



INTERNATIONAL ISLAMIC
UNIVERSITY MALAYSIA

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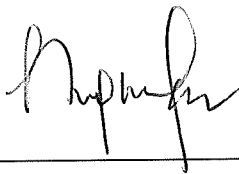
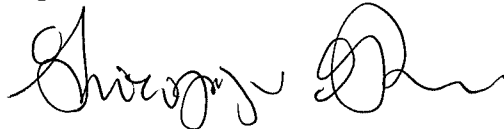
DOCUMENT TITLE :
GRADING AND SUBMISSION OF FINAL
GRADES/RESULTS

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GRADING AND SUBMISSION OF FINAL GRADES/RESULTS

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

1. OBJECTIVE

To manage grading of the examination answer scripts according to the answer scheme efficiently while maintaining the confidentiality of the marks in accordance with the standard as stipulated by the IIUM.

2. SCOPE

This procedure is applicable in handling the marking of answer scripts and the announcement of the final examination results to all undergraduate students.

3. DEFINITION / ABBREVIATION

HOD	Head of Department
SAO	SeniorAdministrative Officer
AO	Administrative Officer
SAAO	SeniorAssistant Administrative Officer
AAO	Assistant Administrative Officer
PA	Personal Assistant
SAA	Senior Administrative Assistant
AA	Administrative Assistant
AMAD	Academic Management and Admission Division
CC	Course Coordinator
COS	Centre of Studies
CCD	Credited Co-Curricular Department (CCD), STADD

4. RESPONSIBILITY AND DETAILED PROCEDURES

RESPONSIBILITY	DETAILED PROCEDURES	
Examiner(s)	4.1	BEFORE FINAL EXAMINATION (CAM)
	4.1.1	To key in the Continuous Assessment Marks within the stipulated period.
	4.1.2	To publish the Continuous Assessment Marks before the final examination period (if applicable).
Examiner(s)	4.2	AFTER EXAMINATION
	4.2.1	To finalize the course marks and key in the course marks within the stipulated period determined by AMAD.
	4.2.2	'0' mark is assigned to students who were absent in the final examination. (if applicable).

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	4.2.3	For overdue cases, result entry must be done through the Academic office of the respective COS.										
	4.2.4	Print, sign of the validation sheet together with the answer scripts and answer script submission (if applicable) form to HOD. <i>(External lecturers (non-IIUM staff) need to submit the answer scripts as well)</i>										
SAD/AD/AAO/SAAO of COS	4.3	To update the final examination marks of absent student based on the following guidelines: (if applicable) <table border="1" data-bbox="603 734 1401 1142"> <thead> <tr> <th>MARK / GRADE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>'0' mark</td> <td>Assigned to students who were absent in the final examination without valid reasons.</td> </tr> <tr> <td>'AP' grade</td> <td>Assigned to students who are eligible to sit for Special Examination.</td> </tr> <tr> <td>'I' grade</td> <td>Assigned to students who are approved to defer submission of coursework until the following semester due to valid reasons.</td> </tr> <tr> <td>'IP' grade</td> <td>Assigned to students who require more than one semester to complete his research / project work.</td> </tr> </tbody> </table>	MARK / GRADE	DESCRIPTION	'0' mark	Assigned to students who were absent in the final examination without valid reasons.	'AP' grade	Assigned to students who are eligible to sit for Special Examination.	'I' grade	Assigned to students who are approved to defer submission of coursework until the following semester due to valid reasons.	'IP' grade	Assigned to students who require more than one semester to complete his research / project work.
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	4.4	To check on the status of result submission for COS.										
	4.5	To remind examiner who has yet to submit the results to do so as soon as possible.										
	4.6	To facilitate result submission for overdue cases and prepare show cause letter for the examiner in accordance with the Policy on Late Submission of Results.										
	4.7	To generate GPA and CGPA accordingly										
AA/SAA of COS	4.8	To arrange BOE meeting after generation of results within the stipulated period.										
AO/SAO/AAO/SAAO of COS	4.9	To prepare the following reports for BOE endorsement : <ol style="list-style-type: none"> GPA and CGPA of student Status of students (PV, PASS, Conditional Pass, Fail and Dismissed) Grades given by the lecturer Analysis of grades according to programmes 										

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BOE Members Of COS	4.10	To endorse the student results as follows according to year and programme of studies: a) List of PASS b) List of PV Status c) List of Conditional Pass d) Dean's List e) Dismissal List
SAO/AO/SAAO/ AAO of COS	4.11	To update in the system all decisions made during the BOE meeting.
	4.12	To re-generate the GPA and CGPA before the deadline stipulated in the important date. If no corrections or amendments to be made to the results, no re-generation of GPA and CGPA is necessary.
SAO/AO/SAA/AA of AMAD	4.13	To notify students on the announcement of examination results.
SAO/AO/SAAO/ AAO of COS	4.14	To submit Minutes of BOE reports for Senate notification.

5. QUALITY RECORDS

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Answer scripts	6 month	Examination Room Administration Office of COS	SAA/AA (Academic Office, Kulliyah)
2.	Validation sheets	1 Year	Examination Room/ Strong Room Academic Office/ COS	SAA/AA (Academic Office, Kulliyah)