD	Head of Department
3.15	PA SYSTEM	Public Address System / Audio Visual system
3.16	AREMS	Academic Records and Event Management System
3.17	ITD	Information Technology Division
3.18	OSEM	Office of Security Management

### 4. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURES	
	4.1	NOTIFICATION OF DECENTRALIZED EXAMINATION
SAO/AO/SAAO/ AAO of COS	4.1.1	To issue letter to all HODs to identify examination to be decentralized.
HOD	4.1.2	To forward the letter to all lecturers and notify them of the deadline to apply for decentralized examination.

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Lecturer(s) / Examiner(s)	4.1.3	To decide the date, time and venue of the examination, if wishes to conduct decentralized examination.
	4.1.4	To get consensus from all students of the particular course. Every student who is officially registered for the course must sign on the consensus form.
	4.1.5	To submit the completed form to HOD before the deadline.
DD (AA)	4.1.6	To process the application for decentralized examination.
Dean	4.1.7	To approve the application for decentralized examination.
SAO/ AO/ SAAO/ AAO of COS	4.1.8	To process the approved decentralize examinations.
	<b>4.2</b>	<b>PREPARATION OF REFERENCE FILES AND EXAMINATION MATERIALS</b>
SAA/AA of COS	4.2.1	To ensure the examination materials and stationeries are sufficient.
SAA/AA of COS	4.2.2	To prepare examination reference file and make sure that the following documents / forms are available in the file: <ul style="list-style-type: none"> <li>a. Important instruction to examination candidate (To be read by Chief Invigilator)</li> <li>b. Form EX A - Invigilator attendance.</li> <li>c. Form EX B - Invigilator information at the examination venue.</li> <li>d. Form EX C - Student information (attendance)</li> <li>e. Form EX D - Collection of answer script by Invigilator/ Examiner.</li> <li>f. Form EX E - Examination attendants and team leader attendance.</li> <li>g. Form EX X - Student permission to go to rest room.</li> <li>h. Form EX WS1 – Witness’ statement form.</li> <li>i. Form EX WS2 – Examiner’s statement (cheating cases)</li> <li>j. Form EX WS3 - Accused/Witness form (cheating cases)</li> <li>k. Barring letter (if any)</li> <li>l. Other matter (Sick bay, Special examination candidates)</li> </ul>

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	4.2.3	To print student attendance sheet and put in the reference file.
	<b>4.3</b>	<b>CONDUCT OF DECENTRALIZED AND CENTRALIZED FINAL EXAMINATION</b>
Chief Invigilator / Invigilator	4.3.1	To collect question paper at the allocated venue as determined by COS.
	4.3.2	To verify the collection of question paper and sign at the appropriate column / form.
	4.3.3	To call in candidates to enter the venue ten (10) minutes before the commencement of the examination. In the case of big venue, candidates may be allowed to enter the venue earlier.
	4.3.4	To read to the candidates the instructions provided in the Reference File before the examination begins.
	4.3.5	To check candidate's identification and record his attendance.
Examiner / Invigilator	4.3.6	To be present at the examination venue as required.
Chief Invigilator / Invigilator	4.3.7	To collect examination answer script at the end of the examination and ensure that the script tallies with the number of candidates attending the examination.
	4.3.8	To handover the collected answer script to the examiner and make sure that the examiner counts the number of answer script and signs the collection of answer script form (EX E)
TL	4.3.9	To place the uncollected answer script together with the respective Reference File in the strong room.
SAO/AO/ SAAO/AO/ SAA/AA of COS	4.3.10	To follow-up with the respective lecturers/examiners on the uncollected answer script. To make sure that they count the number of answer script and sign the collection of answer script form (EX E) when they collect the scripts.
	<b>4.4</b>	<b>CONDUCT OF CHEATING, ATTEMPTING TO CHEAT AND BRINGING IN UNAUTHORISED ITEMS CASES</b>
Chief Invigilator / Invigilator / Examiner / TL of COS	4.4.1	To confiscate the candidate's answer script(s), together with the evidence (e.g. handwritten notes, book, calculator case).
	4.4.2	To provide the candidate with a fresh answer booklet to

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		continue answering.
Chief Invigilator / Invigilator / Examiner / TL of COS	4.4.3	To request the candidate to fill-up the necessary form at the end of the examination.
	4.4.4	To request the witness to fill-up the necessary form.
	4.4.5	To hand over the forms together with the confiscated evidence to the Team Leader / Academic Office for further action.
	4.4.6	To request the examiner to fill-up the necessary form.
AO/AAO of COS	4.4.7	To compile the evidence and report for further investigation.
	4.4.8	To change grade to 'F' grade if found guilty of cheating or attempted cheating after due hearing process.
	4.4.9	To change grade, if applicable, as decided by the COS in the case of bringing-in unauthorized items.
	<b>4.5</b>	<b>PREPARATION FOR THE RESIT/SPECIAL EXAMINATION</b>
AO/AAO/AA of COS	4.5.1	To ensure the required payment has been made when applicant submits the application.
	4.5.2	To screen all applications for Resit/ Special Examination and check applicants' confirmation.
	4.5.3	To update applicants' status and remarks in the system.
	4.5.4	To schedule the examination within the stipulated period.
	4.5.5	To identify venue for the examination and liaise with the respective parties for preparation of venues.
	4.5.6	To issue letter of notification to all candidates for Resit/Special Examination and attach the following: a. Examination time able. b. Examination confirmation slip.
Deputy Dean (AA) of COS	4.5.7	To issue letter to the Head of Department on the preparation of question papers.

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AA/ SAA, COS	4.5.8	To prepare Reference Files (refer to procedure 4.2.2).
	4.5.9	To prepare examination materials based on examiner's request.
AO/SAO/AAO/ SAAO/ AA/SAA of COS	4.5.10	To prepare the schedule of staff who will be on duty for Resit/Special Examination.
	4.5.11	To conduct examination.
AO/AAO/AA of COS	4.5.12	To ensure the examiner signs the collection of answer script form (EX E) when he collects the script(s).
	4.5.13	To remind him on the deadline for submission of results. The deadline is 3 to 4 days after the date of the examination.
	4.5.14	To follow-up with the examiner on uncollected answer scripts and make arrangement so that the examiner receives the scripts before submission of results deadline.
	4.5.15	To update the results in the system upon receiving from the examiners.
	4.5.16	To prepare report for Board of Examiners endorsement.
	4.5.17	To update the changes made by the Board of Examiners meeting, if applicable.
4.5.18	To prepare and submit minutes of BOE /report for the Senate's notification.	

**5. QUALITY RECORD**

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Letter on the booking of End of Semester Examination venues	1 year	AMAD	SAA/AA
2.	Collection of Question Papers Form	1 year	COS	SAA/AA
3.	Notification letter on the Preparation of Question Papers for Resit/ Special Exam	1 year	COS	SAA/AA