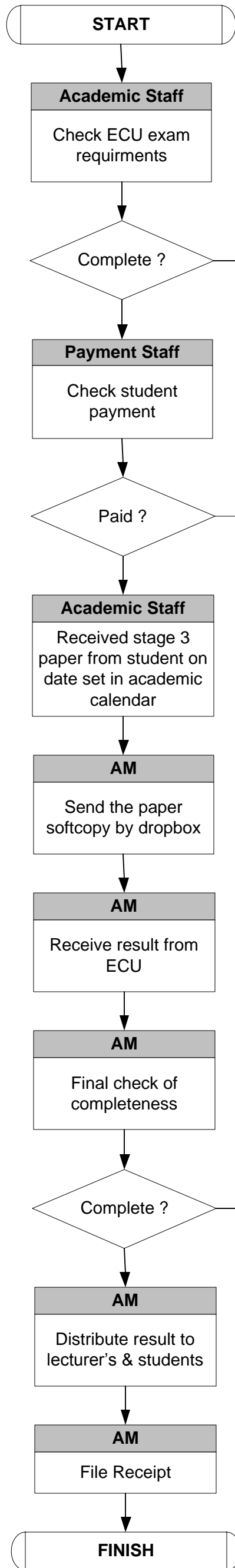


Prepared by : Academic Manager	<b>ECU – INTERNATIONAL SUBJECT</b>	Date : 13 Februari 2020
Checked by : MR		Revision : 01
Approved by: Ketua	Doc. No.:sop-acd/ecu-intls/02/ikb/03/2020/00	Page : 01

**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; lecturer of SIM held skype meeting in the middle of semester for evaluating and make a plan for exam, ECU visiting and awarding night.</p> <p>Requirements</p> <ul style="list-style-type: none"> <li>- check the 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 lecturer's</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 pgp</li> </ul>	<p>Notify ECU via email all exam papers are serve in drop box.</p>
<ul style="list-style-type: none"> <li>- Exam result</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 &amp; stage 2 paper checked by local lecturer with grade percentage for stage is 20% and stage 2 is 30%.</p> <p>Distribute the comment and certificate the students.</p> <p>Invite the students who have high distinction to join awarding night.</p> <p>Complete or not according to the number of the students listed in the attendance sheet.</p>

