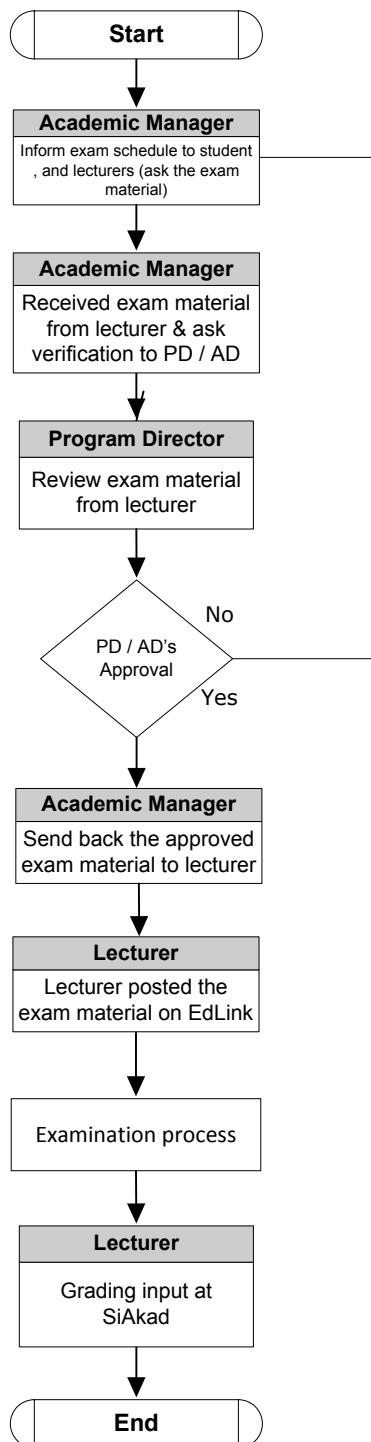


Prepared by : Academic Staff	<b>FINAL EXAMINATION</b>	Date : 25 November 2020
Checked by : Academic Manager		Revision : 03
Approved by: Quality Assurance	Doc No: sop-acd/fexm/05/ikb/03/2020/00	Page : 01

## STANDARD OPERATING PROCEDURE



Dokumen	Referensi
Examination schedule	AM arranges exam schedule including the type of exam 1 (one) month before final exam.
Exam materials	AM asks the exam materials to lecturers on the 14th class session. Academic received the exam materials on 15 <sup>th</sup> class session.
- Syllabus - Academic handbook - Marking rubric	AM collects the exam materials and ask PD / AD to verify on 15 <sup>th</sup> class session.  PD / AD reviews the exam schedule along with the exam type based on syllabus. Lecturer should follow the type of examination in the syllabus & marking rubric.
Exam material sheet	Examination schedule should be announced to students 2 (two) weeks before the examination commence.
- Examination schedule - List of students with not eligible status - Lecturer's comment sheet - Students documents/ Permission letter	Academic should announce the status of not eligible 2 (two) weeks before the exam commence on SiAkad.
	Lecturer posted exam materials on EdLink on reading week.
- Answer sheet/paper	Academic reminds students the deadline of final exam submission.  Academic staff reminds lecturer to input final score at SiAkad maximum a week after final exam.