



PREPARATION OF EXAMINATION QUESTION PAPERS

Prepared By:	Approved By:
Signature: 	Signature: 
Name : Nuraqmar Az binti Amirudin	Name : Assoc. Prof. Dr. Haslina binti Hassan
Position : Director Academic Management and Admission Division (AMAD)	Position : Director Academic Management and Admission Division (AMAD)
Date : 1 st May 2025	Date : 1 st May 2025

1.0 OBJECTIVE

This procedure is prepared to ensure that the preparation of the question papers is done systematically and confidentially.

2.0 SCOPE

This procedure is used by the Academic Staff of the COS in preparing examination question papers for undergraduate students.

3.0 ACCOUNTABILITY

Office of Academic Affairs, COS
 Examiners
 LTIF

4.0 ABBREVIATION (If any)

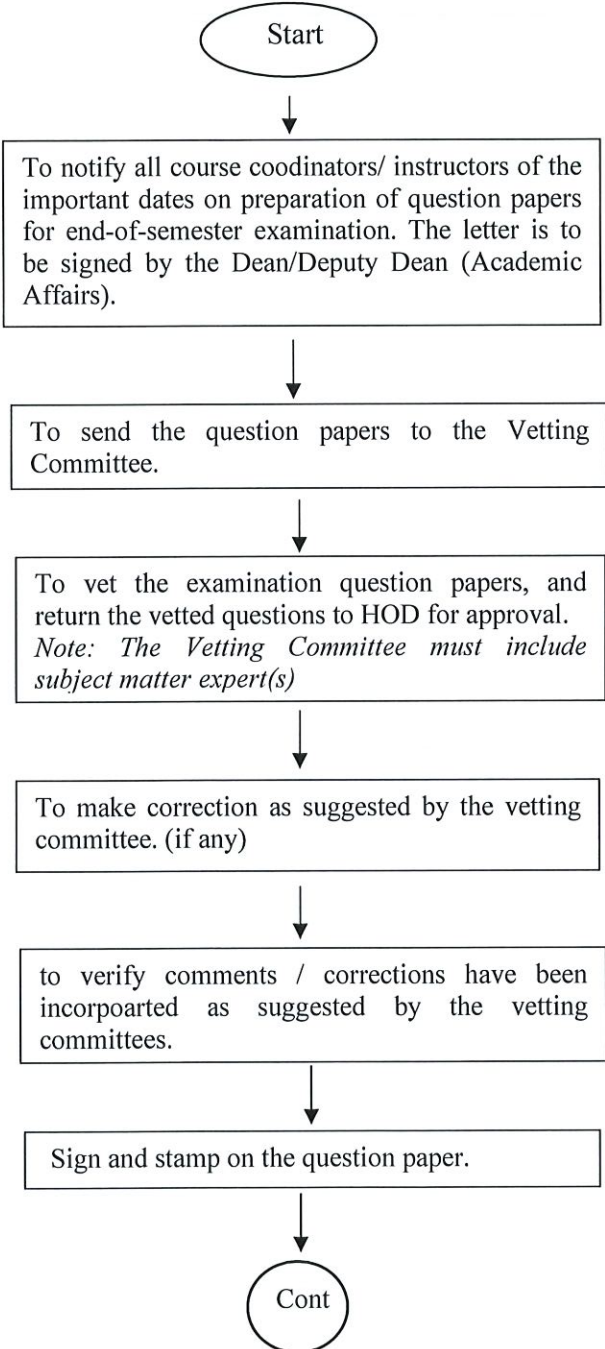
DD (AA)	Deputy Dean (Academic Affairs)
HOD	Head of Department
COS	Centre of Studies
LTIF	Lecturer/Trainer/Instructor/Facilitator

5.0 REFERENCE

6.0 RECORD RETENTION PERIOD

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Letter on Examination Question Papers	5 Year	COS	Office of Academic Affairs, COS

7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
	 <pre> graph TD Start([Start]) --> Step1[To notify all course coordinators/ instructors of the important dates on preparation of question papers for end-of-semester examination. The letter is to be signed by the Dean/Deputy Dean (Academic Affairs).] Step1 --> Step2[To send the question papers to the Vetting Committee.] Step2 --> Step3[To vet the examination question papers, and return the vetted questions to HOD for approval. Note: The Vetting Committee must include subject matter expert(s)] Step3 --> Step4[To make correction as suggested by the vetting committee. (if any)] Step4 --> Step5[to verify comments / corrections have been incorporated as suggested by the vetting committees.] Step5 --> Step6[Sign and stamp on the question paper.] Step6 --> Cont([Cont]) </pre>	
DD (AA) of COS		
LTIF		
Vetting Committee		
LTIF		
HOD / DD (AA) of COS		
HOD / DD (AA) of COS		

Responsibility	Flow Chart	Remarks
Department, COS	<p>To forward the question papers to the Office of Academic Affairs, COS for printing <i>Note: The assigned officer/staff need to fill up the secrecy form.</i></p>	ABAC-Para 9 & 12 MACC Act 2019-Clause 17
Office of Academic Affairs, COS	<p>To coordinate the printing of question papers.</p>	at least 2 staffs incharge of printing question papers (ABMS)
	<p>End</p>	

8.0 ANNEXURE

8.1 IIUM Anti Bribery Corruption Policies- Para 9 and Para 12.

8.2 MACC-Malaysian Anti-Corruption Commission Act 2019-Clause 17

