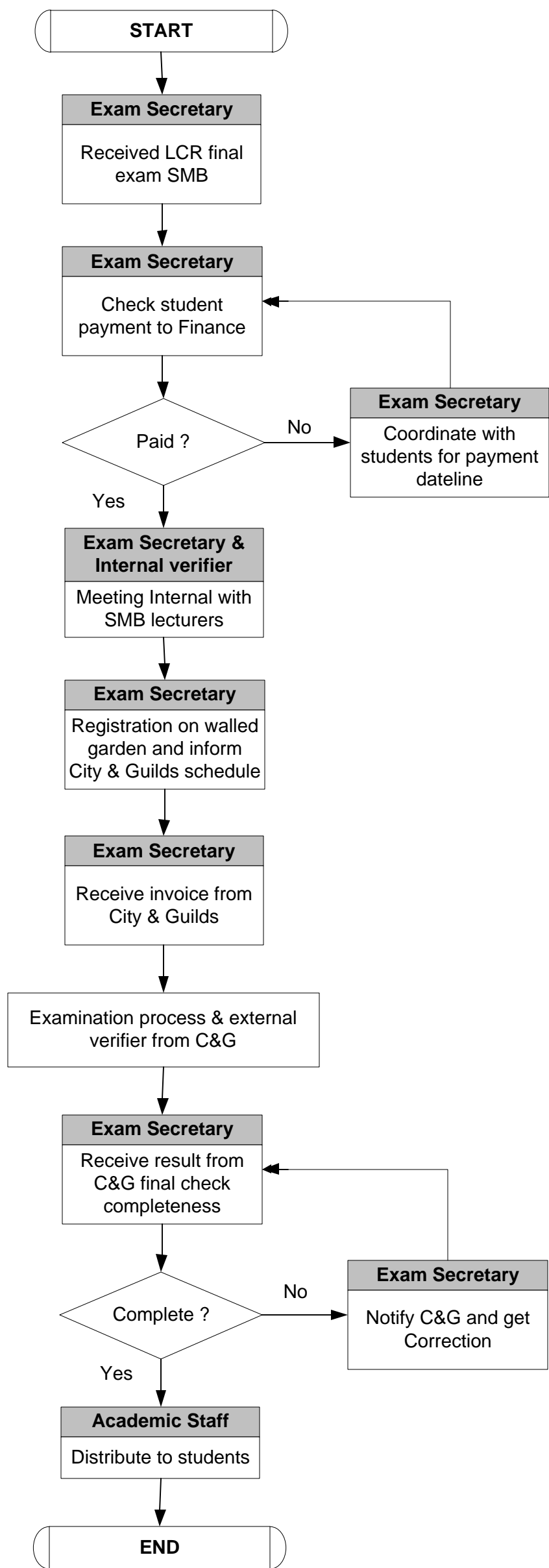


Prepared by : Academic Manager	City & Guilds – INTERNATIONAL SUBJECT	Date : 25 August 2016
Checked by : MR		Revision : 00
Approved by: Ketua	Doc. No.:sop-acd/C&G intlsubj/03/ikb/03/2020/00	Page : 01

STANDARD OPERATING PROCEDURE



Dokumen	Referensi
- Schedule SMB - Syllabus - Materials subject (ppt version) - Rubrics - LCR - List of student passed SMB	In the beginning semester, SMB lecturer's, exam secretary & internal verifier held meeting to evaluate city & guilds previous semester and make a schedule SMB for next semester. Final exam team for SMB. Students passed in SMB subject. Lecturer gives grades and list of eligible student.
- Invoice - Payment list from Finance	Check validity of student name and DOB.
- MoM internal meeting	Coordination meeting internal with the SMB lecturer's to discuss results and preparation for C&G exams.
- List of student take city & guilds exam	Registration on walled garden and inform C&G about exam by email
- Invoice	Payment of invoice, communication to C&G for social media for business exam Submission of grade to internal verifier Submission of grades to academic Academic send task to external verifier and practical name list to City and Guilds.
- Documents C&G	Exam secretary make invigilator schedule for international final exam. External verifier Mr.Rajes h will interview students randomly, all SMB lecturers, Internal verifier & Exam secretary. Double check the validity of student name and DOB
- Exam Results - Certificate	Academic will distribute the result exam & certificate For students with high distinction will join Awarding night (Task A=65, Task B=26, Task C=10) with score >90.