



# GRADING AND SUBMISSION OF FINAL GRADES/RESULTS

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## 1.0 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.

## 2.0 SCOPE

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

## 3.0 ACCOUNTABILITY

Examiners  
 Office of Academic Affairs, COS

## 4.0 ABBREVIATION

HOD	Head of Department
COE	Centre of Studies Committee of Examiners
COS	Centre of Studies
CAM	Continuous Assessment Marks
GPA	Grade-Point-Average
CGPA	Cumulative Grade Point Average
Examiners	Lecturers, who teach, prepare and grade the examination question papers.

## 5.0 REFERENCE

## 6.0 RECORD RETENTION PERIOD

NO	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Answer scripts	5 Year	Examination Room, Administration Office of COS	Office of Academic Affairs, COS
2.	Validation sheets	5 Year	Examination Room/ Strong Room , Office of Academic Affairs, COS	Office of Academic Affairs, COS

## 7.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
	<p>Start</p> <p>↓</p> <p><b>Before End-of-Semester Examination</b></p>	
Examiner(s)	<p>To key in the Continuous Assessment Marks (CAM) within the stipulated period.</p> <p>↓</p>	
Examiner(s)	<p>To publish the Continuous Assessment Marks (if applicable)</p> <p>↓</p>	
	<p><b>After End-of-Semester Examination.</b></p>	
Examiner(s)	<p>To finalize and key in the course marks</p> <p>↓</p>	IIUM ABMS-Para 12
Examiner(s)	<p>Print, sign of the validation sheet, answer scripts for courses with Final examination, CAM sheet and answer script submission form (if neccessary) to submit to HOD</p> <p>↓</p>	
HOD	<p>To verify the validation sheet, answer scripts for courses with Final examination, CAM sheet (eg: total marks obtained for each assessment type and answer script submission form (if neccessary).</p> <p>↓</p> <p>Cont.</p>	<p>Checklist to verify:</p> <ul style="list-style-type: none"> <li>i) CAM</li> <li>ii) Must Pass marks</li> <li>iii) Transfer of marks from excel to system</li> <li>iv) Students matric no. is the same as in the exam paper.</li> <li>v) to randomly check the accuracy of all the results submitted.</li> </ul>

Responsibility	Flow Chart	Remarks
Office of Academic Affairs, COS	To check on the status of result submission	Deadline: Refer Important Dates
Office of Academic Affairs, COS	To remind examiner who has yet submit the results	
Office of Academic Affairs, COS	To facilitate result submission for overdue cases and prepare show cause letter for the examiner	
Office of Academic Affairs, COS	To generate GPA , CGPA and Level of Study	Refer Important Dates
Office of Academic Affairs, COS	To arrange COE meeting	
Office of Academic Affairs, COS	To prepare reports for COE's endorsement	Refer Annexure
COE of COS	To endorse the students' results	Refer Annexure
	Cont.	



Responsibility	Flow Chart	Remarks
Office of Academic Affairs, COS	<div> <div>To update in the system all decisions made during the COE meeting. (if any)</div> <div>↓</div> <div>To re-generate the GPA and CGPA (if any)</div> <div>↓</div> <div>To submit Minutes of COE for Senate notification.</div> <div>↓</div> <div>End</div> </div>	Deadline: Refer Important Dates
Office of Academic Affairs, COS		
Office of Academic Affairs, COS		

## 8.0 ANNEXURE

- 8.1 To update the final examination marks of absent student based on the following guidelines: (if applicable)

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.

8.2 To prepare the following reports for COE endorsement :

- 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
- Students attendance (ie: Medical report / special exam form from IIUM Sejahtera Clinic)
- Report on cheating/ attempted to cheat/ bringing unauthorized materials.

8.3 To endorse the student results as follows according to year and programme of studies

- List of PASS
- List of PV Status
- List of Conditional Pass
- Dean's List
- Dismissal List

8.4 IIUM Anti Bribery Corruption Policies- Para 12.