



**CENTRE FOR FOUNDATION STUDIES
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

**STUDENT ACADEMIC PERFORMANCE
EVALUATION (CFS)**

REGULATIONS 2016

OFFICE OF THE DEPUTY DEAN ACADEMIC AFFAIRS
CENTRE FOR FOUNDATION STUDIES

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**STUDENT ACADEMIC PERFORMANCE EVALUATION (CFS)
REGULATIONS 2016**

IN exercise of the powers conferred by the Constitution of the International Islamic University Malaysia, the Senate hereby makes the following regulations:

**PART I
PRELIMINARY**

Citation

1. These Regulations shall be known as the Student Academic Performance Evaluation (CFS) Regulations 2016 of the International Islamic University Malaysia and shall be read together with IIUM Assessment Policy.

Application

2. These Regulations shall be applicable to all students pursuing Foundation Programmes at the Centre.

Date of Implementation

3. These Regulations shall come into force on the date as approved by the Senate.

Interpretation

4. In these Regulations, unless the otherwise stated—

“Academic calendar” refers to one (1) academic year;

“Academic year” refers to the period during which the Centre holds classes and assessment activities, consisting of three (3) compulsory semesters of which two (2) are regular and one (1) is short. A regular semester runs for seventeen (17) weeks while a short semester for nine (9) weeks;

“Academic Load” refers to the prescribed quantitative measurement for all learning activities required to achieve the learning outcomes;

“Assessment” refers to a process by which the Centre certifies that a student has achieved the learning outcomes and academic standards for the programme. Assessment may take a range of forms, both invigilated and non-invigilated; including quizzes, seminars, assignments, projects, presentations, moots, class participation, mid-semester examinations and end-of semester examinations;

“Centre” refers to the Centre for Foundation Studies (CFS) of the University;

“CFS Committee” refers to the committee comprising of the Dean, Director, Deputy Deans, Deputy Directors, Heads of Departments, Coordinators of Units and other staff as appointed by the Dean to make recommendations or decisions on academic matters of the Centre, as the case may be. The Committee may, if necessary, invite other staff to the meeting;

“Conduct of Examinations” includes the planning, arrangement, execution, supervision and authentication of the examination and its results;

“Contact Hour” refers to the actual instructional interactions between the academic staff and the student measured in terms of hours;

“Course” refers to a defined area of study or a unit of a curriculum comprising several interrelated topics which is normally offered in a semester with a specific credit hour load and given a code;

“Coursework” refers to any assessment that contributes to the final grade which may include quizzes, research papers, projects, presentations and assignments or any task of similar nature excluding end-of-semester examinations;

“Course Instructor” refers to the person assigned by the Centre to teach a course or section thereof;

“Credits” refer to a quantitative measurement that represents the learning volume of the academic load to achieve the respective learning outcomes. The academic load of a course is measured in units per semester;

“Cumulative Grade Point Average” or “CGPA” refers to the sum of the products of the credits and the quality point equivalent of the grade for all courses taken divided by the sum of all their credits in all semesters up to a point in time. Computation of CGPA includes only courses within the programme requirements as approved by the Senate;

“Curriculum” refers to the sum total of all the courses and such other academic and non-academic requirements as prescribed by the University for the award of a foundation certificate;

“Dean” refers to the Dean of the Centre;

“End-of-Semester Examination” refers to an examination given at the end of the course during the scheduled examination period towards the end of the semester as provided for under sub-regulation 35(2) or decentralized examination period as referred to under sub-regulation 35(5);

“Examination” refers to any quizzes, tests, mid-semester and end-of-semester assessments given by a course instructor in compliance with the requirements of the course;

“Examination Venue” refers to any location used for the conduct of examinations;

“Grade” refers to the final grade or band of a course based on the total scores awarded;

“Grade-Point-Average” or “GPA” is the average grade of a student for a given semester computed by taking the sum of the products of the credit hour and quality point equivalent of the grade for all courses divided by the total credit hours registered in that semester;

“Graduating Student” refers to a student who is registered for his final semester of the programme of study pending completion of all course requirements to graduate as provided for under Regulation 74;

“Graduation Semester” refers to the last semester before a student is allowed to graduate;

“Head of department” refers to a chairperson of an academic department within the Centre;

“Late registration” refers to a registration for courses made beyond the prescribed period;

“Learning outcomes” refers to statements on what students should know, understand and be able to do upon the completion of a period of study;

“Level of study” refers to classification that indicates the depth of the programme over the years of study required as determined by the Senate;

“Non-registration” refers to failure of registration of courses after the prescribed period of late registration;

“Programme of Studies” refers to a prescribed curriculum of the Centre;

“Quality Point Equivalent (QPE)” is a numerical equivalent assigned to each course grade for the purpose of calculating grade point average;

“Repeat” refers to register and complete for the course that a student has failed when it is next offered;

“Required Course” refers to credited and non-credited courses that are required for the purpose of graduation;

“Resit” refers to the supplementary end-of-semester examination taken by graduating students who have attempted but failed the end-of-semester examination;

“Readmission” refers to a process whereby a student is allowed to continue his studies after being dismissed;

“Semester” refers to a duration as specified by the Senate allocated for lectures, examinations and other instructional activities;

“Senate” refers to the highest academic authority of the University which is responsible for the management of academic and students affairs;

“Student” refers to all registered students of the Centre;

“Student learning time” refers to a quantitative measure of all learning activities required to achieve a defined set of learning outcomes. These activities include lecture, e-learning, tutorial, seminar, practical, self-study, retrieval of information, research, fieldwork, as well as preparing for and sitting of an examination. In general, forty (40) hours of notional student learning time is valued as one credit;

“Take home examination” refers to any examination or assessment where students perform the task away from examination venue;

“Terminated Student” refers to a student who is deregistered from the Centre due to non-registration of courses; and

“University” refers to the International Islamic University Malaysia.

PART II
COURSE REGISTRATION

Programme of Studies

5. (1) A student admitted into the Centre shall follow a specific programme of studies offered by the Centre.

(2) A student may apply change of programme within the first two week of the enrolment as a student.

(3) Any application for change of programme is subject to the approval of the University.

Academic Load

6. The load of any student shall be determined on the CGPA system and range of academic load formulated by the Centre as approved by the Senate as in ***Schedule I***.

Minimum academic load

7. Student shall not be allowed to register for an academic load of less than ***sixteen (16)*** credits for regular semester and not less than ***five (5) credits*** for short semester except for graduating students.

Maximum academic load

8. (1) For regular semesters, the maximum academic load of a student shall be **twenty six (26) credits** provided the total number of contact hours does not exceed **thirty six (36)**.

(2) For short semester, a student may register a maximum of **twelve (12) credits** except for graduating students.

Additional courses

9. (1) A student may take additional courses which are not in the curriculum of his programme of studies subject to prior approval of the Dean.

(2) Results of the additional courses shall be reflected in the transcript and computed in the CGPA.

Late registration

10. (1) Except with prior approval of the Dean, late registration may be allowed up to the second (2nd) week of classes during a regular semester and the first week of the short semester.

(2) A student who registers later than week 2 as mentioned in the subarticle 10(1) may be imposed with a fine for a sum as determined by the Senate.

Non-registration

11. (1) A student who fails to register for any course by the end of second (2nd) week of regular semester and first (1st) week of short semester without prior approval of the Dean shall be terminated from his studies.

(2) Notwithstanding the above, a student shall be barred from course registration due to non-payment fees.

Leave of Absence

12. (1) A student who wishes to apply for a leave of absence shall submit an official request to the Dean stating the reasons and justification for the leave.

(2) A student may be given up to a maximum of one (1) semester leave of absence.

(3) The procedure for application for leave of absence is provided in ***Schedule II.***

Withdrawal from the Centre

13. (1) A student who intends to withdraw from the Centre shall submit a complete application in a prescribed form to the office in-charge of academic management and admission.

(2) Upon approval of withdrawal from the Centre, the registered course will be automatically dropped.

(3) A student who withdraws from the Centre shall not be considered for readmission.

PART III
COURSE PERFORMANCE EVALUATION

Course offering

14. Any course may be offered in any semester with any number of sections and with any number of instructors as determined by the Centre.

Class enrolment

15. (1) The Senate shall determine the minimum and maximum class sizes.

(2) The decision of the Senate is included in the Course Registration Regulations as provided in ***Schedule I***. The Deputy Rector in-charge of academic affairs is authorised by the Senate to grant exception to the Dean to decide on the class size under certain circumstances.

Course outline

16. (1) Each course outline shall contain a general course description, course objectives, learning outcomes, assessment matrix, instructional strategies, student learning time, major and minor topics, break down of schedules, references and / or any other requirements as specified by the Senate.

(2) Courses with multiple sections shall have the same course outline.

(3) All course outlines shall be submitted to the Senate for approval.

(4) Each course outline shall be periodically updated. Any change exceeding thirty percent (30%) from the content of the latest endorsed course outline requires approval by the Senate.

Class attendance

17. (1) The Centre shall monitor the attendance of students based on the requirement as determined by the Senate.

(2) A warning letter shall be issued by the Deputy Dean in-charge of academic affairs if the student absence reaches ten percent (10%) to nineteen percent (19%).

(3) If a student fails to meet eighty percent (80%) of attendance requirement for each course of study, he shall be barred from sitting for end-of-semester examinations.

(4) The decision for barring shall be decided by the Centre Barring Committee chaired by the Dean.

Grading

18. (1) The grade obtained for each course shall be based on the overall assessment performance comprising the end-of-semester examination and/or coursework.

(2) The end-of-semester examination shall carry a maximum weightage of forty (40) percent.

(3) The end-of-semester examination for certain courses may be waived if the nature of the courses so require as stated in the course outline approved by the Senate.

PASS or FAIL grade

19. (1) A 'PASS' or 'FAIL' grade may be given for languages, *Tilawah*, *Fardhu 'Ayn*, Study Circle and resit examination.

(2) A student who obtains a "FAIL" grade is required to repeat the course.

Common end-of-semester examinations for multiple section courses

20. (1) All courses with multiple sections shall have common end-of-semester examinations.

(2) In exceptional circumstances, the Head of Department may seek the approval of the Dean to conduct the end-of-semester examinations prior to the scheduled examination period.

Grading system

21. (1) The following grading system shall be adopted:

Percentage Score	Letter Grade	Quality Point Equivalent	Remark	Hours Credited	Hours Earned
80-100	A	4.00	Excellent	Yes	Yes
75-79	A-	3.67	Extremely Good	Yes	Yes
70-74	B+	3.33	Very Good	Yes	Yes
65-69	B	3.00	Good	Yes	Yes
60-64	B-	2.67	Fairly Good	Yes	Yes

55-59	C+	2.33	Satisfactory	Yes	Yes
50-54	C	2.00	Quite Satisfactory	Yes	Yes
45-49	D	1.67	Poor	Yes	No
40-44	D-	1.33	Very Poor	Yes	No
35-39	E	1.00	Extremely Poor	Yes	No
0-34	F	0.00	Failed	Yes	No

(2) Other transcript notations with Quality Points Equivalent (QPE) of zero (0) –

Grade	Interpretation	Hours Credited	Hours Earned
PA/FA	<i>Tilawah/Fardhu 'Ayn/Study Circle</i> <i>Tilawah/Fardhu 'Ayn/Study Circle</i>	No	No
PR	Pass on Resit	Yes	Yes
FR	Fail on Resit	No	No
I	Incomplete	No	No
W	Withdrawal with Special Permission	No	No
AP	Absent with Permission	No	No
AU	Audit	No	No
Y	Barred from End-of-Semester Examination	Yes	No
EX	Exempted	No	No
X	Absent from End-of-Semester Examination	Yes	No
PL	Pass Languages	No	Yes
FL	Fail Languages	No	No

(3) The Senate may review the grading system from time to time.

Minimum passing grade

22. (1) The lowest grade for a clear pass shall be “C” with a quality point equivalent of 2.00.

(2) A student who fails to obtain a minimum of “C” grade is required to repeat the course.

“I” Grade or Incomplete grades

23. (1) Subject to the approval of the Dean, a course instructor/examiner may assign a temporary grade of “I” (Incomplete).

(2) No “I” grade shall be given to any student in the following cases:

(a) absence from an end-of-semester examination;

(b) barred from taking the end-of-semester examination; and

(c) to improve grade.

(3) The student shall fulfil all remaining requirements within the first four(4) weeks of the following semester. Failure to do so will result in the change of grade from “I” to a final grade based on coursework and/ or end-of-semester examination marks.

(4) No student shall have more than two (2) “I”s in any semester unless otherwise approved by the Dean upon the recommendation of the Deputy Dean in-charge of academic affairs.

Repeat of courses

24. (1) A student who fails in a course, subject to the specific requirements of the Centre and the curriculum of his programme of studies, shall repeat the course if it is a required course.

Repeat to Replace

25. (1) A course repeated because of failure shall be replaced with the passing grade. The lower grade achieved shall be excluded from the calculation of CGPA.

(2) All grades achieved shall be recorded in the transcript.

Resit

26. (1) Notwithstanding any other provisions of these Regulations, a graduating student who obtains the minimum CGPA for graduation but fails in any course in the final semester (or the final year for structured programmes) may be allowed to resit for that course subject to the following conditions:

- (a) the maximum number of resit courses is three (3);
- (b) the student has not been barred or has not withdrawn from the courses he intends to resit; and
- (c) the examination is based on a 'PASS' or 'FAIL' rating carrying one hundred percent (100%) of the course grade and does not affect the CGPA.

(2) Resit shall not be applicable to graduating students who fail more than three courses.

Independent study

27. (1) Independent study is applicable to graduating student for the course that is not offered in that particular semester.

(2) A student shall not be allowed to undertake Independent Study if the course is already offered in that particular semester.

(3) Independent Study may take the following forms:

(a) consultations; or

(b) e-learning which includes e-mail correspondence or any other electronic medium for non-studio/laboratory courses if the total number of credit hours required for graduation is less than twelve (12) and the course instructor agrees with the arrangement.

(4) Application for Independent Study is subject to the approval of the Dean.

Auditing

28. (1) A student who intends to audit a course is required to obtain permission from the Head of Department.

(2) No credit is allocated for an audited course.

(3) An audited course shall be recorded on the student's transcript with the "AU" grade, which does not affect the student's grade point average.

(4) A student auditing a course is not required to take the end-of-semester examination but must satisfy other course requirements; failing which a "W" status shall be recorded.

- (5) No course shall be changed from credit to audit status or vice versa.

PART IV
EXAMINATION REGULATIONS

The Centre Committee of Examiners

29. (1) There shall be a Committee of Examiners of the Centre established by the Senate.

(2) The committee 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 provide overall supervision in the conduct of all examinations in the Centre;
- (b) 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 **Schedule III**;
- (c) to review, confirm and approve final grades submitted by individual course instructors to the Dean;
- (d) to approve Dean's List.

Members of Centre Committee of Examiners

30. (1) Members of the Centre Committee of Examiners shall comprise the following:

- (a) The Dean who shall be the Chairman;
- (b) Deputy Deans;
- (c) Heads of Departments;
- (d) Any other person appointed by the Dean

(2) Notwithstanding sub-regulation 30(1) the Dean may invite any other persons to attend meeting of the Centre of committee of examiners.

(3) Secretary of the committee shall be the administrative officer in-charge of examination.

Examination Committees

31. (1) An Examination Committee shall be established at each department chaired by respective Head of Department.

(2) The members of the Committee shall be appointed by the Dean. The committee shall consist of at least three (3) members amongst the academic staff of the centre with the following functions:

- (a) to vet end-of-semester examination questions; and
- (b) to review and recommend the final grades submitted by course instructors / examiners for the approval of Centre Committee of Examiners.

Appointment of invigilators

32. An invigilator shall be appointed by the Rector upon recommendation from the Dean.

Notification of examination procedures

33. An examiner or invigilator shall be notified by the Office of Deputy Dean in charge of examination, on procedures and rules pertaining to the conduct of the examinations.

Administrative Order

34. The conduct of any examination shall follow the rules and procedures provided in the Administrative Order on the Conduct of Examinations as provided in *Schedule IV*.

Administration of examinations

35. (1) Examinations may be in the form of written, oral, practical, or a combination of any of these, as determined in the course outline approved by the Senate.

(2) The time and venue of the end-of-semester examinations are scheduled by the office of the Deputy Dean in charge of examination of the Centre.

(3) 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.

(4) The submission of examination answers for the take-home end-of-semester examination 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.

(5) An end-of-semester examination may be conducted on the last day of class or during the revision period subject to the approval of the Dean and consented by all students. This shall be referred to as a decentralized examination. The procedure for conducting decentralized examination is provided in Administrative Order on the Conduct of Examination.

Irregularities

36. (1) Where the Dean 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 maybe declared as null and void. The Dean, in consultation with the Deputy Rector in charge of academic affairs, shall authorize a substitute examination.

Implications of cheating in examination

37. (1) Where the Dean is satisfied with the evidence that a student has committed a breach under the relevant student disciplinary rules of the University 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 shall make the following order:

(a) for bringing in unauthorized materials, the student shall be liable for a fine of RM200 (Ringgit Malaysia two hundred) for each offence as provided under the relevant Student Disciplinary Rules.

- (b) for attempted cheating, the student shall be liable for a minimum punishment of suspension from being a student of the Centre for a specified period under the relevant Student Disciplinary Rules and shall receive an 'F' grade for the course.
- (c) for cheating, the student shall be expelled from the University as provided by the relevant 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 37(2).

Absence during end-of-semester examinations

38. (1) A student is not allowed to be absent from an end-of-semester examination without any valid reason verified by the relevant authorities within (7) seven days of the scheduled examination.

(2) A student who is absent for the end of semester examination without any valid reason shall be given "X" for his grade regardless of his continuous assessment marks (CAM).

(3) Any student given 'X' grade shall be considered failed and shall repeat the course.

Special Examination

39. (1) A student who is absent from the end-of-semester examination on reasons acceptable to the Dean may be allowed to sit for special examination of the course.

(2) The Centre may impose fee to the student for the purpose of special examination.

(3) Any absence mentioned under sub-regulation 39(1) must be supported by relevant documents and shall be verified by the Centre.

(4) Centre Committee of Examiners may authorise a special examination up to the second week of the following semester unless a leave of absence is granted.

Eligibility to sit for examinations

40. A student shall be allowed to sit for any end-of-semester examination if he—

(a) is officially registered in such a course; and

(b) has fulfilled all requirements prescribed by the Centre including attendance.

Barring from examinations

41. (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 sub-regulation 40 or the eligibility for entry to an examination.

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

PART V
END-OF-SEMESTER EXAMINATION PROCEDURE

Examination Supervisor

42. The Dean shall be the supervisor of examinations and responsible for organizing and conducting all examinations, maintaining proper records and making appropriate announcements in connection with the examination.

Responsibility of Examination Supervisor

43. (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) finalisation of examination papers and marking schemes.

Examiners of courses

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

Duties of examiners

45. (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 ***Schedule III***.

(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.

Sealing of question papers

46. 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.

Duties of Chief Invigilator

47. (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 at least thirty (30) minutes before the examination is due to commence.

(2) Chief Invigilators 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, appoint the instructor/examiners of the course as the Chief Invigilator.

Identification of candidates

48. 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.

Instructions to candidates

49. 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.

Restrictions on entering and leaving examination venue

50. 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; and
- (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.

Taking articles or items into examination venue

51. (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 authorized by the examiner.

Communication during examination

52. (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.

Cancellation or postponement of examination

53. 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.

Handling of examination answer scripts

54. (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.

Marking and grading of answer scripts

55. (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 may arrange for their necessary disposal.

Finalisation of examination results

56. Meetings of the Committee of Examiners shall be called by the Dean to approve the final grades for endorsement of the Senate.

Responsibility for the computation of grades

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

Submission of results

58. 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.

Verification of results

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

Official results

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

(2) The examination results shall be notified to students by the office in charge of examination of the Centre. Only grades and not marks shall be released.

(3) Notwithstanding the above, the Centre reserves the right to withhold the examination results of a student based on the recommendation of the relevant University Authority.

Change of grades

61. (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 V**.

(2) An examiner who has reasonable ground to believe that there is an error while marking the answer script or computing the grade may request to the Centre Committee of Examiner for a change of grade.

(3) A change of grade that has been confirmed by the Centre Committee of Examiners shall be endorsed by the Senate.

PART VI
ACADEMIC STANDING

“PASS” academic standing

62. (1) A student is considered “PASS” if he obtained a minimum CGPA of 2.00.

(2) A student is on good academic standing if he maintains a minimum Kulliyah entry requirement.

(3) A student who has obtained a GPA of 3.50 and above and has registered for at least eighteen (18) credits is eligible for the Dean’s List.

(4) A student who registers for language courses and required courses will have his academic status determined only after he has attempted at least five (5) credits of the required courses for the programme.

Academic probation

63. (1) A student shall be on probation if he fails to earn a CGPA of 2.00 but not less than 1.67 ($1.67 \leq \text{CGPA} < 2.00$) provided that he does not obtain an ‘F’ grade in more than two (2) required courses in one semester.

(2) A student on probation shall–

(a) carry an academic load of not more than eighteen (18) credits;

(b) reduce his co-curricular activities; and

(c) undergo counselling and/or remedial programme as required by the Centre.

(3) A student on academic probation shall receive a written notification of his academic status from the Centre.

Academic dismissal

64. (1) A student shall be dismissed from the University if he–

- (a) obtains a CGPA of less than 1.67;
- (b) fails to earn a CGPA of 2.00 or above while on probation;
- (c) fails with a grade 'F' in three (3) or more required courses, except for languages and obtains $1.67 \leq \text{CGPA} < 2.00$; or
- (d) obtains a $1.67 \leq \text{CGPA} < 2.00$ for the third time which is non-consecutive during his period of studies.
- (e) fails with a grade 'F' for three (3) times of the same required courses, except for languages.

(2) No readmission for any dismissed student.

Expulsion under Disciplinary Rules

65. No readmission for student who is expelled from the University due to the violation of the relevant disciplinary rules of the University.

PART VII
APPEALS

The Centre Committee of Appeals

66. (1) The Centre Committee of Appeals deals with all appeals from students registered in the programmes offered by the Centre subject to the provisions of these regulations.

(2) The Centre Committee of Appeals shall submit the result of appeals to the Senate for endorsement.

Members of Centre Committee of Appeals

67. (1) Members of the Centre Committee of Appeals shall comprise of the following:

- (a) The Dean who shall be the Chairman;
- (b) The Director in-charge of undergraduates student admission;
- (c) The Deputy Dean in-charge of academic affairs;
- (d) The Deputy Dean in-charge of student affairs;
- (e) All Heads of Departments or Units; and
- (f) A Counsellor

(2) Notwithstanding sub-regulation 67(1), the Dean may invite any other persons to attend meetings of the Committee.

(3) Secretary of the committee of appeal shall be the administrative officer in charge of academic matter.

Meeting of the Centre Committee of Appeals

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

Grounds of appeal

69. An appeal may be made on any of the following grounds:

(1) A student who claims to experience hardship physical or otherwise while sitting for an examination; or

(2) 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;

Application procedures

70. (1) Application of appeal shall be made in writing to the Dean or may take the following forms:

(a) in cases falling under provision 68(1), an appeal, in writing and verified by the Chief Invigilator or a physician recognized by the University, shall be submitted to the Dean within 24 hours after the scheduled examination; and

(b) in cases falling under provision 68(2), a formal appeal shall be made to the Centre. Upon considering the appeal, the Centre

Committee of Appeal may upgrade, retain or downgrade the grade.

(2) A graduating student requesting a rechecking of a course with a grade lower than 'C' shall register for the course. If after the appeal the student obtained a pass, the course shall be dropped.

Fresh application for admission

71. A student who is dismissed may apply for admission by submitting a fresh application to the office in-charge of academic management and admission IIUM.

PART VIII GRADUATION REQUIREMENTS

Minimum study period

72. The minimum number of semesters for any student to complete a foundation programme at the Centre is three (3) semesters.

Maximum study period

73. The maximum number of semesters for any student to complete a foundation programme at the Centre is six (6) semesters, excluding leave of absence.

Candidates for graduation

74. A student who has registered all the courses as prescribed in the programme, is considered as a candidate for graduation and shall register for graduation at the Centre in the final semester.

Graduation requirements

75. (1) Every foundation programme is directly under the responsibility of the Centre and the completion of each programme rests on the evaluation and recommendation of the Centre to the Senate.

- (2) A graduating student is required to have fulfilled the following:
- (a) passed all required courses taken as prescribed in the programme curriculum;
 - (b) achieved an academic standing with a CGPA of at least 2.00; and
 - (c) fulfilled other prescribed Centre requirements.

Kulliyah Entry Requirement

76. (1) The minimum CGPA is as determined by the respective Kulliyahs and endorsed by the Senate.

Minimum Entry Requirement Into Kulliyah

Programme	Kulliyah	Minimum CGPA By Kulliyah
MEDIC	KOM	3.50
DENTI	KOD	3.50
PMACY	KOP	3.50
ALLHS	KAHS	2.50
BIOSC	KOS	2.50
PHYSC	KOS	2.50
NUS	KON	2.50
ENGIN	KOE	2.50 with an average of grade B in Maths, Physics and Chemistry
LAWS	AIKOL	2.50
ECONS	KENMS	2.50
AED	KAED	2.50
ICT	KICT	2.30
ARCOM	KLM	2.30
ENCOM	KLM	2.30
TPHM	KLM	2.30
MACOM	KLM	2.30
IRK	KIRKHS	2.25
BAR	KIRKHS	2.25
BEN	KIRKHS	2.25
HS	KIRKHS	2.25

Credit transfer

77. (1) Subject to approval from the Dean a student may apply to have his credits for courses taken at other institution transferred to his current academic records for the purpose of fulfilling graduation requirements.

(2) The maximum number of credits transferred from outside institutions recognized by the Senate of the University is thirty percent (30%) of the total credit hour requirement of the programme of studies.

Exemption of courses

78. (1) Exemption of courses may be considered by the Centre for any student based on the results of the placement tests or qualifying test.

(2) Credits for exempted courses are counted towards the total credits fulfilled.

PART IX GENERAL PROVISIONS

Prerogative of the Senate

79. (1) The Senate reserves the right to bar, suspend or dismiss any student from the University or any of its classes whenever such action is deemed necessary in the interest of the University.

(2) Notwithstanding these Regulations, the Senate reserves the right to make the final decision on any matter.

(3) In the event of any dispute relating to any section in these Regulations, the interpretation of the Senate shall prevail.

SCHEDULE I
COURSE REGISTRATION PROCEDURES

PART I
PRELIMINARY

The Senate shall make the following:

Citation

1. These Procedures shall be known as the Course Registration Procedures of the International Islamic University Malaysia and shall be read together with Student Academic Performance Evaluation (Foundation) Regulations.

Application

2. These Procedures shall apply to all students pursuing foundation programmes in the Centre.

Interpretation

3. In these Procedures, unless otherwise stated:

“Add/Drop Period” a period where a student adjusts his course registration record by registering additional courses or de-registering courses for a particular semester.

“Closed Section” refers to a section of a course that has reached the maximum class size;

“Course Registration Slip” refers to a slip containing the details of all courses registered in a semester by a student which is normally printed after the Pre-registration or Add/Drop exercises. It is to be retained by the student as his/her official academic record for the semester. The student shall secure a new confirmation slip every time he makes changes to his course registration;

“Continuing Student” refers to a student who has had a course registration in the previous semester and wishes to continue studies in the subsequent semester;

“Course Withdrawal” refers to dropping a course after the fourth week up to the tenth week of the regular semester and no course withdrawal is allowed during short semester;

“Course Code” refers to specific characters assigned to a course which uniquely refers to a program of study to indicate the subject, level and the course type;

“Credits” refers to a quantitative measurement that represents the learning volume of the academic load to achieve the respective learning outcomes;

“Low Enrolment” refers to a section of a course where the number of students registered for is less than 10. This does not apply to Tilawah, Language classes, and classes involving graduating students;

“Registered Student” refers to a person who is admitted to any foundation programme of the Centre, has paid the prescribed registration fees as required by the Centre, and registered at the Centre as a student;

“Pre-Registration Exercise” refers to course registration activities for the subsequent semester manually or automatically. It is normally held in the 12th – 13th week of the regular semester and week 6th -7th of the short semester;

“Petition” refers to request for enrolment in a course which is not offered. Petition is normally allowed during pre-registration period;

“Pre-Requisite Course” refers to a course that a student has to take and pass prior to taking another course;

“Reserve” refers to request for enrolment into a closed section course. Reserve is normally allowed during pre-registration period;

“Section Cancelled” refers to a section of a course which is cancelled by the Centre after being offered due to unforeseen circumstances such as low enrolment or unavailability of lecturers. In such cases, students may re-register for another available section or another course during the Add/Drop period.

“Sit-in” refers to a registered student who attends a class lecture without official registration for the course as approved by the Centre;

“Web-Based Add/Drop” refers to the Add/Drop of course activity which is meant for students who need to adjust their course registration prior to commencement of a new semester. The Web-Based Add/Drop exercise is conducted until the end of the first week of the new semester.

PART II

COURSE REGISTRATION PROCEDURE

Course Code

4. (1) Each course shall be assigned with a code which uniquely refers to a programme of study.

(2) The code shall have a maximum of eight (8) characters consisting of letters and digits.

(3) The following guidelines shall be adopted in creating the code:

(a) The first three upper-case alphabetic characters refers to prefix or department abbreviation;

(b) The alphabetic characters shall be followed by a four-digit number. There shall be no space after the characters before the digits;

(c) The first digit of the course code (0) denotes the foundation level;

(d) The second digit denotes the reference to the department offering the course;

(e) The third digit establishes the course sequencing in the department offering the course; and

(f) The fourth digit denotes the credit value of the course.

(4) A course taught in Arabic Language shall be assigned an 'A' letter at the end of the code. This code shall not have a space between the characters and digits.

(5) A course taught in Malay Language shall be assigned an 'M' letter at the end of the code. This code shall not have a space between the characters and digits.

Course Scheduling

5. (1) Classes may be scheduled at any time as determined by the Centre except the following time –

Day	Time	Remarks
Everyday	1 pm – 2 pm	Zohor prayer hour
	7 pm – 8 pm	Maghrib prayer hour

(2) Classes may be taught through face-to-face conventional method or e-learning approach or a combination of both face-to-face and e-learning methods.

Change of schedule or venue

6. Schedule or venue of classes may be changed after being published to students subject to the following:

- (a) The change of schedule or venue is done after Week 4;
- (b) A unanimous agreement between the course instructor and his students is obtained;
- (c) The recommendation from the Head of Department is obtained; and
- (d) There are no clashes with other courses registered by the students.

Class size

7. (1) The minimum class size for a course is ten (10) or as determined by the Senate from time to time

(2) The normal class size for a course is thirty (30) or as decided by the Centre depending on the nature of the course.

(3) A Centre may arrange for a mass lecture course where the class size exceeds fifty (50) as deemed appropriate by the Centre if the nature of the course so requires. The course instructor may earn an additional teaching load as decided by the Senate.

Course registration

8. (1) All students with active status shall register for courses every semester until they fulfil their graduation requirements.

(2) Course registration may be done during the Pre-Registration and Add/Drop period.

(3) Failure to register for courses or secure the minimum academic load by the fourth (4th) week for regular semester and second (2nd) week for short semester shall result in termination of studies.

Academic load

9. (1) The minimum academic load of student is sixteen (16) credits for regular semester and 5 credits for short semester.

(2) A student's academic load shall be determined based on the following CGPA range formulated by the Centre as approved by the Senate.

Range of CGPA	Range of Credit Hours Allowed	
	Regular Semester	Short Semester
$1.67 \leq \text{CGPA} < 2.00$	16 - 18 cr. hrs.	5 cr. hrs.
$2.00 \leq \text{CGPA} < 4.00$	16 – 26 cr. hrs.	5 – 12 cr. hrs

(3) The academic load of a first semester first year student shall be between 16-26 credit hours.

Course Withdrawal

10. (1) A student may be allowed to withdraw from a course provided the academic load after withdrawal does not fall below the minimum load. The course withdrawal is allowed up to the tenth (10th) week of a regular semester. A fee of RM300 (non-refundable) per course shall be imposed on the withdrawal application.

(2) No course withdrawal is allowed in short semester.

(3) A "W" Grade shall be assigned to courses that are withdrawn.

SCHEDULE II
APPLICATION FOR LEAVE OF ABSENCE

PART I
PRELIMINARY

The Senate hereby makes the following:

Citation

1. These Procedures shall be known as the Application for Leave of Absence Procedure of Centre for Foundation Studies and shall be read together with the Student Academic Performance Evaluation (CFS) Regulations 2016.

Application

2. These Procedures shall apply to all students pursuing foundation programmes at the Centre.

Interpretation

3. In these Procedures, unless otherwise stated:

“Academic Advisor” refers to an academic staff appointed by the University as such in the Centre;

“Archived” refers to records that are moved to one separate data storage for long-term reference and are no longer considered active;

“Centre” refers to the Centre for Foundation Studies IIUM;

“Clean Slate” refers to begin afresh where all previous academic records are archived; EXCEPT for non-credited courses;

“Centre Committee of Appeal” refers to the committee as prescribed in Regulation 64(1) of these regulations;

“Disciplinary Authority” refers to the Rector or where applicable any person or committee delegated by the Rector with disciplinary functions, powers or duties;

“Disciplinary Offence” refers to a disciplinary offence committed under the relevant disciplinary rules of the University;

“Emergency” refers to any unforeseen or sudden event that requires immediate remedy or action which includes death of close relatives and natural catastrophe;

“Pass Academic Standing” refers to a student whose CGPA is 2.00 and above;

“Letter of Fitness” refers to any document issued by government hospitals or any other agencies recognized by the University certifying the stable or good physical condition of a student;

“Readmission” refers to admission of a student into any programmes after being dismissed from the Centre;

Regular Semester” refers to Semester 1 and Semester 3 of an academic session; and

“Short Semester” refers to Semester 2 of an academic session.

PART II

APPLICATION FOR LEAVE OF ABSENCE

Definition

4. (1) Leave of absence is granted to a student upon application for up to a maximum of one (1) semester subject to the approval by the Centre and endorsement by the Senate.

(2) Grounds may include the following:

- (a) Medical;
- (b) Hajj (once) or Umrah;
- (c) Renewal of Permanent Residence Permit in the student’s country of residence; and
- (d) Any reason that deem acceptable by the Centre.

(3) An extension of the leave of absence granted under procedures 4(1) shall require the same approval process.

Application Procedure

5. (1) A student who intends to apply for the leave of absence is required to submit the application, with relevant supporting documents, to the Centre no later than the 10th week of the regular semester and no later than 4th week of the short semester except for special circumstances as decided by the Centre Committee.

(2) If the document is written in a language other than English, Arabic or Malay, the student concerned must produce a translation and have it verified by the university officers or the relevant foreign embassy.

(3) Subject to the recommendation of the Centre, a student who is on prolonged illness is required to produce a certified letter of fitness before being allowed to resume his study;

(4) A student applying for leave of absence shall continue to attend classes until approval of the application.

(5) The processing fee for an application for leave of absence is RM50.00 (non-refundable) or as determined by the Senate.

Tuition Fee Reimbursement

6. (1) Tuition Fee Reimbursement is applicable only to the international intake at the Centre.

(2) Reimbursement of tuition fees for cases involving leave of absence shall be as follows:

(a) Complete application submitted before the 8th week of the regular semester and before the 4th week of the short semester entitles a maximum of 50% reimbursement of tuition fees;

(b) For application submitted after the 8th week of the regular semester and after the 4th week of the short semester is not entitles for any reimbursement of the tuition fees; and

(c) Reimbursement shall only be made upon the approval of the application.

Absence From Class

7. (1) A student who is involved in extracurricular activities may be excused up to twenty percent (20%) of class attendance. The application shall be made through the Deputy Dean in charge of the academic affairs by providing valid reason(s) supported with relevant documents. The application must be submitted within 5 working days before the absence.

(2) A student may apply to be excused from classes up to 10% of class attendance. The application shall make through the Deputy Dean in-charge of the academic affairs by providing valid reason(s) supported with relevant documents. The application must be submitted within 5 working days before the absence.

(3) Any application for absence from class shall be approved by the Dean

PART III

MONITORING OF STUDENTS WITH ACADEMIC PROBLEMS

Introduction

8. The monitoring of students is meant for the following categories of students;
- (a) Students on Provisional Pass (PV) status; and
 - (b) Students who obtained GPAs of less than 2.00 consecutively.

Criteria for Application

9. The criteria for appeal shall be as follows:
- (a) CGPA is not less than 2.00;
 - (b) Centre is of the view that the student has the potential to complete his study within the extension period; and
 - (c) The appeal shall have recommendation from the Dean.

Terms of Application

10. (1) The appeal for extension of study period shall be made one semester before the expiry of the maximum study period and not later than two weeks after the examination results of the final semester are released.

(2) Extension of study period is granted only once.

(3) Graduating student who failed resit examination may apply to extend the study period within five working days of the issuance of resit examination results.

(4) The student is required to sit-in the classes of the respective course(s) until the application is approved.

Application Procedure

11. (1) A student who wishes to apply for an extension of study period shall submit an application form to the Office of Deputy Dean academic affairs of the Centre.

(2) The relevant supporting documents shall be attached to the application form. If the supporting document(s) is written in a language other than English, Arabic or Malay, the student concerned shall produce a translation and have it verified by Centre officers or the relevant foreign embassy.

(3) Processing fee of RM100 (non-refundable) shall be imposed upon submission of the application.

Result of Application

12. (1) Application for extension of study period shall be deliberated and recommended by the Committee of Appeal of the Centre.

(2) The recommendation shall be forwarded to the Senate for endorsement.

(3) The student shall be informed of the decision accordingly by the Office of the Deputy Dean in charge of academic affairs of the Centre.

SCHEDULE III

IIUM ASSESSMENT POLICY

1. Introduction

The International Islamic University Malaysia (IIUM) recognizes 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 strategize 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 Kulliyahs' (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 non-invigilated.

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:

- a) provide a fair, reliable and valid basis for the assignment of grades or awards for students' work and performance;
- b) promote students' mastery of concepts and skills by providing adequate modelling, practice, monitoring, and feedback on students' performance;
- c) 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;
- d) record and aggregate student achievements against the predetermined learning outcomes;
- e) assist instructors in evaluating the effectiveness of their teaching;
- f) facilitate the review and improve the quality of the curriculum, courses, and programmes; and
- g) 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 kulliyah/ 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 kulliyah/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 principle:

- a) Communication about assessment is made explicit, regular, and accessible.
- b) Reasonable workload, in terms of time on task and proportion of final grade accounted for, is applied.
- c) Opportunities are given to students to play a part in the selection of the assessment tasks.
- d) Concrete, immediate, constructive, and informative feedback is used to enhance the fairness of assessment
- e) Students' efforts to correct their errors are recognized and graded accordingly.

- f) In non-routine novel problem-solving situations there may be more than one single correct answer; instructors should be
- g) willing and committed to accommodate divergent, yet acceptable solutions to the problem.
- h) 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 engagements 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. [Notes: 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 Internationalisation), 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. Kulliyahs, Institutes, Centres, and Departments

Kulliyahs, 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. Kulliyah-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 Kulliyah; in discussions of assessment
- j. mechanisms and procedures to address students’ grievances and appeals are instituted and made known to stakeholders.

ii. 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;

iii. **Academic Staff**

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

- a. are familiar with the University's, kulliyah'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 kulliyah,
- 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;

iv. 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. Kulliyah-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 in-house 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.

SCHEDULE IV

ADMINISTRATIVE ORDER ON THE CONDUCT OF EXAMINATIONS

Interpretation

1. 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 Kulliyah, 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 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 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;

“Unauthorized 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/ Smart Watch; and

“Venue” refers to any areas determined for examinations.

PART I EXAMINATION GUIDELINES FOR INVIGILATORS

Venue of Examination

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

Invigilation Arrangements

3. (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 authorized 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

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

Reference File

5. 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); and
- (g) Relevant Forms on examination details.

Question Papers

6. (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

7. (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, have 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

8. 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

9. 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

10. 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

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

PART II

RESPONSIBILITIES AND DUTIES

Responsibilities

12. (1) The chief invigilator/ invigilators are appointed by and responsible to the Rector or any other person authorized 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)

13. 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 authorized 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; and
- (m) To perform any other duties as may be stipulated by the Rector.

Duties of the Chief Invigilator for Multiple Venues

14. 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 the relevant prescribe forms;
 - (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; and
 - (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

15. (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 such 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); and
- (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

16. 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/he 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; and
- (n) To perform other duties as stipulated by the Chief Invigilator.

Duties of the Invigilators in Small Examination Venues/ Rooms

17. 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; and
 - (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; and
 - (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; and
 - (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 unauthorized 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; and
- (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 prescribe relevant forms; and
- (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 prescribe form.

PART V
INSTRUCTIONS TO EXAMINERS /
AUTHORISED 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 DURING EXAMINATION

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; and
- (b) Deputy Dean in-charge of academic affairs of the Centre to take necessary disciplinary action.

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; and

(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) Unauthorized 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.

Sickness/Emergencies

29. (1) Any student who misses an examination because of ill-health or unforeseen circumstances must submit official evidence from the Health Centre of the University or the /Medical Officer of Government Hospitals to the Deputy Dean in-charge of academic affairs of the Centre 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 the Health Centre of the University or the Medical Officer of Government Hospitals.

Sickbay Facilities

30. (1) Students who need the facility should contact the Centre or the Health Centre of the University at least within 1 (one) day prior to the examination.

(2) Sickbay facilities are provided subject to prerogative of the medical officer of the University.

Students with Disabilities

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

SCHEDULE V

PROCEDURES ON APPEAL FOR RECHECKING OF ANSWER SCRIPT

Eligibility

1. A student who has 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.

Appeal Deadline

2. The appeal for rechecking of answer script shall be submitted to the respective Centre of Studies office no later than one week after the commencement of new semester. Any appeal submitted after the deadline will not be entertained.

Processing Fee

3. A processing fee of **RM50.00 (Ringgit Malaysia Fifty)** per paper or as specified by the Senate from time to time shall be imposed.

Appeal Procedure

4. If the existing grade awarded to the student is in order but the student wishes his/her paper to be re-examined, he shall submit the appeal to the Centre of Studies Committee of Appeals through the Dean of Centre.

5. The list of appeal cases shall be submitted to the Head of Department who shall recommend the appointment of two independent examiners to recheck the scripts.

6. In order to streamline the marking and to guide the independent examiners, all question papers shall be accompanied by the answer scheme.

7. The previous grade obtained by the student shall not be disclosed to the independent examiners.

8. The results of appeal shall be submitted to the Committee of Appeals for deliberation and later to the Senate for endorsement.