

## **END-OF-SEMESTER EXAMINATION PROCEDURE**

### **1. Examination Supervisor**

The Dean of the Centre of Studies is the Supervisor of Examinations who shall be responsible for organising and conducting all examinations, maintaining proper records and making appropriate announcements in connection with the examination.

### **2. Responsibility of Examination Supervisor**

- (1) The Examination Supervisor shall be responsible for the security of all examination materials and all matters connected with the arrangement and conduct of the examination which shall be implemented with the strictest of confidence.
- (2) The Examination Supervisor shall coordinate with all the respective Heads of Departments for -
  - a. the administration, preparation and conduct of examination; and
  - b. finalization of examination papers and marking schemes.

### **3. Examiners of courses**

A member of academic staff, or such other qualified person shall be the examiner for the respective course(s).

### **4. Duties of examiners**

- (1) An examiner shall ensure that
  - a. all questions conform to the prescribed course outlines;
  - b. the marking schemes shall be submitted together with the question paper to the Examination committee of the Department for vetting to ensure standards are maintained and for reference if there are cases of appeal for rechecking;

- c. all questions are properly vetted to maintain the academic standard required by the programmes in accordance with the standards stipulated in the IIUM Assessment Policy as provided in Article 5.
- (2) An examiner shall be present at the examination venue at least for the first half hour of any paper and will ensure that he is readily available throughout the duration of the paper. A candidate may refer to the examiner for clarification on any ambiguity in the question paper.

## **5. Sealing of question papers**

As soon as the question papers are verified by the Committee of Examiners, they shall be printed and sealed. The seal will be opened no earlier than an hour before the commencement of the examination.

## **6. Duties of Chief Invigilator**

- (1) Each examination shall be conducted by a Chief Invigilator who is normally assisted by one or more invigilators. The Chief Invigilator shall be responsible for collecting the question papers and attendance sheets from the respective Centre of Studies at least thirty (30) minutes before the examination is due to commence.
- (2) The Chief Invigilator and invigilators shall be appointed by and be responsible to the Rector.
- (3) Where a course is offered with only one section, the Rector may, upon the recommendation of the Dean of the Centre of Studies, appoint the instructor/examiners of the course as the Chief Invigilator.

## **7. Identification of candidates**

The Chief Invigilator shall ensure the correct identity of all candidates in accordance with the attendance sheet and instruct the candidates to lay on their tables their appropriate identity documents as specified by the University for inspection by the invigilators.

## **8. Instructions to candidates**

The Chief Invigilator shall be responsible for giving the appropriate instructions on the examination rules and procedures to the candidates before the commencement of the examination.

## **9. Restrictions on entering and leaving examination venue**

- (1) Except in circumstances permitted by the Chief Invigilator
  - a. No candidate is allowed to present himself for examination later than thirty (30) minutes after the commencement of the examination;
  - b. No candidate is allowed to leave the examination venue until thirty (30) minutes have elapsed after the commencement of the examination. Arrangements shall be made so that in case any candidate is allowed to leave the venue for any purpose and return, he will remain under sufficient supervision during his absence. Permission for such arrangements must be obtained from the Chief Invigilator;
  - c. No candidate is allowed to leave the examination venue within the last fifteen (15) minutes of the examination or within any specific period towards the end of the examination specified by the Chief Invigilator.

## **10. Taking articles or items into examination venue**

- (1) No unauthorized articles or items may be taken by any candidate into or out of an examination venue.
- (2) No candidate shall receive any article from any other person while he is in the examination venue except that a candidate may, while he is in the examination venue, receive from the invigilator such articles as may be authorised by the examiner.

## **11. Communication during examination**

- (1) No communication by whatever means is allowed between candidates or to any other unauthorized persons during the examination.
- (2) Any candidate who wishes to communicate with an invigilator must raise a hand and wait for the instruction from the invigilator.

## **12. Cancellation or postponement of examination**

The Chief Invigilator may cancel or postpone the examination upon consultation with the Examination Supervisor. Examination Supervisor may, in consultation with the Deputy Rector in charge of academic affairs, arrange a substitute examination, under which conditions the original examination becomes null and void.

## **13. Handling of examination answer scripts**

- (1) Immediately after the examination, the Chief Invigilator shall hand over the answer scripts to the examiner or his authorised representative.
- (2) The Chief Invigilator shall ensure the respective examiners collect the respective answer scripts and the collection being officially acknowledged by the examiners or their authorized representatives.

## **14. Marking and grading of answer scripts**

- (1) After marking, an examiner shall hand over the answer scripts and the list of grades to the Head of the Department for validation and storage.
- (2) The marked answer scripts shall be kept in safe custody for a period of at least six months after the announcement of the results, after which the Dean of the Centre of Studies may arrange for their necessary disposal.

## **15. Finalization of examination results**

Meetings of the Committee of Examiners shall be called by the Dean to finalise the grades and to make recommendations to the Centre of Studies Committee.

## **16. Responsibility for the computation of grades**

A course instructor shall be responsible for computing the grades of students registered for the course.

## **17. Submission of results**

- (1) The course instructor / examiner shall be responsible for entering the course marks and final grades of all registered students into the online system within the time specified.
- (2) The procedure to reprimand the course instructor / examiner who does not comply with the deadline for submission of results is provided in Schedule IX, SAPER 2015.

## **18. Verification of results**

The course instructor/examiner shall verify and submit the grading sheets to the Dean of the Centre of Studies through the Head of Department.

## **19. Official results**

- (1) The results for any course shall not be regarded as official until confirmed by the Centre of Studies Committee of Examiners.
- (2) A student shall be notified of the examination results by the office in charge of academic management and admission. Only grades and not marks shall be released.
- (3) Notwithstanding the above, the University reserves the right to withhold the examination results of a student based on the recommendation of the relevant University authority.

## **20. Change of grades**

- (1) A student who has reasonable grounds to believe that he has been unjustly graded or there was an error in the marking of his answer script or computing of grades may appeal for rechecking of his answer script. Upon rechecking, a change of grade may happen. The procedure for rechecking of answer script is provided in Schedule X, SAPER;
- (2) An examiner or committee who has reasonable ground to believe that there is an error while marking the answer script or computing the grade may request for a change of grade;
- (3) A change of grade that has been confirmed by the Centre of Studies Committee of Examiners shall be endorsed by the Senate.