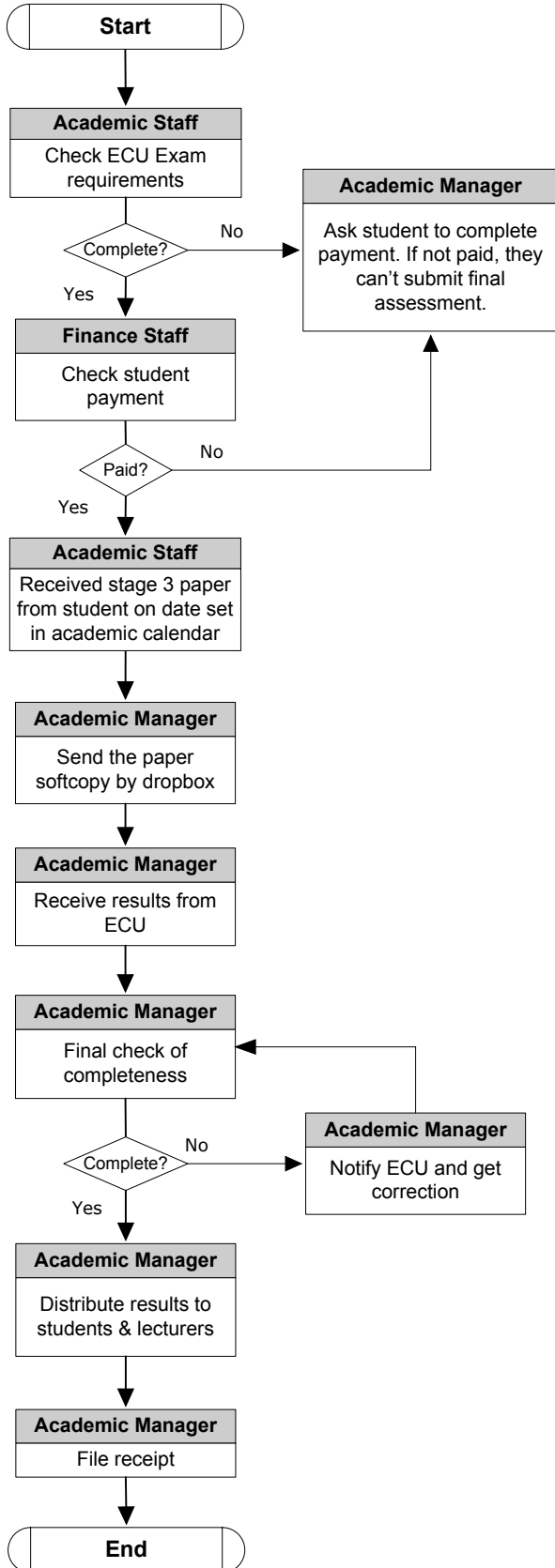


|                                |   |                         |
|--------------------------------|---|-------------------------|
| Prepared by : Academic Staff   | <b>ECU – INTERNATIONAL SUBJECT</b>          | Date : 25 November 2020 |
| Checked by : Academic Manager  |   | Revision : 02           |
| Approved by: Quality Assurance | Doc No:sop-acd/ecu intl/s/02/ikb/03/2020/00 | Page : 01               |

## STANDARD OPERATING PROCEDURE



| Dokumen  | Referensi   |
|--|---|
| <ul style="list-style-type: none"> <li>- Exam paper (softcopy of paper)</li> <li>- Attendance Sheet</li> <li>- list payment student from Finance</li> </ul>  | <p>Before grading international exam, ECU, international Office &amp; Lecturers of SIM held skype meeting in the middle of semester for evaluating &amp; make a plan for exam, ECU Visiting &amp; awarding night.</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>- Check student list according to the attendance sheet</li> <li>- Payment status</li> </ul> |
| <ul style="list-style-type: none"> <li>- Paper stage 3 softcopy</li> <li>- Attendance sheet</li> <li>- Copy of grading sheet form local lecturers</li> <li>- Blank grading sheet for stage 3 only</li> </ul> | <p>Submission of stage 3 paper is done on the 18<sup>th</sup> session. Academic send the grading sheet 3</p>  |
| <ul style="list-style-type: none"> <li>- Paper stage 3 softcopy</li> <li>- dropbox academic pgg</li> </ul>   | <p>Notify ECU via email all exam papers are serve In drop box.</p>  |
| <ul style="list-style-type: none"> <li>- Exam results</li> <li>- Certificate</li> </ul>  | <p>Listing the students who have high distinction (total score = 85 – 100 / A- to A)</p> <p>Check the data profile students and back to ecu if any wrong data.</p> <p>Stage 1 and stage 2 paper checked by local lecturer with grade percentage for stage 1 is 20% and stage 2 is 30%.</p>  |
|  | <p>Distribute the comment and certificate to students.</p> <p>Complete or not according to the number of students listed in the attendance sheet.</p>   |