



**INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA**

VERSION NO : 03

REVISION NO : 00

**MARKING & GRADING OF ANSWER
SCRIPTS AND SUBMISSION OF FINAL
GRADES/RESULTS**

EFFECTIVE DATE : 02/11/2005

DOCUMENT NO. : IIUM/TNL/12

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MARKING & GRADING OF ANSWER SCRIPTS AND SUBMISSION OF FINAL GRADES/RESULTS

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1. OBJECTIVE	Managing and handling the marking of examination answer scripts and to grade the examination answer scripts according to the answer scheme efficiently and confidentially in accordance with the standard stipulated by the IIUM.																		
2. SCOPE	This procedure is applicable in handling the marking of answer scripts and the announcement of the final examination results to all undergraduate students.																		
3. DEFINITION/ABBREVIATION	<table><tr><td>3.1</td><td>HOD</td><td>Head of Department</td></tr><tr><td>3.2</td><td>AD</td><td>Assistant Director</td></tr><tr><td>3.3</td><td>PA</td><td>Personal Assistant</td></tr><tr><td>3.4</td><td>AA</td><td>Administrative Assistant</td></tr><tr><td>3.5</td><td>A&R</td><td>Admissions and Records Division</td></tr><tr><td>3.6</td><td>CC</td><td>Course Coordinator</td></tr></table>	3.1	HOD	Head of Department	3.2	AD	Assistant Director	3.3	PA	Personal Assistant	3.4	AA	Administrative Assistant	3.5	A&R	Admissions and Records Division	3.6	CC	Course Coordinator
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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
Lecturer(s)	<p style="text-align: center;">AFTER EXAMINATION</p> <p>5.1 Collect the answer scripts and mark sheet (can also be printed from the Website) from the Academic Office/Examination Venue</p> <p>5.2 Count the number of answer scripts and make sure the number of students sitting for the particular examination tally with the scripts.</p> <p>5.3 Fill in the collection of answer script form (Form no: EX-D). Sign and return the form to Academic Office. Grade the answer scripts within the allowable period determined by A&R as follows:-</p>



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RESPONSIBILITY	DETAILED PROCEDURE																																				
Lecturer(s)	<p>5.4 Grade according to the marking scheme prepared by the lecturer(s).</p> <p>HOW TO MARK THE ANSWER SCRIPTS</p> <p>5.5 Mark question-by-question based on answer scheme prepared prior to examination. The purpose of marking the question-by-question is for consistency of marking.</p> <p>5.6 Count and write marks allocated on the front page of the answer scripts.</p> <p>5.7 Once marks are given, the mark will be translated to the grading system as follows:-</p> <table border="1" data-bbox="699 1367 1261 1822"><thead><tr><th><i>% Score</i></th><th><i>Grade</i></th><th><i>Q.P.E</i></th></tr></thead><tbody><tr><td>85 – 100</td><td>A</td><td>4.00</td></tr><tr><td>75 – 84</td><td>A-</td><td>3.67</td></tr><tr><td>70 – 74</td><td>B+</td><td>3.33</td></tr><tr><td>65 – 69</td><td>B</td><td>3.00</td></tr><tr><td>60 – 64</td><td>B-</td><td>2.67</td></tr><tr><td>55 – 59</td><td>C+</td><td>2.33</td></tr><tr><td>50 – 54</td><td>C</td><td>2.00</td></tr><tr><td>45 – 49</td><td>D</td><td>1.67</td></tr><tr><td>40 – 44</td><td>D-</td><td>1.33</td></tr><tr><td>35 - 39</td><td>E</td><td>1.00</td></tr><tr><td>0 – 34</td><td>F</td><td>0.00</td></tr></tbody></table> <p><i>Q.P.E = Quality Point Equivalent</i></p>	<i>% Score</i>	<i>Grade</i>	<i>Q.P.E</i>	85 – 100	A	4.00	75 – 84	A-	3.67	70 – 74	B+	3.33	65 – 69	B	3.00	60 – 64	B-	2.67	55 – 59	C+	2.33	50 – 54	C	2.00	45 – 49	D	1.67	40 – 44	D-	1.33	35 - 39	E	1.00	0 – 34	F	0.00
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85 – 100	A	4.00																																			
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RESPONSIBILITY	DETAILED PROCEDURE
Lecturer(s)	<p>5.8 Key in and submit the result through the Student Information System within the stipulated period given by A&R.</p> <p>The website is as follows:-</p> <p><u>http://itdportal.iiu.edu.my/advise</u></p> <p><i>If the lecturer cannot key in the results through website, as the period is overdue, he/she must fill in the results on the draft validation sheet through the website.</i></p> <p>5.9 Print, sign and submit every page of the validation sheet to HOD.</p> <p>5.10 Submit to HOD/CC together with the answer scripts. <i>(External lecturers (non-IIUM staff) need to submit the answer scripts as well)</i></p>
HOD	<p>5.11 Analyse/review the validation sheet, sign for recommendation and forward to PA.</p>
PA	<p>5.12 Stamp with HOD official stamping on the validation sheet. Ensure the number of answer scripts given tally with the number of students.</p> <p>5.13 Make a photocopy of the validation sheets for the Department record and send the original sheets together with answer scripts to AA at Academic Office/Department Office.</p>



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RESPONSIBILITY	DETAILED PROCEDURE
AA (Academic Office)	5.14 Stamp “received” on the validation sheets and submit to the Dean for approval. 5.15 Keep the answer scripts in the Examination Room / Strong Room at the Academic Office.
Dean/ Director/ Deputy Dean(AA) , Kulliyah/ Centre/ Institute	5.16 Approve the validation sheet and forward to Department’s Office.
AD/HOD	5.17 Receive the validation sheet and instruct AA to do the filing
AA (Academic Office)	5.18 File the relevant documents at the Examination Room, Department’s Office.
	End.

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6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Answer scripts	1 semester	Examination Room Administration. Office	AA (Academic Office, Kulliyyah)
2.	Validation sheets	1 year	Examination Room/ Strong Room Academic Office	AA (Academic Office, Kulliyyah)
3.	Validation sheets	1 year	Filing Cabinet (Department Office)	PA
4.	Appeal for rechecking results	1 year	Filing Room Academic Office	AA