**OFFICE OF DEPUTY DEAN (ACADEMIC AFFAIRS)**

**KULLIYYAH OF ISLAMIC REVEALED KNOWLEDGE AND HUMAN SCIENCES**

FORM NO: KIRKHS/DDAA – EXAM 1

REVISION NO: 2

LAST REVISED: AUG - 2017

**ANSWER SCRIPT SUBMISSION FORM**

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| **INSTRUCTION**  **To Lecturer/Examiner**   1. This form is meant for the submission of final examination answer scripts. 2. You are required to fill in Section A and submit the form to your Head of Department, **within 2 days** **after due date of submission of results**. 3. Please submit the form together with the following to your HOD: 4. Validation Sheet 5. CAM Sheet 6. Answer Scripts 7. **INCOMPLETE SUBMISSION WILL NOT BE ACCEPTED.** 8. One set of form is required for each section. If you are examining a course of two (2) sections, you are accordingly required to submit two (2) forms. 9. Please ensure that the number of answer scripts submitted **tally** with the number of students who sat for the final examination. |
| **To Head of Department**   1. Please complete Section B. 2. Please ensure the form is attached with the required documents prior to submission to the Office of Deputy Dean Academic Affairs (DDAA). 3. **THE DDAA OFFICE WILL NOT ACCEPT ANY INCOMPLETE SUBMISSION.** 4. All results will be endorsed in the Kulliyyah Board of Examiners (KBOE) meeting of the semester. 5. You are given **2 weeks after the KBOE** to compile the answer scripts form with the required documents for submission to the DDAA Office. |

**SECTION A: TO BE COMPLETED BY THE LECTURER/EXAMINER**

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| 1. Name of Lecturer/Examiner: |  |
| 1. Course Code: |  |
| 1. Course Title: |  |
| 1. Section: |  |
| 1. Total student registered: |  |
| 1. Total student attended final examination: |  |
| 1. Total answer script received for marking: |  |
| 1. Total answer script sent to department: |  |
| 1. Date of submission to department: |  |
| 1. Signature of Lecturer/Examiner: |  |

**SECTION B: TO BE COMPLETED BY HEAD OF DEPARTMENT (HOD)**

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| I have counter checked and verified the above and certify that the submission is complete and ready for submission to the DDAA Office.  HOD Signature and Stamp: ………………………………………………………….. Date: ……………………………… |