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EXAMINATION QUESTION PAPERS

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PREPARATION OF EXAMINATION QUESTION PAPERS

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1. OBJECTIVE

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

2. SCOPE

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

3. DEFINITION/ABBREVIATION

3.1	DD (AA)	-	Deputy Dean (Academic Affairs)
3.2	HOD	-	Head of Department
3.3	DD	-	Deputy Director
3.4	AO	-	Administrative Officer
3.5	AAO	-	Assistant Administrative Officer
3.6	CC/CL	-	Course Coordinator/Course Leader
3.7	AA	-	Administrative Assistant
3.8	PA	-	Personal Assistant
3.9	AMAD	-	Academic Management and Admission Division
3.10	CPS	-	Centre for Postgraduate Studies
3.11	COS	-	Centre of Studies
3.12	LTIF	-	Lecturer/Trainer/Instructor/Facilitator
3.13	EXAMINERS	-	Lecturers, who teach, prepare and grade the examination question papers.
3.14	COORDINATORS	-	Course leaders who are appointed by the COS on semester basis to coordinate courses with multiple sections and the preparation of marking/ grading of the final examination questions.

4. REFERENCES

- 4.1 Guideline and Procedure on Decentralized of End-of-Semester Examination.
- 4.2 Guideline on Management and Implementation of Policies and Procedures on the Preparation of Question Papers for End-of-Semester Examination.

4.3	Allocation of Students for End-of-Semester Examination according to Course Code, Number of Students, Group and Venue.
4.4	Course Outline/Syllabus.
4.5	SAPER (Student Academic Performance Evaluation Regulations 2015).
4.6	Important Dates Undergraduate (Academic) for Staff.
4.7	PG Policies and Procedures

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	5.1 PREPARATION OF EXAMINATION QUESTION PAPERS
AO/AAO of COS	<p>5.1.1 To prepare notification letter together with the management and implementation policies and procedures on the preparation of question papers for end-of-semester examination. The letter is to be signed by the Dean/Deputy Dean (Academic Affairs).</p> <p>5.1.2 To distribute the letter to HODs/Course Coordinators/LTIF.</p>
Coordinator(s)/ Lecturer(s)/LTIF	<p>5.1.3 To receive letter from the Dean/DIR/HOD to prepare question papers by using the following guidelines.</p> <p>GUIDELINES OF PREPARING QUESTION PAPER</p> <p>a) The following factors need to be considered when preparing question papers:</p> <ol style="list-style-type: none"> i) Topics/contents taught to be tested (according to importance and weightage). ii) Types of skills to be tested, e.g. knowledge, understanding and application. iii) Number of questions and time required for the examination. <p>b) The end-of-semester examination questions must carry a weight ranging from 40% to 60% (As per stated in course outline)</p>

<p>Coordinator(s)/ Lecturer(s)/LTIF</p>	<p>c) The composition of the question papers must meet the psychometrics requirements of having a mixture of questions of different level of difficulties as follows:</p> <p>General Requirements:</p> <ul style="list-style-type: none"> i) Easy Questions: 30% - 40%. ii) Intermediate level of difficult: 30% - 40%. iii) Difficult Question: 20% - 30% <p>Other than those, approval by the HOD is required.</p> <p><i>This applies also to the assessment materials prepared by the LTIF for the component of the continuous assessment marks or grades.</i></p> <p>d) Where applicable, assessments including end of semester examination should incorporate elements that address Islamization and/or integration of knowledge.</p>
	<p>e) For multiple sections, questions should be drafted by the lecturers of the sections and coordinated by the Course Coordinator (where applicable).</p> <p>f) Marking/answer schemes for subjective questions in the end of semester examination must be submitted together with the examination questions.</p> <p>g) One (1) set of question papers must be submitted to the HOD not later than Week 12 of the current semester.</p> <p>h) Question papers should be properly vetted in the respective COS.</p>
<p>LTIF</p>	<p>5.1.4 To prepare the questions and submit to the DIR/HOD for vetting and approval.</p>
<p>AO of CLAV</p>	<p>5.1.5 To ensure all examination questions are properly formatted.</p>

	5.2 VETTING OF EXAMINATION QUESTION PAPERS
PA/AA of Department	5.2.1 To send the question papers to the Vetting Committee.
Vetting Committee	5.2.2 To vet the examination question papers, and return the vetted questions to DIR/HOD for approval. <i>Note: The Vetting Committee must include subject matter expert(s).</i>
HOD/DDAA	5.2.3 To approve the vetted questions: a) If no further issues arise, sign and stamp on the cover page of the question paper. b) If there are issues, return the questions to the lecturer for amendments.
PA/AA of Department	5.2.4 To forward the question paper to the Academic Office for printing <i>Note: The respective staffs need to fill up the secrecy form.</i>
Academic Office/ CLAV	5.2.5 To coordinate the printing of question papers
	5.2.6 End of process.

6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Letter on Examination Question Papers	1 Year	COS Filing Room	AA
2.	Examination Question Papers (Hard Copy and/or Softcopy)	7 Years	Library	Library Liaison Officer

CONTROLLED COPY

7. FLOWCHART

