



## ARTICLES





# **ARTICLE 1**



## **EXAMINATION**

### **1. The Centre of Studies Committee of Examiners**

- (1) There shall be a Committee of Examiners for each Centre of Studies as empowered by the Senate. They shall be responsible to the Senate for the conduct of all examinations, the accuracy and validation of course results and grades by performing the following duties and functions
  - a. To appoint members for each Department or each specific area of studies;
  - b. To provide overall supervision in the conduct of all examinations in the Centre of Studies;
  - c. To ascertain that all examination questions are properly vetted so as to maintain the academic standard required by the programmes in accordance with the standards stipulated in the IIUM Assessment Policy as provided in Article 4
  - d. To review, confirm and approve final grades submitted by individual course instructors to the Dean of the Centre of Studies; and
  - e. To determine the Dean's List.

### **2. Members of Centre of Studies Committee of Examiners**

- (1) Members of the Centre of Studies Committee of Examiners shall comprise the following
  - a. The Dean;
  - b. The Deputy Deans;
  - c. Department Heads and / or Examination Coordinators; and
  - d. Any other person appointed by the Dean

(2) Notwithstanding sub-regulation 2 (a) the Dean may invite any other person to attend meeting of the Centre of Studies committee of examiners.

**3. Chairman of the Centre of Studies Committee of Examiners**

(1) The respective Dean of the Centre of Studies shall be the Chairman of the Centre of Studies Committee of Examiners.

**4. Secretary to the Centre of Studies Committee of Examiners**

(1) The Centre of Studies shall provide the Secretary and the Secretariat for each Centre of Studies Committee of Examiners.

**5. Examination Committees**

(1) An Examination Committee shall be established at each Centre of Studies and / or department chaired by the Dean or Head of Department respectively.

(2) The committee shall consist of at least three (3) members with the following functions

- a. to vet end-of-semester examination questions;
- b. to review and approve the final grades submitted by course instructors / examiners;
- c. to submit the final grades to the Centre of Studies Committee of Examiners.

**6. Appointment of invigilators**

(1) An invigilator shall be appointed by the Rector upon the recommendation of the respective Dean of the Centre of Studies.

**7. Notification of examination procedures**

- (1) An examiner or invigilator shall be notified by the office in charge of academic management and admission on procedures and rules pertaining to the conduct of the examinations.

**8. Administrative Order**

- (1) The conduct of any examination shall follow the rules and procedures provided in the Administrative Order on the Conduct of Examinations as provided in Article 5.

**9. Administration of examinations**

- (1) Examinations may be written, oral, practical, or a combination of any of these, as determined in the course outline approved by the Senate.
- a. The time and venue of the end-of-semester examinations are to be scheduled by the office in charge of academic management and admission.
  - b. An instructor who is considering a take-home end-of-semester examination shall inform the students at the beginning of the semester. Such an examination shall be administered during the revision week. The submission of examination answers to the examiner shall not exceed a limit of forty eight (48) hours. If the student fails to submit examination answers within the specified timeframe, zero (0) mark will be awarded for the take-home examination.
  - c. An end-of-semester examination may be conducted on the last day of class or during the revision period with the approval of the Dean of the Centre of Studies and subject to the consent of all students. This shall be referred to as a decentralized examination. The procedure for conducting decentralized examination is provided in Schedule VII.

## **10. Irregularities**

- (1) Where the Dean of the Centre of Studies has grounds to believe that irregularities have occurred in the preparation of any examination, the Dean, at his discretion, may defer the conduct of such an examination and conduct an investigation, the results of which shall be forwarded to the Rector for appropriate action.
- (2) In the event that irregularities are found after the conduct of the examination, the results of the original examination shall become null and void. The Dean, in consultation with the Deputy Rector in charge of academic affairs, shall authorise a substitute examination.

## **11. Implications of cheating in examination**

- (1) Where the Dean of the Centre of Studies is satisfied that a student has committed a breach under the Student Disciplinary Rules pertaining to examination, the Dean shall instruct a committee appointed by the Disciplinary Authority to conduct an inquiry pertaining to the alleged breach.
- (2) If a student is found guilty, the Dean of Centre of Studies shall make the following order
  - a. for bringing in unauthorised materials, he shall be liable for a compoundable offence for a sum of RM200.00 (Ringgit Malaysia two hundred) for each offence as provided under Student Disciplinary Rules.
  - b. for attempted cheating, he shall be liable for a minimum punishment of suspension under the Student Disciplinary Rules and shall receive an 'F' grade for the course.
  - c. for cheating, a student shall be expelled from the University as provided by the Student Disciplinary Rules and shall receive an 'F' grade for the course.
- (3) The Dean shall report the matter to the Senate for action or decision taken under sub-regulation 11 (2).

## **12. Absence during end-of-semester examinations**

- (1) A student is not allowed to be absent from an end-of-semester examination without a valid reason verified by the relevant authorities within seven (7) days of the scheduled examination.
- (2) The Centre of Studies shall record an examination grade based on the coursework marks.

## **13. Special Examination**

- (1) A special examination shall be arranged with a prescribed fee for each course for a student who is absent from the end-of-semester examination on reasons acceptable to the Dean of Centre of Studies.
- (2) Any absence mentioned under sub-regulation (1) must be supported by relevant documents and shall be verified by the University authority.
- (3) A student may not be allowed to defer special examination of a course and shall be graded on the coursework marks.
- (4) The Centre of Studies Committee of Examiners may authorise a special examination up to the fourth (4th) week of the following semester unless a leave of absence is granted.

## **14. Eligibility to sit for examinations**

- (1) No student shall be allowed to sit for any end-of-semester examination unless
  - i. he is officially registered in such a course; and
  - ii. he has fulfilled all requirements prescribed by the respective Centre of Studies including attendance.

**15. Barring from examinations**

- (1) The Dean may, upon recommendation of the Head of Department, bar a student from taking the examination in the case where the student fails to meet any of the requirements mentioned under regulation 14 for the eligibility for entry to an examination.

**16. Consequence of being barred from examinations**

- (1) Any student barred from any examination shall automatically receive a 'Y' grade which is equivalent to an 'F' grade, irrespective of coursework performance.



## **ARTICLE 2**



## **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**

13. 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.

#### **14. 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.

#### **15. 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.

#### **16. 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.

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

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

#### **18. 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.

#### **19. 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.

#### **20. Official results**

- (1) The results for any course shall not be regarded as official until confirmed by the Centre of Studies Committee of Examiners and subsequently endorsed by the Senate.

- (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.

## **21. 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.



## **ARTICLE 3**



## **APPEALS**

### **1. The Centre of Studies Committee of Appeals**

- 1) The Centre of Studies Committee of Appeals deals with all appeals from students registered in the programmes offered by the said Centre of Studies subject to the provisions of these regulations.
- 2) The Centre of Studies Committee of Appeals shall submit its recommendations to the Senate for endorsement.

### **2. Members of the Centre of Studies Committee of Appeals**

- 1) Members of the Centre of Studies Committee of Appeals shall comprise of the following
  - a. the Dean;
  - b. the Deputy Dean in-charge of academic affairs;
  - c. the Deputy Dean in-charge of student affairs;
  - d. head of Unit or Department;
  - e. other academic staff members of the Centre of Studies under which the course is in dispute;
  - f. two members of the Academic staff of the University who are not the examiner or examiners of the course or any of the courses upon which the appeal is made;
  - g. any other member appointed by the Dean.
- 2) Notwithstanding sub-regulation (1), the Dean may invite any other persons to attend meetings of the Committee.

**3. Chairman of the Centre of Studies Committee of Appeals**

The Dean of the Centre of Studies shall be the Chairman of the Centre of Studies Committee of Appeals.

**4. Secretary to the Centre of Studies Committee of Appeals**

The Centre of Studies shall provide the Secretary and the Secretariat for each Centre of Studies Committee of Appeals.

**5. Period to convene Meeting of Centre of Studies Committee of Appeals**

The Committee of Appeals shall convene its meeting within two weeks from the end of the period of appeal.

**6. Grounds of appeal**

1) An appeal may be made on any of the following grounds

- a. a student who claims to experience hardship physical or otherwise while sitting for an examination;
- b. 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;
- c. a terminated student who may have valid reasons for not registering for the courses;
- d. a second, third or fourth level student who is dismissed on academic grounds but has valid medical or emergency reasons;
- e. a student who may have sufficient reason to request for an extension of his leave of absence;
- f. a student who may have sufficient and valid reason(s) to request for an extension of his study period.



## **ARTICLE 4**



## **IIUM ASSESSMENT POLICY**

### **1. Introduction**

The International Islamic University Malaysia (IIUM) recognises that assessment is an integral component of effective teaching and learning. The quality of assessment is vital to the University's claim about the quality of its graduates, which defines the trust and confidence of stakeholders and the general public. It is undisputable that assessment determines the quality of student outcomes. Assessment shapes the learning that will take place; it molds what students will learn and how they will learn it. In a nutshell, assessment is a catalyst for progress and reform in educational practices.

To conduct quality assessment there is a need to develop, document, and establish an Assessment Policy. This policy should aim to inform instructors, students, and stakeholders about the IIUM's approaches to assessment. The policy needs to spell out how the University develops and uses tests, examinations, and other assessment tasks in making decisions about student learning and capabilities. The policy, hence, will enable the University to strategise, benchmark and set standards for the performance, monitoring, recognition, and evaluation of its assessment methods and approaches. This write-up proposes a set of statements for the Assessment Policy, which will guide all faculty members who are engaged in the assessment processes.

### **2. Statement of Assessment Policy**

The International Islamic University Malaysia takes the responsibility for the degrees and other academic qualifications that are awarded in its name. This responsibility inevitably positions assessment as a means for students to demonstrate their achievement of the learning outcomes that have been specified for the programmes and courses. Assessment also serves as a means for instructors to substantiate their professional obligation to satisfy content and performance standards. This position is consistent with the IIUM's vision and mission, in which assessment has been identified as an important thrust of the University's 10-year plan in Teaching and Learning Strategy.

The Assessment Policy applies broadly to all kinds of assessment in the University's undergraduate and postgraduate programmes. Underscored by a set of guiding principles, the policy covers multi-dimensional learning processes, accounting for the commonality, diversity, and distinctiveness of learning outcomes across programmes. Regardless of the method of assessment, the policy is applicable in the development and use of the conventional paper and pencil tests, high-stakes written examinations, computer-based tests, and performance (a.k.a., alternative) assessment. It is designed primarily for tests, examinations and performances that instructors construct and use in measuring, evaluating, and grading their students.

The Assessment Policy, however, is not intended for university-wide standardized testing, namely the English Placement Test (EPT) and Arabic Placement Test (APT). These tests, in fact, should closely observe the Standards for Educational and Psychological Testing (AERA, APA, NCME, 1999) and the revised Code of Fair Testing Practices in Education (JCTP, 2004). In addition, the policy does not cover professional licensure and certifications; nor does it cover the psychometric assessment of students' personalities, attitudes, and aptitudes.

The Assessment Policy addresses the responsibilities of the key players. For the Assessment Policy to be implemented effectively, formal roles and responsibilities are distributed across the University, through the Deputy Rector (Academic and Internationalisation), the University's Quality Assurance Unit, the Centre of Studies' (including Institutes' and Centres') Deans, Boards of Examiners, Course Coordinators, and individual instructors. Last but not least, students have their part to play in the assessment process; they have rights, which correspond to the University's responsibilities. Students also hold the responsibility of ensuring that they are aware of, and comply with, the assessment requirements that apply to them, and of reporting any anomalies and problems.

### 3. **Definition**

The following items are in addition to the terms that have been interpreted in the Student Academic Performance Evaluation Rules (Part I, provisions 4, pp. 8-11).

Assessment is the process by which the University is able to certify that a student has achieved the learning outcomes and academic standards for the programme. Assessment can take a range of forms, both invigilated and noninvigilated.

Formative Assessment occurs during instruction, and its primary aim is to determine whether or not a student has achieved sufficient mastery of specific concepts or skills.

Learning Outcome is set of predetermined learning targets of what a student will know and be able to do at the end of a course or programme. The targets, which would involve the learning of complex, real life behaviours, tasks, and performance, should include the aspects of knowledge and understanding, intellectual abilities, practical skills, attitudes, and generic competencies, which are applicable across domains of learning.

Performance Assessment is the measurement and evaluation of targeted learning behaviours / outcomes, which cannot be directly assessed using time-constrained written tests or examinations.

Summative Assessment takes place at the conclusion of instruction. It has been used primarily in the form of a written test / examination to certify student achievement in particular courses. Summative assessment is least useful in helping students to perform error correction and make progressive improvement.

#### 4. Purpose of Assessment

The primary purpose of assessment at the International Islamic University Malaysia is to attain higher quality in student learning. In this respect, this policy aims to enable a balanced practice of the assessment of and assessment for learning in the University.

While the assessment of learning offers evidence of student achievement, which is crucial for institutional accountability and public consumption, assessment for learning provides opportunities to trigger students to achieve more (Stiggins, 2002), including the desired generic competency. In other words, assessment should enable the University to audit and certify that a student has achieved the learning outcomes and academic standards for the grades and qualifications. More importantly, assessment should serve as a powerful tool to enhance teaching and learning.

On the basis of the preceding statement of purpose, the University specifically expects assessment to:

- provide a fair, reliable and valid basis for the assignment of grades or awards for students' work and performance;
- promote students' mastery of concepts and skills by providing adequate modelling, practice, monitoring, and feedback on students' performance;
- direct progressive development of complex learning outcomes, which include the attainment of generic competency, i.e., language competencies, communication, information literacy, research and inquiry, personal and intellectual autonomy, and the understanding of professional, social, moral, and Islamic values through the use of meaningful and authentic assessment tasks;
- record and aggregate student achievements against the predetermined learning outcomes;
- assist instructors in evaluating the effectiveness of their teaching;

- facilitate the review and improve the quality of the curriculum, courses, and programmes; and
- define and protect academic standards deemed necessary for the purpose of accountability.

## **5. Guiding Principles**

This section presents the general principles that will steer all assessment processes in the University. The principles are derived from the published literature and guidelines on best practices of assessment in higher education (e.g., IIUM Strategic Planning, 2003; Malaysian National Qualification Framework, 2003; Mutch and Brown, 2001; Palomba & Banta, 1999; Stiggins, 2002; University of Plymouth, 2002; University of New South Wales, 2003). A detailed description and discussion of the principles, content and performance standards, and processes and procedures are to be proposed in the subsequent workshops and documentation.

### **i. Assessment is valid**

Validity is the extent to which a test, examination, or other assessment task measures what it is supposed to measure, namely the targeted learning outcomes. Valid assessment is standard-based and aligned with learning outcomes. It is based on predetermined and clearly articulated criteria and associated with specifically formulated standards of knowledge, skills, and competencies. Only when the test has been validated can justifiable interpretations and inferences be made about student achievement on the test. It is the responsibility of the test developer (i.e. course coordinator, instructors, and / or examiners) to establish and demonstrate evidence of validity, in particular the content-related validity of a specific examination, test, and other assessment tasks. Therefore, published validation mechanisms, standards, and procedures are to be instituted in each Centre of Studies / centre / department to uphold this principle.

## **ii. Assessment is reliable**

Reliability refers to the degree to which scores that students have obtained from a test are free from errors. Measurement errors are likely to originate from poorly constructed questions (items), overly difficult and/or easy items, and lack of clear and consistent processes and procedures for the setting, scoring, grading, and moderation of students' responses, answers, and work. Therefore, documented standards, processes, and procedures are to be instituted in each Centre of Studies/centre/department to minimise measurement errors.

## **iii. Assessment is fair**

Fairness is the degree to which the assessment method meets students' rights, responsibilities, and expectations, which have been communicated to (and agreed upon by) them at the onset of the academic session. In the case of assessment other than written tests / examinations, the following criteria are applicable in order to observe this principles :

- Communication about assessment is made explicit, regular, and accessible.
- Reasonable workload, in terms of time on task and proportion of final grade accounted for, is applied.
- Opportunities are given to students to play a part in the selection of the assessment tasks.
- Concrete, immediate, constructive, and informative feedback is used to enhance the fairness of assessment.
- Students' efforts to correct their errors are recognized and graded accordingly.
- In non-routine novel problem-solving situations there may be more than one single correct answer; instructors should be willing and committed to accommodate divergent, yet acceptable solutions to the problem.

- Scoring rubric is used for students to monitor and self-evaluate their performance, and thereby, authenticate the fairness of the assessment.

#### **iv. Assessment is supported by professional collaboration**

Quality assessment only develops and progresses in an environment of professional collegiality. It demands the involvement of peers to review the test specification, test questions, measuring instruments (the test paper), scoring key, and setting standards and cut-scores. Similar rigorous engagement of “experts,” i.e. those who are well-versed in the subject matter, are needed in practising the other assessment tasks. In addition, regular, but not necessarily frequent, review by external experts will support the practice of quality assessment.

### **6. Roles and Responsibilities**

The quality assessment process requires substantial contributions from many parties. In the context of the IIUM, the following list proposes the distribution of roles and responsibilities. [Note. The proposal should be read in light of the revised provisions as specified in the IIUM’s Student Academic Performance Evaluation Rules (2005, Part III, provisions 22-44)].

#### **i. The University**

The IIUM, through the Deputy Rector (Academic and Internationalistion), supported by the office of the Director of the Quality Assurance Unit, has the responsibility to ensure that:

- a. assessment practices are valid, consistent, and fair across University programmes;
- b. assessment processes and procedures are monitored at the level of courses so that the assessment principles and standards are observed;

- c. resources are available to provide staff with access to information and expertise on the theory and practices of assessment;
- d. related documents and provisions, in particular the Student Academic Performance Evaluation Rules (2005), recommendations of Boards of Studies, Boards of Academic Review, and the periodic reports on Balanced Score Cards are made available, and observed, reviewed and revised, when the need arises.

**ii. Centre of Studies, Institutes, Centres, and Departments**

Centre of Studies, Institutes, Centres, and Departments through the Deans and Boards of Examiners, and Boards of Appeal are responsible for ensuring that:

- a. the Assessment Policy and supplementary documents, including Student Academic Performance Evaluation Rules, handouts, quality processes and procedures, and directives are made available to all faculty members;
- b. new staff are informed of, and given opportunities to be trained in the policy, practice, and procedures of assessment;
- c. an assessment plan / blueprint for every degree programme, focusing on the relative importance of the learning outcomes—derived from the mapping of the desired attributes of its graduates—is designed and reviewed periodically; the blueprint is to be used as the basis for the development and selection of assessment methods / tasks and the allocation of scores in each course;
- d. Centre of Studies-wide assessment criteria and performance standards, consistent with the University’s Assessment Policy, are subjected to regular environmental scanning, benchmarking, faculty’s consensus, and documentation; gap analysis,
- e. assessment events are coordinated in order to provide appropriate and reasonable workload across courses;

- f. Senate's approval for a significant redistribution of grades is sought, and statistically defensible methods are used when scores are scaled and combined;
- g. in addition to the course outline, students are provided in advance with a handout on assessment tasks and events, detailing out what is expected of them in each course;
- h. assessment practices, including alternative assessment practices for students with disabilities, are explicit, fair and consistent;
- i. students are routinely involved practices in the Centre of Studies; in discussions of assessment
- j. mechanisms and procedures to address students' grievances and appeals are instituted and made known to stakeholders.

### **iii. Course Coordinators**

The course coordinator has the responsibility to ensure that:

- a. policies, practices, and procedures on assessment are adhered to in relation to the course(s) for which he / she is responsible;
- b. regular review is conducted of the suitability of the existing assessment approach with the objectives and learning outcomes of the course(s);
- c. assessment approach reflects a balanced use of written tests / examinations and alternative assessment;
- d. detailed guidelines of the alternative assessment, which describe the specification of tasks, timelines, scoring rubric, and the distribution of scores for the final grade, are collaboratively developed and shared by instructors who are teaching the course;
- e. the course outline and the assessment plan are distributed in the first week of the semester, providing room for negotiations and amendments;

- f. scores that students obtain from other assessment tasks are to be recorded online as scheduled, using the University's Continuous Assessment Management (CAM) system;
- g. students are made aware of the range of possible formats for the written examination by the instructor(s);
- h. all examiners / markers / scorers of the course are appropriately briefed; the score / grade awarded for a piece of work can be defended in terms of the course standards;
- i. students have the opportunity to view and discuss their progress and status prior to the end-of-semester examination;

**iv. Academic Staff**

Individual members of the academic staff have the responsibility of ensuring that they:

- a. are familiar with the University's, Centre of Studies's, and department's policy relating to assessment;
- b. communicate clearly the requirements for assessment to students;
- c. perform assessment-related responsibilities as indicated in the Student Academic Performance Evaluation Rules (2005, Part III, provisions 22-44);
- d. comply with the policies regarding the submission of scores and grades for examinations, assignments and other assessment items;
- e. are allowed to review and revise the assessment criteria and tasks according to procedures set by the respective Centre of Studies,
- f. use alternative assessment to give students the opportunity to demonstrate their learning progress, elicit performance, receive feedback, identify and correct errors, and trigger continuous improvement;

- g. are available to students for a reasonable level of consultation and feedback;
- h. do not discuss or disclose personal information, including results, about students to anyone who does not have a legitimate right and need to have access to the information;
- i. contribute to discussion on student assessment;

**v. Students**

Students have a right to:

- a. be treated fairly and consistently in all aspects of the assessment policy and practices;
- b. be informed of all aspects of the assessment policies and practices in each course; including the criteria to be met and penalties for breaches;
- c. the timely return of their work on specific assessment tasks, allowing for error correction;
- d. information and feedback which prompt them to self-evaluate, adjust, and attune their own performance against the criteria for each course and the performance of other students;
- e. be informed of appeal processes. Students have a responsibility to:
  - i. ensure that they are properly enrolled and that they observe attendance and disciplinary rules; otherwise they may be refused assessment;
  - ii. be aware of the rules of progression and requirements for graduation;
  - iii. inform themselves on the University policies about academic honesty, legitimate cooperation, plagiarism and cheating, and timely submission of work;

- iv. ensure that they understand the requirements for examinations and other assessment tasks;
- v. ensure that the submitted assessment tasks are their own work; group-work is clearly acknowledged;
- vi. be aware of the means for seeking assistance and advice on assessment, including appeals and dispute resolution;
- vii. seek advice from the course authorities if they are confident that particular assessment tasks are not fair, either in terms of the workload or proportion of allocated scores;
- viii. be aware that a major objective of assessment is the promotion of learning; for each course, a reasonable proportion of the final grade comprises scores that they have obtained from alternative assessment tasks;
- ix. use assessment to develop strategies for learning and self-assessment; and

## **7. Implications**

On the basis of the desired attributes of the graduates, there is an urgent need for the development of programme-based learning outcomes, which cover content-specific knowledge and skills, and the generic skills deemed important by stakeholders, employers and significant others; it is to be facilitated by the University's Academic Board. The exercise should lead up to:

- a. A series of workshops to be participated in by the course coordinators and resource persons of the respective academic programmes, aiming at the construction and mapping of the learning outcomes of the courses.
- b. Centre of Studies-based efforts to link assessment tasks and learning outcomes across courses, which would serve as a framework in the formulation of an assessment plan / blueprint in each programme.

- c. The development of well-articulated and shared criteria and performance standards for faculty members, taking into account the commonality and uniqueness of particular programmes.
- d. The establishment of empirically sound indicators of assessment practice which are useful for intra- and inter-institution comparisons, the results of which may contribute to the needs of the nation to achieve quality higher education and academic integrity.
- e. Continuous training and skill enhancement programmes, especially the inhouse training in knowledge and skills of student assessment.
- f. The monitoring and evaluation of assessment performance of lecturers; hence, offering an alternative approach to the assessment of instructors' professional competency (CLA).
- g. The evaluation of outcomes of the Assessment Policy in line with the University's vision and mission.





**ARTICLE 5**



## ADMINISTRATIVE ORDER ON THE CONDUCT OF EXAMINATIONS

### Interpretation

In these Administrative Order, unless otherwise stated :

“**Answer Booklet**” refers to a bound publication which commonly having less than twenty (20) pages where examination candidate write their answers for an examination in it. The booklet has a cover page in four different colours;

“**Candidate**” refers to a registered student who is eligible to sit for an end-of-semester examination;

“**Centre of Studies**” includes Kulliyyah, Faculty, Centre, Institute, or other similar entities which may offer programmes / courses;

“**Examination Assistant**” refers to a person who works for the University in a temporary capacity at the Centre of Studies where examination related work is processed;

“**Examination Operations Room**” refers to a dedicated room or venue at a Centre of Studies where examination related work is processed;

“**Examination Supervisor**” refers to the Dean of the Centre of Studies who shall be responsible for organising and conducting all examinations, maintaining proper records and making appropriate announcements in connection with the examination;

“**Examiner**” refers to a person assigned by the Centre of Studies to set and mark examination paper to test student’s knowledge or proficiency in an area;

“**Invigilator**” refers to a person appointed by the Rector upon the recommendation of the respective Dean of the Centre of Studies to watch over students at an end-of-semester examination;

“**Reference File**” refers to a folder or file containing examination related documents arranged in a convenient order as an information source to be placed at an examination venue;

**“Student Disciplinary Rules”** refers to the lists of rules that students must follow to ensure a safe and supportive environment to study, learn and socialize. Breach of any of these rules will be subject to the Student Disciplinary Procedure;

**“Student Dress Code”** refers to the dress code determined by the University;

**“Unauthorised Items”** refer to the stipulated list of items which may provide assistance to an examination candidate in answering an examination. These items are not allowed to be brought into an examination venue / room. The items include books / notes, bags, pencil box, video camera, camera, mobile phone / PDA, Headphone / Walkman / MP3 and Notebook / Electronic Diary.

**“Venue”** refers to any areas determined for examinations;

## **PART I EXAMINATION GUIDELINES FOR INVIGILATORS**

### **Venue of Examination**

1. The venue for an examination shall be as stated in the examination timetable.

### **Invigilation Arrangements**

2. (1) The ratio between invigilators and candidates is approximately 1:50.  
  
(2) Examination assistants will be provided to help in the distribution of answer booklets, question papers, reference materials (if any) and other stationery which has been approved by the examiner prior to the examination. At the end of the examination they will help in the collection of the materials as instructed by the invigilators.

- (3) Examination assistants are not given any supervisory role, except when authorised by the chief invigilator. However, they are given the authority to ensure that the invigilators fill in the relevant forms in the Reference File before collecting the answer scripts.

### **Identification**

3. All officers and staff on duty must wear a name tag whenever they are in the examination venue.

### **Reference File**

4. A Reference File which contains the following documents shall be made available at every examination venue:-
  - (a) Examination timetable
  - (b) Invigilation timetable
  - (c) Notes for invigilators (to be read to students)
  - (d) Seating list / plan where relevant
  - (e) Administrative order on the conduct of examination
  - (f) Attendance Sheets (with seat numbers)
  - (g) Relevant Forms on examination details

### **Question Papers**

5. (1) Each of the invigilator in-charge-of the examination venue shall be responsible for the collection of the question papers, except for larger venues or lecture halls where the chief invigilator shall be responsible for the collection of the question papers from the Examination Supervisor at the Examination Operations Room at least forty (40) minutes before the examination is due to commence.

(2) On every envelope the following details shall be recorded:-

- (a) Details of question paper (code, course title, examiner, section)
- (b) Number of candidates, and
- (c) Examination venue and time

### **Answer Booklets / Scripts**

6. (1) An answer booklet shall be distributed to every candidate as specified by the examiner and subsequently an additional answer booklet or loose sheets will be issued upon request. A candidate must use only answer booklets which are of the same colour for a particular examination or as specified by the Centre of Studies.
- (2) The chief invigilator / invigilator, where applicable, has to ensure that the number of answer booklets collected matches the number of candidates sitting for the paper. The respective examiner will have to officially acknowledge receiving the respective answer booklets by signing the receipt form / collection of answer booklets / scripts form. When the examiner is unable to collect the answer booklets / scripts, the dean or his authorised personnel in the Centre of Studies will officially acknowledge collecting such answer booklets / scripts from the chief invigilator.
- (3) In cases where the number of collected examination scripts does not match the number of students, it is the responsibility of the chief invigilator to write a full report on the incident to the Dean of the respective Centre of studies within reasonable time.

### **Seating Arrangements**

7. In an examination hall / room where more than one paper is being conducted at the same time, a separate seating location will be arranged. For some papers, a fixed seating arrangement will be implemented, if necessary. The relevant seating plan will be included in the Reference File. The chief invigilator shall be responsible for giving the appropriate instructions to all the candidates before the commencement of the examination.

### **Medical Treatment**

8. In a case where a candidate is deemed to require medical attention, upon instruction by the chief invigilator, the examination assistant shall refer to the Medical officer for appropriate assessment and recommendation. If the candidate is found to be fit, he shall continue the examination at the sickbay in accordance with the prescribed examination rules and regulations.

### **Provision of Materials**

9. The following materials / stationery will be provided by the Office of the respective Centre of Studies at every examination venue:-
  - (a) Ball-points (red and blue) and pencils
  - (b) Marker Pens
  - (c) Cellophane tape
  - (d) Scissors
  - (e) Stapler
  - (f) Thread
  - (g) String, and
  - (h) Puncher

### **Additional Information**

10. Invigilators who require additional information on conduct of an examination should refer to the authorised administrative officer of the respective Centre of Studies.

## **PART II RESPONSIBILITIES AND DUTIES**

### **Responsibilities**

11. (1) The chief invigilator / invigilators are appointed by and responsible to the Rector or any other person authorised by the Rector to regulate examinations that are scheduled in the University as specified in the appointment letter.  
  
(2) The chief invigilator may be assigned either;
  - (a) to the larger venues (as chief invigilator in venue), or
  - (b) to smaller, separate venues (as chief invigilator on the move).

### **Duties of Chief Invigilator (In Large Venues)**

12. The duties of the chief invigilator are as follows:
  - (a) To collect question papers from the administrative officer in-charge at least forty (40) minutes before the start of an examination;
  - (b) To supervise the examination assistants in handing out the examination stationery and to give instructions to them to distribute whatever examination materials that are approved for that particular paper. Examination assistants are not given any supervisory role, except when authorised by the chief invigilator. However, they need to help ensure the relevant forms are duly filled in;

- (c) To carry out the general supervision of an examination under his/her control and to ensure that the examination runs smoothly and effectively;
- (d) To ensure that there shall be no cheating or copying by candidates, or giving away of answers by any official to any candidate during the examination, and to act immediately when a candidate is found cheating, copying or breaching the Student Disciplinary Rules pertaining to examination;
- (e) To supervise all invigilators under his control and to ensure their attendance;
- (f) To give appropriate instructions to all invigilators under him and to hand over the question papers to them;
- (g) Except in circumstances permitted by the Chief Invigilator, no candidates shall enter the examination venue after thirty (30) minutes of the commencement of the examination or leave the venue fifteen (15) minutes before the completion of the examination;
- (h) In the event of unforeseen circumstances, the chief invigilator is authorised to postpone the examination. He shall instruct the invigilators to collect all answer scripts and report the matter to the relevant authorities;
- (i) To announce the remaining fifteen (15) minutes of the examination time;
- (j) To complete Form EX 'A-E' and ensure that all invigilators have filled in the required information (where applicable) and this shall be submitted to the respective Centre of Studies within 24 hours;
- (k) To write a full report on any irregularities during the examination, to the Dean of the respective Centre of Studies;
- (l) To be answerable in case of any irregularity arising in the conduct of the examination;

(m) To perform any other duties as may be stipulated by the Rector.

### **Duties of the Chief Invigilator for Multiple Venues**

13. The duties of the chief invigilator for multiple venues are as follows:

- (a) To carry out general supervision at several venues and to ensure that the examination runs smoothly and effectively;
- (b) In the absence of the assigned invigilator or when necessary, the Chief Invigilator shall collect the question papers, distribute them according to the seating list, make necessary announcements and collect all answer scripts at the end of the examination;
- (c) To supervise all Invigilators and note their attendance;
- (d) To write a full report on the misconduct of Invigilators, cheating cases and other irregularities and complete EX A and EX B1 Forms in the Reference File. (Please refer to Part VII – Provision 26 (a) and (b) on handling of cheating cases);
- (e) To control and act immediately if any incident occurs during the examination. If, in the opinion of the Chief, it is necessary to cancel or postpone the examination, he / she must instruct the respective Invigilator(s) to collect the scripts already written and report the matter to the Dean of the respective Centre of Studies;
- (f) To ensure that all Invigilators observe the examination policies and procedures and carry out their duties as stipulated;
- (g) To ensure that the examiner of the respective paper counts and officially acknowledges receiving the answer scripts by completing and signing the Receipt Form provided by the respective Centre of Studies.

## **Duties of the Deputy Chief Invigilator in Large Venues**

14. (1) The Deputy Chief Invigilator in large venues shall assist the Chief Invigilator in the following :
  - (a) To collect question papers from the Examination Operation Room, as specified in the appointment letter, at least forty (40) minutes before the commencement of an examination;
  - (b) To supervise all Examination Assistants in handing out permissible materials for the examination;
  - (c) To supervise all other Invigilators and their attendance;
  - (d) To monitor the distribution of the question papers by the Invigilators;
  - (e) To complete the necessary forms/reports as required in the Reference File;
  - (f) To monitor the overall conduct of the examination, making appropriate announcements and giving instructions and reminders to all candidates;
  - (g) To report any incident e.g: cheating, attempting to cheat or any other irregularities during the examination. (Please refer to Part VII – Provision 26 (a) and (b) on handling of cheating cases);
  - (h) To monitor the submission of answer scripts by all candidates at the end of the examination, as well as monitoring of the signing of the Ex D Form by the examiner upon collecting the answer scripts.
- (2) The Deputy Chief Invigilator shall act as the Chief Invigilator in his absence.

## **Duties of the Invigilator in Large Examination Venues / Rooms**

15. The duties of invigilators in large examination venues / rooms are as follows:-
- (a) To assist the Chief Invigilator in the conduct and supervision of the examination;
  - (b) To report for duty to the Chief Invigilator at the prescribed time to receive instructions;
  - (c) To collect the question papers (together with the list of candidates) from the Chief Invigilator and subsequently distribute them;
  - (d) To check that the candidates, upon entering and leaving the examination venue, do not bring items other than required writing materials, and do not take out used or unused answer booklets;
  - (e) To verify the identity of the candidate using the appropriate document e.g. matriculation card. For veiled female students, visual (facial) identification is necessary;
  - (f) To collect the attendance slips which have been correctly filled in and check them against the attendance sheet. Any absentee has to be immediately reported to the Chief Invigilator;
  - (g) To hand over the Attendance Slips to the Chief Invigilator for his / her inspection;
  - (h) To supervise candidates closely in all examinations and provide services when necessary;
  - (i) To supervise strictly any candidate who is given permission to leave the examination hall / room for any reasonable purpose;
  - (j) To supervise candidate who is given permission to leave the examination venue for any valid reason;

- (k) To ensure and maintain a proper and conducive environment at the examination venue;
- (l) To report to the Chief Invigilator if there is any candidate who needs medical attention or is found to have breached the Student Disciplinary Rules pertaining to examination;
- (m) To help the examiner to count the examination scripts;
- (n) To perform other duties as stipulated by the Chief Invigilator.

### **Duties of the Invigilators In Small Examination Venues/ Rooms**

16. The duties of invigilators in small examination venues / rooms) are as follows:-
- (a) To collect question papers from the Centre of Studies office respectively, and to report for duty at the examination room at the specified time;
  - (b) To be responsible for the distribution of question papers (to be placed alongside the answer books) and the collection of answer scripts;
  - (c) To collect the attendance slips and ensure that the details have been filled in correctly, and to mark the attendance of the candidates in the attendance sheets and mark sheets;

- (d) To ensure that there shall be no cheating or copying, or attempt to cheat or copy by candidates, and to act immediately when candidates are found cheating, copying, attempting to cheat or copy, or breaching the examination regulations. If circumstances arise, in the case of cheating, which in the opinion of an Invigilator at an examination, render necessary the cancellation or postponement of the examination, he / she must, as soon as possible, collect the scripts already written and report the matter to the Chief Invigilator on the Move. If, in the opinion of an Invigilator at an examination, circumstances arise which render the examination unfair to any candidate, he / she must report the matter to the Chief Invigilator on the Move. (Please refer to Part VII – Provision 26 (a) and (b) on handling of cheating cases);
- (e) To report to the Chief Invigilator on the Move or Dean of the respective Centre of Studies if there are any irregularities;
- (f) To announce the time fifteen (15) minutes before the examination ends;
- (g) To ensure that the number of answer books collected matches the number of candidates sitting for that paper.

**PART III**  
**ARRIVAL TIME**

18. The Chief Invigilator and Invigilators must report for duty at the examination venue not later than half an hour before the scheduled time for every examination.

## **PART IV PROCEDURES**

### **Distribution of Question Papers**

19. Invigilators shall ensure that:-
- (a) The correct question papers are distributed to the correct section and candidates;
  - (b) Each copy of the question paper shall be placed face down on top of each examination table;
  - (c) Extra copies of the question papers shall be put into the original envelope and handed over to the Chief Invigilator.

### **Candidates' Time of Entry**

20. The Chief Invigilator shall:-
- (a) Ensure that Invigilators and Examination Attendants have taken their place as directed before the start of the examination;
  - (b) Call in candidates to take their respective place in the examination venue not later than ten (10) minutes for small venue before the commencement of the examination.

### **Checking the Candidates Upon Entry and Exit**

21. The Invigilators shall:-
- (a) Take their position at the entrance(s) to the venue not later than ten (10) minutes before the examination is due to commence;
  - (b) Ensure that candidates enter one by one when the instruction is given;
  - (c) Ensure that every candidate who enters has a Matriculation Card and an Examination Timetable Slip;

- (d) Ensure that every candidate who enters does not bring along with him / her any unauthorised items that could help the candidates in any manner, or any means of communication. Any candidate who has these items must leave such items outside the examination venue. Only pens, pencils, rulers, calculator, drawing instruments and other approved materials can be taken into the examination venue;
- (e) Take their position at the door of the examination venue when the instruction to stop writing is given;
- (f) Ensure that candidates, on leaving the examination venue, do not take out with them any answer books (used or unused) that are distributed during the examination.

### **Checking Attendance**

22. Invigilators shall be responsible for the following:-

- (a) To collect all the attendance slips from candidates;
- (b) To arrange these attendance slips in ascending order of the Matriculation Numbers;
- (c) To mark the attendance sheets by using the attendance slips as reference;
- (d) To report the names of candidates who are absent to the Chief Invigilator; or to fill in the relevant forms (EX A – EX E) in the Examination Reference File (where applicable);
- (e) To hand over to the Chief Invigilator the attendance slips and attendance sheets (where applicable).

### **Counting the Examination Scripts**

23. Invigilators shall be responsible for collecting the examination scripts from the tables, for counting them, and for recording the number of collected scripts in the Ex-D Form.

**PART V**  
**INSTRUCTIONS TO EXAMINERS /**  
**AUTHORIZED CENTRE OF STUDIES PERSONNEL**

24. (1) The respective examiner / coordinator of the course shall be present within the first 30 minutes of the examination to answer any queries related to the question paper or to correct any errors in the question paper. However, the respective examiner / coordinator of the course of the paper shall not act in any manner to assist candidates in answering their papers, such as explaining a word or translating a question.
- (2) The examiner or authorized Centre of Studies personnel must be present at the end of every examination to collect the examination scripts.
- (3) The examiner or authorized Centre of Studies personnel will count the examination scripts and the collection will be officially acknowledged by signing the receipt form.
- (4) In exceptional or emergency cases, the Invigilator may hand over the answer scripts to the staff of the respective Centre of Studies who is on duty at the respective venue, for safekeeping. However, the examiner of the paper, shall collect the scripts from the respective Centre of Studies office on the following working day.

**PART VI**  
**DISCIPLINARY ACTION FOR BREACH OF RULES**  
**AND REGULATIONS BY CANDIDATES**

25. (1) Any act of cheating or attempt to cheat, or any act of copying or attempt to copy in any examination or any act to cause or attempt to cause leakage of examination questions or a part thereof is a serious offence. The maximum penalty imposed on candidates found guilty of this offence is dismissal from the University as provided in the Student Disciplinary Rules.

- (2) Any breach of examination instructions, rules and regulations or parts thereof is a serious disciplinary offence, and candidates found guilty of such an offence shall be subjected to disciplinary proceedings as provided in the Student Disciplinary Rules.

**PART VII**  
**GUIDELINES FOR ACTION TO BE TAKEN**  
**IN THE CASE OF CHEATING OR COPYING**

26. In the event that a candidate is caught or suspected of cheating or copying, the chief invigilator / invigilator(s) shall:
- (a) confiscate the candidate's answer script(s) and question paper(s), together with the evidence (e.g. handwritten notes, book, calculator case). The candidate shall then be given a fresh answer booklet and question paper to continue answering;
  - (b) write a full report on the incident in the Reference File and hand over the confiscated evidence to the Dean / Director of the respective Centre of Studies to be forwarded to the office in charge of legal matters.

**PART VIII**  
**RULES AND REGULATIONS FOR CANDIDATES**

27. (1) Only candidates who are registered for the course and not disqualified from the examination or any part thereof are allowed to enter the examination venue.
- (2) No candidate is allowed to present himself / herself for any examination later than thirty (30) minutes after the commencement of the examination.
- (3) Candidates are not allowed to take into the examination venue unauthorized items.

- (4) Candidates shall not take out of the examination venue, any answer booklets (used or unused) or question papers in cases where answers are written on the question paper itself.
- (5) Candidates are not allowed to leave the examination venue within half an hour after the examination has commenced, or within the last fifteen minutes before the end of the examination.
- (6) In ordinary circumstances, candidates are not allowed to be given any additional time except if allowed by the Dean of the respective Centre of Studies.
- (7) Candidates must observe and obey all instructions given by the Chief Invigilator or Invigilators in the conduct of the examination.
- (8) Candidates are to observe the University Dress Code.

**PART IX**  
**INSTRUCTIONS TO CANDIDATES**

28. (1) No candidate shall sit for an examination unless he / she has been duly registered for the course.
- (2) Candidates are advised to go through the examination timetable carefully. Any additional instructions or changes to the timetable will be announced through the Student Portal. Candidates who missed the examination due to negligence (not checking the changes in the timetable), will not be given a substitute examination.
- (3) Only candidates with valid Matriculation Cards will be allowed into the examination venue. Candidates without Matriculation Cards will not be allowed into the venue unless some proof of identification is produced.
- (4) Candidates are required to have their examination slips with them as proof of eligibility to sit for the examination.

- (5) Candidates will not be permitted to sit for their examination if they appear thirty (30) minutes after the commencement of the examination.
- (6) Candidates who are barred from any examination shall be deemed to have failed their examination.
- (7) Candidates who are absent without valid reasons acceptable to the University authorities will be graded based on the coursework marks of the course.
- (8) Once candidates have taken their seats, they shall -
  - (a) Fill in the attendance slips and leave them on the right-hand corner of the table;
  - (b) Place their Matriculation Card and examination slip on top of the attendance slips for Invigilators' inspection. The attendance slips shall be collected by the Invigilators;
  - (c) Take back their respective Matriculation Cards after they have been checked by the invigilators.
- (9) Candidates must fill in all information required (eg. Matric no, section no, desk no, examiner's name, etc) on the cover page of every answer booklet used. Candidates are not permitted to write their names on the answer booklets.
- (10) Candidates must follow all instructions printed on the answer booklet. Candidates are warned not to tear out pages from the answer booklets or write their answers on other pieces of paper. All answer booklets, whether used or unused, must be left behind in the examination venue.
- (11) Unauthorised items cannot be taken into the examination hall except for stationery that is permitted by the Chief Invigilator. While in the examination venue, candidates must not receive unauthorized items from anyone.

(12) The Chief Invigilator / Invigilator shall announce the end of an examination after which all candidates must stop writing.

(13) Candidates are responsible for placing all examination scripts on the table or as specified by the Chief Invigilator, at the end of the examination to be collected by the Invigilators. Any misplaced answer script will not be accepted for marking.

### **Ill Health / Emergencies**

29. (1) Any student who misses an examination because of ill-health or unforeseen circumstances must submit official evidence from IIUM Health Centre / Medical Officer of Government Hospitals to the Dean of the respective Centre of Studies within 1 (one) week of the date of absence from the examination.

(2) For the purpose of the end-of-semester / resit / special examination, the University will accept only medical reports issued by IIUM Health Centre / Medical Officer of Government Hospitals.

### **Sickbay Facilities**

30. Students who need the facility should contact the respective Centre of Studies or the Supervising Medical Officer, Health Services within one day of the examination.

### **Students with Disabilities**

31. Students with disabilities who need special arrangements or accommodation in the conduct of examination shall contact the Centre of Studies for the arrangement. Relevant supporting document(s) may be provided to support the application.





**ARTICLE 6**



## OWNERSHIP

### IIUM Guide to Students on the Copyright of Thesis

The general condition of this copyright is that the thesis / dissertation is produced as part of the student's course of study at IIUM. However, the detailed conditions are listed below:

<b>Thesis/ dissertation copyright owner</b>	<b>Any of the conditions below:</b>
Student	<ol style="list-style-type: none"> <li>1. The student is self-sponsored.</li> <li>2. The research and thesis / dissertation is fully-funded by the student</li> <li>3. The research does not involve substantial use of institutional resources and/or services beyond the common provision.</li> </ol>
International Islamic University Malaysia (IIUM)	<ol style="list-style-type: none"> <li>1. The student is fully sponsored by IIUM or the Malaysian government.</li> <li>2. The research and thesis / dissertation is fully-funded by IIUM or the Malaysian government.</li> <li>3. The research is a sponsored project such as FRGS, RMGS, Bio-Science etc.</li> </ol> <p>- The student is working as a team member on a project that derives from the intellectual property of academic staff or involves substantial collaboration with academic staff.</p>
Joint ownership between student and IIUM**	<ol style="list-style-type: none"> <li>1. The student is partially sponsored by IIUM or the Malaysian government.</li> <li>2. The research involves substantial use of institutional resources and/or services beyond the common provision.</li> </ol> <p>- E.g. The University makes special purchases of equipment or materials for the project where these purchases are not included in the student's 'bench fee'.</p>
Joint ownership between student and other third parties*	<ol style="list-style-type: none"> <li>1. The student is sponsored by a third party.</li> <li>2. The student secures a project which is sponsored by a third party abroad and implements it in the University.</li> </ol>

- \* Student is advised to check the terms of his / her sponsorship agreement prior to the commencement of the project or programme of study.
- \*\* In the case when the work is co-owned, it will be for the whole copyright duration i.e. lifetime plus fifty years after the death of the student author.

Note:

- a. This Guide must be read together with the IIUM Policies and Guidelines for Intellectual Property Rights & Commercialisation.
- b. Students must be aware of these conditions at the initial stage of their enrolment. This shall be the responsibility of the Deputy Dean PG at the respective Centre of Studies and the supervisors.



**ARTICLE 7**



## **PROCEDURES FOR DEALING WITH PLAGIARISM**

Plagiarism as defined in IIUM Policy and Procedure in Academic Integrity and Honest includes, but not limited to:

1. Plagiarism is defined as;
  - a. to act of taking any idea or intellectual property expressed in material form, writing, data or invention of another person claiming that the idea, writing data or invention or the result of one's own findings or invention; or
  - b. and attempt to make out or the act of making out, in such a way that one is the original source or the invention which has actually been taken from some other source.

A staff or student plagiarises when he:

- i. publishes, with himself as the author, an abstract, article, paragraph, phase, page statement, scientific or academic paper or book which is wholly or partly written by some other person;
- ii. incorporates himself or allows himself to be incorporates as a co-author of an abstract, article, scientific, or academic paper, or book, when he has not all made any written contribution to the abstract, article, scientific or academic paper, or book at all;
- iii. forces another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for publication when he has not made any contribution which may qualify him as co-researcher or co-author;
- iv. extract academic data which are the result of research undertaken by some other person, such as laboratory findings or field work findings, or data obtained through library research, whether published or unpublished, and incorporates those data as part of his academic research;

- v. uses research data obtained through collaborative work with some other person, whether or not that person is a staff member or a student of the University, as part of another distinct personal academic research of his, or for a publication in his own name sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data;
- vi. transcribes the ideas or invention of others kept in whatever form whether written, printed or available in electronic form, or in any other form and claims whether directly or indirectly that he is the author or inventor of that idea or;
- vii. translate the writing or invention of another person from one language to another whether or not wholly or partly and subsequently presents the translation in whatever form or manner as his own writing or invention ; or
- viii. extracts ideas from another person's writing or invention and makes certain modifications without due reference or acknowledgement to the source and rearranges them in such a way that it appears as if he is the inventor of those ideas.

The following procedure shall be observed when a thesis / dissertation is alleged to have been plagiarized:

1. Upon receipt of a complaint of plagiarism in a thesis or dissertation or project paper, the secretariat of the MEC/DEC shall postpone to the commencement of the viva voce and shall forward the complaint to the the Dean of the Centre of Studies where the candidate has registered as student.
2. Upon receipt of the notification, the Centre for Studies shall without undue delay institute an enquiry by establishing a committee to determine the validity of the complaint and to make recommendation to the MEC / DEC on whether the alleged plagiarism has affected the result of the dissertation / thesis.

3. The committee of inquiry shall be chaired by a senior member of the Faculty and at least with two other members of the Faculty who have significant years of experience as academic staff of the University who may or may not been a member of the Faculty.
4. The committee shall have power to call any person or persons to provide fact, information or opinion that may include the candidate who writes the dissertation / thesis and his/her supervisor or supervisors.
5. Upon completion of the enquiry the Committee shall submit its recommendation within fourteen days of the conclusion of the enquiry to the University's Committee for Academic Integrity.
6. The Committee for Academic Integrity shall proceed with its decision making process in accordance with the relevant provisions of the "IIUM Policy and Procedure on Academic Integrity and Honesty (IIUM Senate Meeting No. 334, 29/2/2008).
7. Upon completion of the inquiry the Committee for Academic Integrity shall make the following decision:
  - a. That the candidate be allowed to defend his / her thesis / dissertation and the alleged plagiarized part to be amended accordingly; or
  - b. That the candidate has failed in his / her thesis and he / she shall not be called to defend the dissertation/thesis.
8. The Committee for Academic Integrity shall call the candidate to provide him / her with the opportunity to be heard before the Committee make its decision as per paragraph 7 (above).
9. Upon receipt of the Committee for Academic Integrity's decision, the MEC / DEC shall commence its meeting and make the decision accordingly.

10. Candidate may submit an appeal to the Senate of the University within (14) fourteen days from the date of receipt of the notification in writing of the decision made by MEC / DEC, through the secretariat of MEC / DEC.



**ARTICLE 8**



## **IIUM CODE OF SUPERVISION FOR POSTGRADUATE THESIS AND DISSERTATION**

### **INTRODUCTION**

This code sets out the policy of IIUM on the responsibilities and good practices in all matters concerning postgraduate students' supervision. All postgraduate students and their supervisors should be provided with copy of the Code.

This Code should be read in conjunction with the IIUM Code of Ethics for Staff, the Student Disciplinary Rules 2004 (Amended 2006) and the Policies on Academic Integrity.

The Code of Ethics for Staff (Academic's Staff) provides that the role of thesis and dissertation supervisors is to provide guidance as well as assessing student's work. Supervisors should contribute to the student's scholarly and professional development, while acting as models to nurture the maturity and confidence of students.

The Code lays down supervisory responsibilities that include commitment; consistency in managing and monitoring supervises; maintaining ethical supervisor-supervisee relationship and interaction; and continuously engaging in developing oneself professionally.

The Code states that the violation of supervisory responsibilities include using student's research materials for supervisor's publication without prior consent writing the student's thesis with or without fee; vague or lack in clarity when commenting on supervisee's work; inconsistency in juggling supervisee's work; neglecting supervisory duties; late or irregular feedback on supervisee's work; not providing reasonable consultation time; failure to set and apply reasonable meeting time and feedback; soliciting the student to nominate him / her as supervisor for self-interest or own glorification; refusing to supervise the student without valid reason; and victimizing the student.

In ensuring that the Code of Ethics is strictly and consistently observed as well as ensuring that supervisors carry out their functions effectively, this Code of Supervisor for Postgraduate Thesis and Dissertation is hereby promulgated.

## **RESEARCH SUPERVISOR**

### **1. The IIUM Postgraduate Policies and Regulations, 2009 Edition (Revised), Rules 21 provide the following rules:**

#### **1.1. Appointment of Supervisor/Supervisory Committee**

- 1.1.1. The department shall recommend the appointment of a supervisor / supervisory committee for a student doing “Research Only” upon admission to the programme.
- 1.1.2. A co-supervisor of other than IIUM teaching staff may be appointed under the following circumstances.
  - a. Research is conducted in collaborating establishments
  - b. Specific aspects of research require additional expertise such as interdisciplinary research.
  - c. In the case where the supervisor leaves the University or declines to supervise or in the case of death, whereby there is no expert available for replacement.
  - d. No expert is available to supervise a student, who has already enrolled for the graduate programme at the IIUM.

#### **1.2. Responsibilities for the supervisor and supervisory committee:**

- a. To assume responsibilities for directing the student’s programme under the leadership of the committee chair, who is also research supervisor;
- b. To identify weaknesses and evaluate the present standing of the student in the major and minor / supporting areas in consultation with the KPGC;
- c. To assist the student to prepare his / her student plan based on the background and the present standing of the student;

- d. To advise the student to audit or attend courses relevant to his / her research area and do relevant background reading and starting literature survey / review. Also to advise the student on scholarly activities such as seminar preparation, short term paper writing and presentations, and the preparation of academic discussion;
- e. To advise the student in the preparation for the comprehensive examination.
- f. To supervise and guide the student in the process of proposing and conducting his / her research indicating areas in the research that need amendments, corrections and revisions, and suggesting necessary changes to improve the quality of research;
- g. To facilitate the student in conducting research;
- h. To ensure regular contact with student, overseeing the successful completion of the study plan within a specific time frame, and submitting the progress report to CPS through the KPGC; the supervisor / supervisory committee for Master as well as Ph.D. The student must submit this report every semester after the commandment of his / her research;
- i. To certify that a completed thesis / dissertation is of an acceptable standard in terms of content, quality and presentation style and that it is ready for submission;
- j. Where the supervisor does not want to certify that the research of a student is of an acceptable standard for submission, the student shall approach the KPGC to look in the matter and, if required, to recommend his / her work for UCPS's approval to be endorsed in the Senate;
- k. To evaluate and assign an appropriate grade for a Master's thesis/research work if requires by the department.

## **2. Responsibilities of supervisors and students**

### **2.1. Attendance in skill courses**

Member of staff responsible for supervision are required to attend the University's training programme for new supervisors or to update their knowledge in supervisory regulations, skills and practices.

### **2.2. Number of student under supervision**

- 2.2.1. No principle supervisor may supervise more than eight research students at one time. However, under special circumstances the Centre for Studies may allow a supervisor to supervise more than eight research students;
- 2.2.2. One postgraduate supervisee (at a PhD or Master's level) is equivalent to one (1) credit hour of academic load;
- 2.2.3. The calculation of credit for supervision activities will begin when the student registers for thesis writing as this is the point when constant supervision from the supervisor is required;
- 2.2.4. Co-supervisor(s) will also be assigned the same credit as the main supervisor as they are also supervising the student. The number of co-supervisors who are eligible for the credit shall be limited to a maximum of three (3);
- 2.2.5. The credit is assigned to the supervisor / co-supervisor(s) until the student's status change to T1 or T2 (after the supervisor has completed his assessment).
- 2.2.6. The post-viva supervisor will also be assigned the same credit as he is supervising the student on the corrections based on comments in the viva session;
- 2.2.7. The credit is assigned to the post-viva supervisor until the deadline for submission of the thesis/dissertation as determined in the post-viva;

2.2.8. An academic staff is allowed to claim overtime on extra workload based on teaching assignment only and not supervision. The credit for supervision us meant for calculating academic workload in a semester;

2.2.9. The required and maximum teaching hours as recommended by the Dean’s Council shall be adopted, which are as follows;

<b>POSITION</b>	<b>REQUIRED TEACHING HOURS</b>	<b>MAXIMUM TEACHING HOURS</b>
Dean	3	6
Director	3-6	6
Deputy Dean	6	6
Head of Department	6-9	9
Professor	9-12	12
Associate Professor	12	12
Assistant Professor	12	12

### **2.3. Guiding Students**

2.3.1. The supervisor shall explain to his/her student the nature and planning of the research and the standard expected; literature and sources; attendance at taught classes (if appropriate); requisite techniques (and access to training where appropriate) and legal, ethical and professional norms of research.

2.3.2. The supervisor shall remind his / her student about the University’s academic rules and policies especially on the requirement to register for thesis / dissertation in every regular semester and to register for course required under the student’s specific student plan

2.3.3. The supervisor shall remind his / her student about the policies and rules pertaining to academic integrity as well as codes of ethics on academic and research of the University.

- 2.3.4. During the first meeting with the student, supervisor shall discuss potentially contentious issues, such as work with animals, particular political or religious topic, with the student to ensure that these issues are not going create a problem.
- 2.3.5. Supervisor shall ensure that students follow the right safety procedures when handling dangerous equipment and materials in the course of their research.
- 2.3.6. Supervisors are required to be familiar with the IIUM Thesis Manual and to ensure that students' thesis / dissertation adhere to the guidelines provided in the Manual.

#### **2.4. Language proficiency and other essential skills for students**

The supervisor shall ensure that students have at least an adequate command of English / Arabic prior to starting their work. If need be, the supervisor may require student to take additional English / Arabic language courses with CELPAD or other agencies.

#### **2.5. Regular supervisor-student meetings**

- 2.5.1. The supervisor is responsible to provide adequate and effective supervision to his student that includes maintaining contact through regular meetings to be scheduled after discussion with the student concerned.
- 2.5.2. The onus is on the students to ensure that they contact their principal supervisor at least once a month to report on progress, and more frequently at the beginning.

#### **2.6. Appointment and roles of co-supervisors / supervisory committee**

- 2.6.1. The supervisor may recommend to the K/C/D/I that a co-supervisor with relevant expertise where necessary to be appointed to assist in supervising the student.

- 2.6.2. The supervisors should have a good working relationship but should be able to act independently of each other. At the outset they should outline the role that each expects to take in supervision. A co-supervisor may contribute a particular expertise, or may play a mentoring role for the principal supervisor.
- 2.6.3. The co-supervisor shall stand in during the absence of the principal supervisor.

## **2.7. Monitoring student's progress**

- 2.7.1. Student, from the start in conjunction with his/her supervisor(s), has to set a series of goals or targets which can then be monitored by both parties on a regular basis.
- 2.7.2. The supervisor shall required students to submit written work as appropriate and return such work with constructive criticism within times mutually agreed.
- 2.7.3. The supervisor may arrange for the student to give presentations on the progress of his / her research to the Departmental / Divisional staff and other postgraduate students
- 2.7.4. The supervisor shall ensure that the student is made aware of the inadequacy in progress or when the standard of his / her work falls below expectation.
- 2.7.5. The system of progress monitoring and regular progress review means that students have their progress formally reviewed every semester by the supervisor and the Deputy Dean (Postgraduate) / Head of Department.

## **2.8. Publication**

Supervisors may encourage and assist students to publish their research findings whenever appropriate.

## **2.9. Dealing with weak, de-motivated or uncooperative students**

- 2.9.1. The supervisor should proactively identify student whose progress is slow or have problems with data collection or those who need to re-orientate their research in some ways. This should be explicitly communicated to the student. Pursuant to this situation, immediate proper action should be taken.
- 2.9.2. The supervisor should identify students whom during the first year do not have the ability or motivation to undertake a postgraduate research. He / she shall be given the opportunity to address any problems and come back with a revised work or study plan by the end of the second semester of his / her study. Should he / she could not make any significant progress and are unlikely to do so; he / she should be requested to withdraw his / her candidacy.
- 2.9.3. By the end of the fourth semester, or into fifth semester, if the supervisor finds that the student is making slow progress, or is not motivated or generally not able to complete his / her thesis, it is desirable at this stage for the supervisor to identify a series of achievable targets for the production of the thesis including an agreed upon chapter structure and timetable for the completion of each. If the student is unable to achieve the set target, he / she shall be advised to withdraw his / her candidacy.
- 2.9.4. Student and supervisors should agree on when draft chapters are to be returned to the student upon submission of the chapters. Additionally, it is good practice to add the date of submission to all written work so that there is a clear record of turnaround times in case of later dispute.
- 2.9.5. Where the student has lost motivation, disheartened or for other reasons is unable to proceed with his / her thesis within the first 2 semester of his / her study, the supervisor should discuss this thoroughly and sympathetically with the student and if no other recourse is possible to overcome the student's problem, he / she shall be advised to withdraw.

- 2.9.6. If the supervisor finds that a student does not have the ability to undertake a Ph.D. during the first two semesters of the study and this is apparent in the formal progress review meeting, the student should be told the nature of the problem and asked to resubmit the work before the end of third semester of his / her study. If the work is not up to the required standard or capable of improvement the student should be advised to withdraw his / her candidacy.
- 2.9.7. If the student does not want to withdraw from his / her study, the supervisor shall write to the department / Centre for Studies to recommend the termination of the student's registration.
- 2.9.8. If the supervisor finds that a student is unwilling to listen to advice or guidance, it is important to clearly spell out to the student –in writing- what is expected and what he / she is required to do. A specified time frame shall be laid out and he / she shall be required to agree –in writing- to what is proposed. If he / she refused to do this, and subsequently failed to progress, the supervisor may recommend the student be awarded the unsatisfactory progress (UP) grade.

## **2.10. Supervisor-student relationship**

- 2.10.1. The supervisor and student shall at all times maintain a strictly professional and academic relation and shall abstain from any form of inappropriate personal and emotional attachments to each other.
- 2.10.2. The supervisor shall not ask his student to carry out or assist in carrying out the supervisor's personal work / project errands or anything that is not related to the research undertaken by the student.

## **2.11. Complaint by students**

Students who are unhappy with any aspect of their supervision should refer their complaint in writing to the Deputy Dean, Postgraduate Studies of their respective Centre for Studies.

## **2.12. Selecting examiners**

2.12.1. The supervisor may recommend to the department / Centre of Studies suitable examiners for the thesis / dissertation of his / her student.

2.12.2. The supervisor shall attend his / her student's viva voce.

## **2.13. Breakdown of supervisor-student relationship**

In the case where there is a breakdown of supervisory relationship; or the relationship between two supervisors falls out, and the conflict cannot be resolved, the Dean of the Centre of Studies should intervene to resolve it, this includes assigning the student under a supervisory or panel or allocating another supervisor for him / her.

## **2.14. Completed thesis and thesis examination**

2.14.1. Completed thesis

If the supervisor / supervisory committee believe that the thesis is largely complete, of adequate standard and submersible, they should instruct the student as clearly as possible that this is the case and recommend that they submit. On the other hand, the decision of when to submit is in the student's hands and they cannot be forced to submit. If however their registration exceeds the maximum period, they can be threatened with unsatisfactory (UP) grade.

2.14.2. Standard of thesis

- i. The supervisor shall certify that the thesis of his/her student is of acceptable standard in terms of content, quality and presentation style and has been checked through the TURN IT IN software.

- ii. If the supervisor is of the opinion that the thesis has not reached the required minimum standard to be ready for examination even though the student feels otherwise; the Centre of Studies / Institute / Centre shall appoint a committee to evaluate the work and make recommendation to K/C/D/I shall abide by the committee's recommendation.

### **2.15. Research data from external bodies/industries**

Where a student's research is dependent on data or facilities provided by an industry or an external body to the University, it is important that safeguards are put in place at the outset to ensure access and availability of the data or facilities at the appropriate time. Supervisor should always have contingency plans in place in case collaborators failed to deliver what has been promised.

### **2.16. Absence of principal supervisor**

2.16.1. When a student's principal supervisor plans to be absent from the University for a period of at least one month, he / she should inform the student and appropriate authority within the K/C/D/I and make appropriate arrangements for a substitute. In the case of an unplanned absence, for example due to illness, the K/C/D/I shall ensure that an appropriate substitute is provided.

2.16.2. When the primary supervisor leaves the University, systems must be in place within K/C/D/I to ensure that students affected by the departure of their primary supervisor are immediately re-assigned to an alternative supervisor.

### **2.17. Post-viva supervision**

2.17.1. Post-viva supervisor shall ensure that the student understands and undertakes all correction as required by the examiners of the thesis / dissertation.

2.17.2. If the thesis needs to be re-examined, the post-viva supervisor shall guide the student in completing the work so that it reaches the required standard

2.17.3. The post-viva supervisor shall review the thesis and certify that it is ready for submission for re-examination.

### **3. Responsibilities of Academic Administrators In Charge Of Postgraduate Studies at K/C/D/I**

3.1. To exercise overall responsibility for the welfare and academic progress of the research students.

3.2. In the case of a joint research supervision in more than one K/C/D/I, to agree-in writing on the responsibilities of each relevant institution and to specify in advance what facilities, equipment and benefits (e.g. field trips) are expected to be provided by each party.

3.3. To exercise responsibility for safety and provide appropriate training and information through the nominated Safety Officer.

3.4. To ensure that the requirements set out in the Guidelines are followed and in particular to ensure that the procedures for effective supervision and monitoring of student are strictly observed.

3.5. To delegate, where appropriate, responsibility for the organization of graduate research in the Department / Division to a nominated person and / or Departmental / Divisional committee.

3.6. To familiarize themselves with the Guidelines, Postgraduate Policies, Rules and Regulations of the University.

3.7. To ensure that student is recommended for admission to the SAC for a research degree only when suitable supervision and the necessary equipment and facilities are available.

3.8. To ensure that suitable research topics have been agreed upon for each student and that an appropriate primary supervisor and co-supervisor/advisory panel are appointed within the specified time.

- 3.9. To ensure that the procedure for transfer of registration from Thesis Proposal to Thesis Registration is operated efficiently and effectively.
- 3.10. To provide general guidance to all research students and to establish standard procedures for their effective academic supervision and monitoring.
- 3.11. To encourage all students to attend the Induction Course and other relevant courses recommended by their supervisor(s).
- 3.12. To review the monitoring reports from students and supervisors and to take action accordingly to facilitate completion of the research degree.
- 3.13. In case of a breakdown of relations between a supervisor and the student and in other circumstances where a change of supervisor is desirable, to give advice in strict confidence, to assist in resolving any difficulties and, where necessary, to arrange the appointment of a replacement supervisor. Where a supervisor leaves the University's employment, to ensure suitable arrangements that the student received appropriate support and supervision.
- 3.14. In the case of absence or departure of the principal supervisor, adequate arrangements must be made for the student's continuing supervision.





