

**EXAMINATION GUIDELINES
BACHELOR'S DEGREE PROGRAMME
WITH HONOURS
UNIVERSITI SAINS ISLAM MALAYSIA**

**DIVISION OF ACADEMIC MANAGEMENT
UNIVERSITI SAINS ISLAM MALAYSIA
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INTRODUCTION

Examination Guidelines
UNIVERSITI SAINS ISLAM MALAYSIA (2012)

These Examination Guidelines are released as guidance about the procedures in managing, coordinating and supervising the implementation of examinations in Universiti Sains Islam Malaysia (USIM). It also describe the examination regulations which the students of USIM must comply with.

These Guidelines shall be read together with the Universiti Sains Islam Malaysia (Bachelor's Degree with Honours) Regulations 2007 (First Amendment, 2011), which was validated by the 64th University Senate Meeting on August 3, 2011.

(A) GENERAL INSTRUCTIONS OF EXAMINATION

1. Final examination will be held in the 16th to 18th week as set according to the Academic Calendar.
2. The Division of Academic Management (BPA) will issue an instruction letter to prepare for examination **information/resource** materials to the Faculty/Centre in the 4th week of lectures.
3. The examination **information materials** must reach BPA no later than the 7th week of lectures for the preparation of examination schedule.
4. The list of students barred from examination must reach BPA on the 14th week of lectures.
5. Students who fail to settle their study fee within specified time are not allowed to continue their study and thus not allowed to sit for the Final Examination.
6. Students are required to check and confirm the list of courses they registered for examination via eStudent in the 11th week of lectures. Failure to obey this instruction may cause students to be barred from examination of certain courses.
7. All bachelor students must **do** the Online Assessment of Course and Teaching (e-Nilai) before they print the Final Examination Schedule Slip.
8. Any overlaps of the Final Examination Schedule should be reported to the BPA no later than the 15th week before the e-Nilai begins.
9. Academic Staff need to ensure **their** presence at the University during examination weeks.
10. Academic Staff are allowed to be at the examination location 15 minutes before the examination starts and 30 minutes after the examination begins.

(B) PREPARATION OF THE FINAL EXAMINATION PAPERS

1. BPA will issue an instruction letter to prepare the Final Examination Question Papers to the Dean of Faculty/Director of the Centre in the 4th week of lectures.
2. Each Faculty/Centre is required to prepare 2 sets of questions (Set A and Set B) in the form of hardcopy along with the answer scheme (OMR only) and the complete OMR marking form with the feed backs must reach BPA within 2 months from the date of instruction.
3. Set A will be used in the Final Examination while Set B will be used in the Replacement Exam. If Set B was not used, the Faculty/Centre is allowed to use it for the next Final Examination.
4. Each Faculty/Centre is required to use the Check List for Preparation of Final Examination Papers (Appendix 1).
5. All question papers shall be prepared according to the prescribed format. For the purpose of uniformity, the Faculty/Centre shall use the standard front page format given (Appendix 2).
6. All examination papers prepared shall go through a revision and editing (vetting) process at the Faculty/Centre to ensure the quality and suitability of questions.
7. The date of meeting for the revision and editing (vetting) process of examination paper is subject to scheduling tentative of Faculty/Centre.

8. The Final Examination Papers must reach BPA by hand in hadrcopy within the specified period. Submission of exam papers in the form of softcopy is definitely not allowed.

(C) SECURITY OF QUESTION PAPERS

1. Question papers shall be kept in an external storage (diskette/thumb drive/CD) and the computer is not connected to a computer network system/internet to prevent unwanted excess.
2. Any damaged copies of question papers during the preparation and printing process shall be shredded using a paper shredder. The completely printed question papers should be kept in a sealed envelope and marked as 'CONFIDENTIAL' on it.
3. Administrative and Academic staff who are directly or indirectly involved in preparing the examination papers shall be fully responsible for the security and confidentiality of the examination questions.
4. Disciplinary action shall be taken against any staff who is found guilty to reveal or attempt to reveal, abet in revealing or has been negligent to cause the leakage of information or examination questions.

(D) ARRANGEMENTS OF EXAMINATION HALL

1. BPA will determine which hall/lecture room to serve as the location for examination.
2. Desks are arranged in an appropriate distance (about 1 metre) between each other and labelled with numbers on the upper right corner of the desks.
3. The examination hall will be equipped with speakers, audio system and clock which can be heard and seen by students.

(E) APPOINTMENT OF HEAD INVIGILATORS AND INVIGILATORS.

1. The Head Invigilators/Invigilators shall be appointed three (3) weeks before the final examination of each semester.
2. Appointed Invigilators shall be among lecturers who do not teach the course that is undergoing examination on that day.
3. Appointed Head Invigilators shall not be among non-citizen lecturers.
4. Appointed Head Invigilators and Invigilators shall be fair and honest during examination supervision.
5. One Head Invigilator will be appointed for each examination location.
6. Appointed Invigilators who are unable to perform their duty on the prescribed date and time must fill in Form AKAD D/23 or Form AKAD D/24 for replacement purpose and submit it to BPA.
7. Academic staff who substitute shall be among other academic staff of the same or almost the same field.
8. If the examination is conducted in a large hall, the ratio of invigilators to candidates is 1:200.

9. Academic staff who are not appointed as Invigilators are not allowed to be in the examination hall during exam except the Examination Secretariats from the Division of Academic Management.

** This Guideline will be up-dated from time to time in accordance with University's requirements.*

(F) DUTIES OF THE HEAD INVIGILATOR

1. To lead Invigilators and record their attendance.
2. To receive the sealed envelope containing examination papers at least forty five (45) minutes before the examination starts and to make sure that the sealed envelope has not yet been broken or compromised before opening.
3. To distribute the question papers to Invigilators/Assistant Invigilators and order them to put the question papers, Examination Attendance Form (Form H), answer booklets/answer sheets and other stationeries on the desks of candidates at least thirty (30) minutes before the examination starts.
4. To allow examination candidates to enter the examination hall/ room through specified door not less than fifteen (15) minutes before the examination starts.
5. To instruct candidates, after they have taken their own place to:
 - (i) complete and sign the Examination Attendance Form (Form H) and place it at the upper right corner of their desks;
 - (ii) put their Examination Admission Slip and Schedule, Student card and Identification Card on top of the completed Form H;
 - (iii) carefully read and comply with instructions printed on the cover sheet of answer booklet, and
 - (iv) make sure that they have been given the correct examination papers before they start answering.
6. To verify the identity of any candidates who did not bring their Student Card or Identity Card and take appropriate action.
7. To stop the examination and immediately collect the written answer sheets in the event which require any correction or adjournment of examination and report it to the Head of BPA after it is referred to the Deputy Vice Chancellor (Academic and International).
8. To report to the Head of BPA if it is believed that the nature or content of any questions have been revealed to someone who is not entitled to see it before the examination and to take such action as directed by the Deputy Vice Chancellor (Academic and International).
9. To report to the Deputy Vice Chancellor (Academic and International) in the event of any situation that could conceivably cause an examination to be unfair to a candidate.
10. To manage any occurrence during an examination.
11. To inform Invigilators and Assistant Invigilators not to stand behind candidates or frequently walk around during an examination to avoid distraction to candidates.
12. To receive the completed Examination Attendance Form (Form H) and the list of candidates which their attendance have been marked from Invigilators to be submitted to the Head of BPA.
13. To inform candidates when the time is fifteen (15) minutes left before the examination ends.

14. To inform candidates when the time is over and order them to:
- (i) stop writing immediately;
 - (ii) tie the answer sheets together using the provided binding thread;
 - (iii) take back their Examination Admission Slip and Schedule, Student card and Identity Card;
 - (iv) leave all the damaged and unused answer booklet/answer sheets and other materials provided for examination on the desk;
 - (v) place the answer sheets on the desk provided at the front of the examination hall/room; and
 - (vi) leave the examination hall/room through specified door in a peaceful and orderly manner after it is confirmed that the total number of examination booklets/answer sheets of candidates coincide with the total number of candidates who are present.
15. To perform any other duties as directed by the Vice Chancellor.

(G) INSTRUCTIONS BY THE HEAD INVIGILATOR

1. According to the Universities and University Colleges Act 1971, Universiti Sains Islam Malaysia (Discipline of Students) Rules 2009, Article 8, no student shall:-
- (i) bring any books, papers, documents, photographs or other materials, unless authorised by the examiner, into or out of an examination room;
 - (ii) receive any books, papers, documents, photographs or other materials from any other person in the examination room, however, a student shall, while in the examination room, receive from an invigilator any books, papers, documents, pictures or other materials recommended by the examiner or the Examination Assessment Committee, and authorised by the Vice Chancellor;
 - (iii) write or get someone else to write any information or diagrams which may be related to the examination he/she is sitting for, on his/her hand or any other parts of his/her body, or on his/her clothes;
 - (iv) communicate with any other students by any means while the examination is in progress; or
 - (v) cheating or copying or attempting to cheat or attempting to copy or behave in a manner that could be construed as cheating or copying or attempting to cheat or attempting to copy in an examination, while the examination is in progress.
2. According to the Universities and University Colleges Act 1971, Universiti Sains Islam Malaysia (Discipline of Students) Rules 2009, Article 50, a student who commits a disciplinary offence under these Rules and is found guilty of the offence shall be liable to any one or any appropriate combination of two or more of the following punishments:
- (i) a warning;
 - (ii) a fine not exceeding two hundred ringgit;
 - (iii) exclusion from any specific part or parts of the University for a specified period;
 - (iv) suspension from being a student of the University for a specified period; or

- (vi) expulsion from the University.
3. Candidates are required to fill in and sign the Examination Attendance Form (Form H) and place it at the top right corner of the desk.
 4. Candidates are required to put their Student Card, Examination Admission Slip and Identity Card on top of the completed Form H.
 5. Candidates are required to ensure that they have received the correct question paper and please read the instructions printed on the question paper carefully before beginning to answer.
 6. Candidates are required to carefully read and comply with the instructions printed on the front cover of answer booklet.
 7. Candidates are required to correctly and properly darken their registration number on the OMR Form using 2B PENCIL only. Use of pen is strictly prohibited.
 8. Candidates are not allowed to punch or deface the OMR Form.
 9. Candidates are not allowed to leave the examination hall/room within the first thirty (30) minutes after the examination starts and the last fifteen (15) minutes before the examination ends.
 10. Candidates shall answer the questions according to the sequence of the questions.
 11. Candidates are required to raise their hand should they need any assistance or want to use the bathroom.
 12. Candidates are not allowed to bring out of the examination hall/room all question papers and answer booklet as well as answer sheets whether it has been used or not.
 13. Candidates are not allowed to dismiss until all the answer sheets are completely collected and counted.

(H) DUTIES OF INVIGILATORS

1. Report to the Head Invigilator at least forty-five (45) minutes before the examination starts and receive instructions from the Head Invigilator.
2. Receive question papers from the Head Invigilators and ensure that the package of questions received is correct.
3. Supervise and direct Assistant Invigilators to put on the desks of candidates any instruments or other materials allowed for the paper.
4. Monitor the entrance of examination hall/room to make sure candidates bring along their Examination Admission Slip and Schedule but not any books, papers, photographs and the like which are not authorised.
5. Check the identity of each candidate by comparing their appearance with the photograph in their Student Card or Identity Card;
6. Adequately monitor the surrounding area outside of the examination hall/room whenever a candidate is temporarily allowed by the Head Invigilator to go out of the examination hall/room.
7. Maintain order in the examination hall/room.
8. Instruct examination candidates to put their answer booklet/answer sheets on the table provided at the front of the examination hall/room.

9. Monitor the exit door of the examination hall/room to ensure that candidates do not bring out question paper, answer booklet/answer sheets whether it has been used or not, logarithmic table and other materials provided for candidates during examination in the examination hall/room.
10. Assist the Head Invigilator to count the answer booklet/answer sheets submitted by candidates after the examination ends.
11. Allow candidates to dismiss only after all the booklets/answer sheets of candidates have been counted and the total number must coincide with the total number of candidates present for the examination.
12. Perform any other duties as directed by the Head Invigilator.

(I) DUTIES OF ASSISTANT INVIGILATORS

1. Report to the Head Invigilator at least forty-five (45) minutes before the examination starts and receive instructions from the Head Invigilator.
2. Receive question papers from the Head Invigilator and put the papers (front page below) on the desks of every examination candidates concerned.
3. Put any instruments or other materials allowed for the paper on the desks of candidates.
4. Assist the Head Invigilator to monitor the entrance of examination hall/room to ensure that candidates:-
 - (i) bring along their Examination Admission Slip and Schedule; and
 - (ii) do not bring with them any unauthorised books, papers, photographs and the like.
5. Collect the Examination Attendance Form (Form H), and ensure that:
 - (i) examination candidates are the actual candidates eligible to sit for the examination
 - (ii) Form H have been completed and signed by the examination candidates
 - (iii) compile Form H according to matric number
 - (iv) mark the attendance of candidates in the attendance list and report their absence if any to the Head Invigilator
6. Submit Form H and the marked attendance list to the Head Invigilator to be presented to the Examination Secretariat.
7. Monitor every activities of candidates.
8. Adequately monitor the surrounding area outside of the examination hall/room whenever a candidate is temporarily allowed by the Head Invigilator to go out of the examination hall/room.
9. Maintain order in the examination hall/room.
10. Report to the Head Invigilator any event of disguise, skiving, cheating, illness or violation of examination regulations by any candidates.
11. Assistant Invigilators are not allowed to sit down during examination period.

12. Report to the Head Invigilator if there be any situation that cause the examination to become unjust to any candidates.
13. Monitor the exit door of the examination hall/room to ensure that candidates do not bring out answer booklet/sheets (used or not), multiplication table, logarithmic table and other materials provided for candidates in the examination hall/room.
14. Assist the Head Invigilator to count the answer sheets of examination candidates.
15. Wrap the answer sheets according to appropriate number and group.
16. Perform any other duties as directed by the Head Invigilator and Examination Secretariat.

(J) EXAMINATION GUIDE FOR STUDENTS

This Guideline covers all matters involving regulations, discipline and prohibitions pertaining to every aspects of Final Examination that need to be understood and adhered to by students/examination candidates.

1. Compliance with the prescribed time and period.

- (i) Candidates are advised to be at the location/outside the examination hall thirty (30) minutes before the examination starts.
- (ii) Candidates who are late less than 30 minutes after the commencement of an examination are allowed to sit for the examination. However, the candidates will not be given extra time to answer the examination questions.
- (iii) Candidates who are more than 30 minutes late after the commencement of an examination are not allowed to enter the examination hall/room and shall not sit for the examination.
- (iv) Candidates are not allowed to leave the examination hall/room within the first 30 minutes and the last 15 minutes of an examination.

2. Discipline and Clothing

- (i) Candidates are required to dress according to the dress code set by the University.
- (ii) The Head Invigilator/Invigilators reserve the right to prevent candidates who violate the dress code from entering the examination hall/room.
- (iii) Candidates are required to enter and leave the examination hall/room in an orderly manner.
- (iv) Calon dikehendaki mematuhi segala arahan Ketua Pengawas dan Invigilators dalam tempoh sebelum, semasa dan selepas sesuatu peperiksaan. Candidates are required to comply with the instructions of the Head Invigilator and Invigilators before, during and after an examination.
- (v) Candidates are required to raise their hand should they need any assistance or want to use the bathroom.
- (vi) Candidates are required to remain at their own place at the end of the examination until the Head Invigilator order them to dismiss.

3. Responsibilities of Candidates

- (i) Candidates are required to ensure that they have received the correct/complete question paper/examination materials before starting to answer. Should there be any

mistake/deficiency, candidates are required to inform the Head Invigilator/Invigilators/Assistant Invigilators immediately.

- (ii) Candidates are required to complete and sign the Examination Attendance Form (Form H).
- (iii) Candidates are required to put their Student Card, Examination Admission Slip and Identity Card at the top right corner of their desk for inspection by Invigilators. The Head Invigilator reserves the right to prohibit candidates who fail to submit such documents/any evidents of official identification from examination.
- (iv) Candidates are required to read and follow the instruction of the question before answering a question. Error of writing an answer other than the one instructed on question paper/form is the responsibility of the candidate him/herself.
- (v) Candidates are required to comply with examination procedures as specified and follow the instruction on the examination paper.
- (vi) Candidates are required to use a 2B pencil to complete the information in the multiple choice form (OMR 101/102).

4. Prohibition

- (i) Candidates are warned against cheating, attempting to cheat, acts that could be construed as cheating, allowing others to cheat, copying or allowing others to copy.
- (ii) Candidates are prohibited from bringing mobile phones into the examination hall.
- (iii) Candidates are prohibited from bringing or putting any items on the examination desks (books, papers, photographs, stationery container) other than those materials permitted in the examination concerned or permitted by the Head Invigilator.
- (iv) Candidates are not allowed to bring out of the examination hall/room all question papers and answer booklets/answer sheets whether they have been used or not.
- (v) Candidates are not allowed to communicate with other candidates during examination.
- (vi) Candidates are not allowed to answer the examination questions before the specified time or keep on writing after the examination ends.

5. Books/ Reference Materials

As for the examination that requires its own books/reference materials, the following rules must be observed:

- (i) Candidates are allowed to bring in books/reference materials as prescribed for the examination only.
- (ii) Make sure that no such notes, scribbles or anything that could be construed as intention to cheat or to copy. Otherwise, the Head Invigilator reserves the right to issue an order to confiscate such books/reference materials.
- (iii) Candidates are not allowed to borrow or lend books/reference materials to other candidates except on reasonable grounds with the consent of the Head Invigilator.

(K) REPLACEMENT EXAMINATION

1. Replacement Examination is held on the first two (2) weeks of the following semester and will only be held once in every semester.
2. Students who are absent on the specified date of examination will be given Fail (F) mark and are required to repeat the course in the semester when it is offered.
3. Any appeal to sit for a second Replacement Examination will not be considered.

(L) SPECIAL REPEAT EXAMINATION

1. Special Repeat Examination may be held for final semester students who needs only one course in order to obtain their degree, provided that the student has sat for the Final Examination for that course.
2. This examination is held in written form and may only be taken once throughout the whole period of studies. The Grade given is either "L" or "G" (Pass or Fail) only.
3. Applications shall be submitted to the Head of BPA within two (2) weeks after the official release of examination results. RM50.00 fee is charged for this purpose.

(M) APPEAL FOR REVIEW OF COURSE ASSESSMENT RESULTS

1. An appeal for review of the course assessment result shall be submitted in writing by students to the Head of BPA after the official release of examination results. Appeals received after the first week of lectures of a semester shall not be considered.
2. A RM50.00 per course fee will be charged to those students making the appeal and the payment shall be accompanied by a letter of appeal. The fee is not refundable.
3. Upon receipt of an appeal, the Head of BPA shall refer it to the Dean concerned. The Dean, after discussing with the course Coordinator concerned, shall appoint a Panel of Examiners to review the result of the course assessment.
4. The Panel of Examiners shall consist of the Dean of Faculty or his representative as the Chairman, Head of Programme of the student, original examiner of the course and a second examiner whose field is the same or almost the same as the course concerned.
5. Referring to the review, the mark/grade counted is the mark/grade obtained after the revision made by the second examiner.
6. Any changes to the mark/grade either maintained or revised is subject to approval by the Panel of Examiners whereby the approval shall further be presented for consideration by the Faculty meeting. The decision of the Faculty meeting on the review of respective course or courses shall be forwarded for verification by the University Senate before the respective student is notified.
7. All decisions made through this process and verified by the University Senate are final and no further appeal against the decision shall be considered.

(N) APPEAL OF CONTINUING STUDIES

1. A student who obtained a "Failed and Terminated" result due to failure to meet the requirements to continue his/her studies may appeal against the decision.
2. Every appeal shall be submitted to the Head of BPA within two (2) weeks after the official release of examination results. Any appeal after that period shall not be considered.
3. Each appeal must include a RM50.00 payment and this fee is not refundable.

4. Upon receipt, the Head of BPA shall refer the appeal to the Dean. The Dean shall appoint a Committee of Appeals to make judgement and decision.
5. The Committee of Appeals shall consist of the Dean, who is responsible of academic affairs, coordinator of the course concerned and at least a member of the Faculty involved.
6. The committee shall have the following authority:
 - (i) to accept or reject an appeal;
 - (ii) to make decision on all appeal accepted for consideration; and
 - (iii) to **verify** all decisions made, whether they are accepted or rejected for each appeal that has been taken into consideration.
7. The verification made by the Faculty of above matter shall be presented to the University Senate for validation.
8. All decisions made through this process and validated by the University Senate are final and no further appeal against the decision shall be considered.

(O) GENERAL INFORMATION

Notwithstanding anything stated in the Examination Guidelines, if there is any confusion, ambiguity or uncertainty of meaning, the final decision shall be made by the Vice Chancellor.