

: Grading and Submission of

Final Grades/Results

Ref. No.

: IIUM/TNL/AMAD/09

Version No: : 04 Revision No : 00 Effective Date : 05/2025

GRADING AND SUBMISSION OF FINAL GRADES/RESULTS

Prepared By:-	Approved By:-	
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Date : 1st May 2025	Date : 1st May 2025	



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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	RETENTION	LOCATION	RESPONSIBILITY
	RECORDS	PERIOD		
			Examination	Office of Academic
1.	Answer scripts	5 Year	Room, Administration	Affairs, COS
			Office of COS	
			Examination Room/ Strong	Office of Academic
2.	Validation sheets	5 Year	Room, Office of Academic	Affairs, COS
			Affairs, COS	



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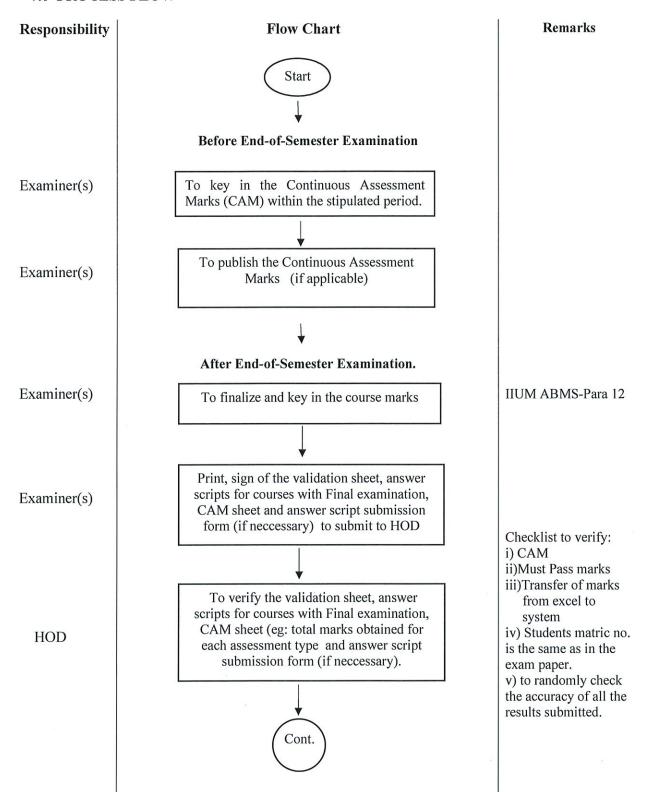
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7.0 PROCESS FLOW



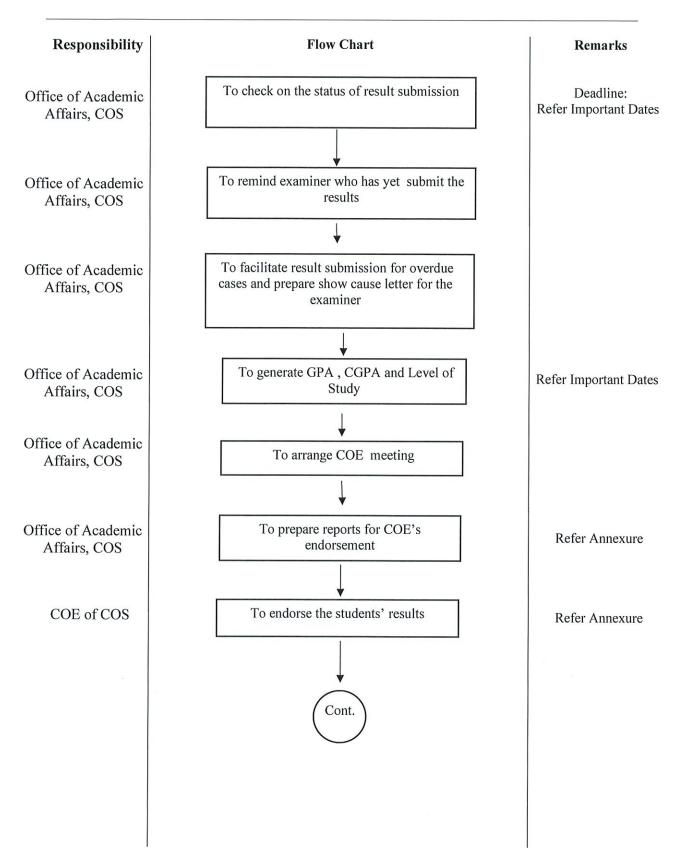


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Flow Chart Remarks Responsibility Deadline: Refer To update in the system all decisions Office of Academic Important Dates made during the COE meeting. (if any) Affairs, COS Office of Academic To re-generate the GPA and CGPA Affairs, COS (if any) Office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



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8.0 ANNEXURE

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

MARK / GRADE	DESCIPTION	
'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:

- a) GPA and CGPA of student
- b) Status of students (PV, PASS, Conditional Pass, Fail and Dismissed)
- c) Grades given by the lecturer
- d) Analysis of grades according to programmes
- e) Students attendance (ie: Medical report / special exam form from IIUM Sejahtera Clinic)
- f) 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

- a) List of PASS
- b) List of PV Status
- c) List of Conditional Pass
- d) Dean's List
- e) Dismissal List
- 8.4 IIUM Anti Bribery Corruption Policies- Para 12.