

EXAMINATION

1. The Centre of Studies Committee of Examiners

(1) There shall be a Committee of Examiners for each Centre of Studies as empowered by the Senate. They shall be responsible to the Senate for the conduct of all examinations, the accuracy and validation of course results and grades by performing the following duties and functions:

- a. To appoint members for each Department or each specific area of studies;
- b. To provide overall supervision in the conduct of all examinations in the Centre of Studies;
- c. To ascertain that all examination questions are properly vetted so as to maintain the academic standard required by the programmes in accordance with the standards stipulated in the IIUM Assessment Policy as provided in Article 4;
- d. To review, confirm and approve final grades submitted by individual course instructors to the Dean of the Centre of Studies; and
- e. To determine the Dean's List.

2. Members of Centre of Studies Committee of Examiners

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

- a. The Dean;
- b. The Deputy Deans;
- c. Department Heads and / or Examination Coordinators; and
- d. Any other person appointed by the Dean

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

3. Chairman of the Centre of Studies Committee of Examiners

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

4. Secretary to the Centre of Studies Committee of Examiners

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

5. Examination Committees

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

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

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

6. Appointment of invigilators

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

7. Notification of examination procedures

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

8. Administrative Order

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

9. Administration of examinations

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

- a. The time and venue of the end-of-semester examinations are to be scheduled by the office in charge of academic management and admission.
- b. An instructor who is considering a take-home end-of-semester examination shall inform the students at the beginning of the semester. Such an examination shall be administered during the revision week. The submission of examination answers to the examiner shall not exceed a limit of forty-eight (48) hours. If the student fails to submit

examination answers within the specified timeframe, zero (0) mark will be awarded for the take-home examination.

- c. An end-of-semester examination may be conducted on the last day of class or during the revision period with the approval of the Dean of the Centre of Studies and subject to the consent of all students. This shall be referred to as a decentralized examination. The procedure for conducting decentralized examination is provided in Schedule VII.

10. Irregularities

(1) Where the Dean of the Centre of Studies has grounds to believe that irregularities have occurred in the preparation of any examination, the Dean, at his discretion, may defer the conduct of such an examination and conduct an investigation, the results of which shall be forwarded to the Rector for appropriate action.

(2) In the event that irregularities are found after the conduct of the examination, the results of the original examination shall become null and void. The Dean, in consultation with the Deputy Rector in charge of academic affairs, shall authorize a substitute examination.

11. Implications of cheating in examination

(1) Where the Dean of the Centre of Studies is satisfied that a student has committed a breach under the Student Disciplinary Rules pertaining to examination, the Dean shall instruct a committee appointed by the Disciplinary Authority to conduct an inquiry pertaining to the alleged breach.

(2) If a student is found guilty, the Dean of Centre of Studies shall make the following order:

- a. for bringing in unauthorised materials, he shall be liable for a compoundable offence for a sum of RM200.00 (Ringgit Malaysia two hundred) for each offence as provided under Student Disciplinary Rules.
- b. for attempted cheating, he shall be liable for a minimum punishment of suspension under the Student Disciplinary Rules and shall receive an 'F' grade for the course.
- c. for cheating, a student shall be expelled from the University as provided by the Student Disciplinary Rules and shall receive an 'F' grade for the course.

(3) The Dean shall report the matter to the Senate for action or decision taken under sub-regulation 11 (2).

12. Absence during end-of-semester examinations

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

(2) The Centre of Studies shall record an examination grade based on the coursework marks.

13. Special Examination

(1) A special examination shall be arranged with a prescribed fee for each course for a student who is absent from the end-of-semester examination on reasons acceptable to the Dean of Centre of Studies.

(2) Any absence mentioned under sub-regulation (1) must be supported by relevant documents and shall be verified by the University authority.

(3) A student may not be allowed to defer special examination of a course and shall be graded on the coursework marks.

(4) The Centre of Studies Committee of Examiners may authorize a special examination up to the fourth (4th) week of the following semester unless a leave of absence is granted.

14. Eligibility to sit for examinations

(1) No student shall be allowed to sit for any end-of-semester examination unless:

- i. he is officially registered in such a course; and
- ii. he has fulfilled all requirements prescribed by the respective Centre of Studies including attendance.

15. Barring from examinations

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

16. Consequence of being barred from examinations

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