EXAMINATION GUIDELINES
FACULTY OF MEDICINE & HEALTH SCIENCES
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En Awang Suhaizam bin Bungso
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Guideline for Coordinators and Invigilators

1. Preparation of Examination

1.1 Preparation of examination questions

- The guideline for setting examination questions are as follows:-
  - Create examination blueprint based on Student Learning Objectives.
  - Memo/ Letter to lecturers to set questions based on examination blueprint.
  - Memo/ Letter to lecturers for internal vetting of examination questions (Department Vetting).
  - Internal vetting of examination questions with documentation on vetting form.
  - Memo/ Letter to lecturers / Deputy Dean of Academic for external vetting of examination questions (Central Vetting).
  - External vetting of examination questions with documentation on vetting form.
  - Memo/ Letter to Coordinator of Examination, Phase Coordinator, Deputy Dean of Academic for vetting of examination questions (Final Vetting). This vetting only applied to professional examination and semester final examination.
  - Final vetting of examination questions with documentation on vetting form.

- For more information, please refer to FPSK UMS Examination Preparation Checklist (Appendix A).

- The examination papers must be prepared in accordance with the designated exam format (Appendix B):-
  - All examination papers must be printed on white A4 size paper (210 x 279 mm).
  - Front page must have module code, module name, duration of exam, and other clear instructions to the student. The total number of pages with examination questions must be included, excluding the front cover.
  - Every subsequent page must have module code at top, right-hand side of the examination paper.
  - The examination questions must be in font size 11 and Tahoma style.
  - 80% of the examination questions must be different from the previous end posting/ semester/ professional examination.
  - Every question must provide an answer scheme for evaluation.
Examination Guidelines

- All questions must be vetted at the department and central level and documentation on Examination Papers Vetting Form consisting of Part 1: Examination Blueprint and Part 2: Vetting Process must be filled (Appendix C).
- The examination questions must be approved by Deputy Dean of Academic prior printing of examination papers. After approval, no changes can be done without permission from the Deputy Dean of Academic.

1.2 Printing of examination papers

- One hard copy of the examination question must be printed out by the Coordinator as a Master Copy. This Master Copy must be reviewed by Head of Department, Year Coordinator or Phase Coordinator before submitted to Examination Unit.
- For Semester and Professional Examinations, Master Copy must be handed to the Examination Unit at least two weeks before the examination day.
- For Module and Rotation Examinations, Master Copy must be handed to the Examination Unit at least one week before the examination day.
- All examination papers printing must be conducted by the supporting staff at the Examination Unit or Academic Service Division (BPA).
- All printed examination papers will be kept in the Examination Vault in their respective shelves according to year and modules.
- For more information, please refer to FPSK UMS Printing of Examination Papers (Appendix D).
- In the case of emergency, the Examination Unit Coordinator and Deputy Dean of Academics have the power to order the printing of examination paper on the day of examination.
1.3 Preparation for examination day

- Module, Posting, Year Coordinators or Phase Coordinator must ensure examination papers are ready for the day of examination and inform the supporting staff from Examination Unit a day before the examination for paper collection the Examination Vault.

- The Coordinator will need to remind the students to bring the important list of items on the day of the examination, e.g.:
  - Black ink pens
  - 2B pencils
  - Student ID Card
  - Examination slip (UMS/BPA/03-07)
  - Whitecoat
  - Calculator (without in memory saving option)

- The Coordinator must remind the students that any unauthorized materials or devices brought into the Examination Hall constitutes an examination offence and may result in disciplinary action against them.
2 Conduct of Examination

2.1 Before examination

- The Coordinator must collect the sealed package of examination papers from Examination Vault not later than one (1) hour before the examination is scheduled to begin.
- The Coordinator must sign the Question Acceptance Log Book and directly proceed to Examination Hall.
- Invigilators must be present in the Examination Hall not later than thirty (30) minutes before the examination is scheduled to begin.
- The Coordinator must give a briefing to all the Invigilators before the examination.
- The sealed package of examination papers must be opened by the Coordinator in presence of at least two Invigilators as witnesses at the Examination Hall.
- Examination papers, answer booklets and OMR (if required) will be placed by the Coordinator and Invigilators on each student’s table according to the student list.
- The details of the examination, i.e. module name, module code, type of Examination, and length of the examination must be written on the board in front or projected using a computer, which should be visible to all the students.
- Students are permitted to enter the Examination Hall with allowed stationaries, Examination Slip (UMS/BPA/03-07) and Student ID Card, and take their respective places.
- All electronic devices belonged to students must be switched off or silent during the examination and surrender to the Invigilator, which will be kept at the designated place in the Examination Hall.
  - Any ringing device or use of communication device will immediately render the disqualification of a student in the examination.
  - The Coordinator will ensure the enforcement of this rule in order to prevent academic frauds.
- General regulation of the conduct of examination will be read by the Coordinator to the students before the examination (Appendix E).
2.2 During examination

- Only authorized personnel will be allowed inside the Examination Hall, i.e. the Coordinators and the Invigilators.
- All personnel must silence their phone during the examination to avoid any disturbance to the students.
- Talking and walking of personnel must be minimized to reduce distraction and noise.
- Any discussion between personnel and students during the process will strictly be on the logistic issue of the examination only.
- The Coordinator can allow students to write their names and matriculation numbers in the examination answer sheet without letting them see the questions.
- Invigilators must check the students’ examination slips to ensure that students sit only for the papers they have registered. Students who do not have examination slip or who are not registered for the examination shall be barred from entering the Examination Hall, except for certain acceptable reasons and after obtaining confirmation from the Academic Unit.
- The Coordinator and Invigilators must monitor and be vigilant of students’ actions throughout the examination.
- If a student is suspected of committing academic fraud, the Coordinator must immediately report it to the Deputy Dean of Academics and Academic Unit. The Coordinator must also complete the Report on Academic Frauds Form (UMS/BPA/03-11) (Appendix F) and the student should be allowed to continue the examination till completion. The student’s answer scripts must be attached to the form together with the relevant evidence and submitted to the Academic Unit.
- Invigilators must attend to students’ needs (additional answer sheets, etc.) immediately. They must also supervise students who are given permission to temporarily leave the Examination Hall. The content expert will be given a room outside the Examination Hall to reduce the number of people inside the room. They are expected to be in the designated room until 30 minutes before the examination ends.
2.3 After the examination

- Students shall remain silent and seated until the collection and counting of the examination papers are completed.
- All electronic devices will be returned to the student once they leave the Examination Hall.
- The Coordinator and Invigilators must monitor the Examination Hall exit to ensure that students do not copy/snapshot/video/take out any examination papers or answer sheets, whether or not used and any other materials from the Examination Hall.

3 Post examination

3.1 Item analysis

- Item analysis needs to be conducted for all examination, i.e. Professional I, Professional II, semester and posting examinations.
References

- Question paper format
- Briefing for chief invigilators and invigilators
- Guidelines for question papers preparation
- UMS manual for examination
  (http://bpa.ums.edu.my/images/dokumen/garis_panduan/MANUAL_PEPERIKSAAN.pdf)
### APPENDIX A

**CLINICAL EXAMINATION PREPARATION CHECKLIST**

#### SETTING EXAM QUESTIONS

- [ ] Create exam blueprint based on Student Learning Objectives. Fill up vetting form
- [ ] Memo / Letter to lecturers to set questions based on exam blueprint
- [ ] Internal vetting of exam questions (intra-department) with documentation on vetting form. Memo / Letter to all members of the respective department
- [ ] Central Vetting of exam questions with documentation on vetting form. Memo / Letter to respective Central Vetting Committee and Deputy Dean of Academic
- [ ] Final Vetting of exam questions with documentation on vetting form. Memo / Letter to Exam Coordinator, Phase Coordinator and Deputy Dean of Academic. (Applied to professional and semester final examinations only)

#### PREPARING FOR THE EXAM

- [ ] Prepare exam plan
- [ ] Prepare exam booklet for examiners
- [ ] Memo / Letter to support staff for exam:
  - MLTs
  - Academic Staff
  - Nurses
  - Chaperones
  - Transportation
  - Medical standby
- [ ] Explain exam plan to all examiner and support staff involved
- [ ] Invitation of external examiners for exam (clinical exam)
  - [ ] Provide the examiners list to the Academic Unit by the respective Coordinator / Deputy Coordinator, collected through respective Head of Department
  - [ ] Confirm date/time/place of exam with external examiners by respective Coordinator / Deputy Coordinator and Academic Unit
  - [ ] Official invitation memo to external examiners by Academic Unit
  - [ ] Phone call / SMS reminder just prior to exam by respective Coordinator / Deputy Coordinator and Academic Unit
- [ ] Invitation to patients (clinical exam)
  - [ ] Patient selection based on exam blueprint by respective Coordinator / Deputy Coordinator, collected through respective Head of Department
  - [ ] Contact patient and confirm date/time/place of exam by patient collection team
  - [ ] Arrange transport if patient coming from hospital by patient collection team
  - [ ] Phone call / SMS reminder just prior to exam by patient collection team
- [ ] Prepare exam budget preparation by respective Coordinator / Deputy Coordinator
  - [ ] Prepare letter / Fill up form and submit to Finance Department
  - [ ] Inform Finance Department regarding food (based on number of staff, examiners and patients involved)
- [ ] Prepare Master Copy of exam questions for printing and prepare exam equipment by respective Coordinator / Deputy Coordinator
  - [ ] MCQ
  - [ ] Student exam paper and cover sheet
  - [ ] MCQ answer key
<table>
<thead>
<tr>
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<th>OMR form</th>
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<td>Attendance sheet</td>
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<td>☐</td>
<td>MEQ</td>
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<td></td>
<td>Student exam paper, cover sheet and total marks sheet</td>
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<td></td>
<td>MEQ answer key</td>
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<td>Attendance sheet</td>
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<td>☐</td>
<td>LEQ</td>
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<td></td>
<td>Student exam paper, cover sheet and total marks sheet</td>
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<td></td>
<td>LEQ answer key</td>
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<td>Attendance sheet</td>
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<td>OSCE</td>
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<td></td>
<td>Student exam paper/ examiner marking sheet</td>
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<td></td>
<td>Laminated films/project on digital monitor/ radiology films prepared for exam</td>
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<td></td>
<td>Models or simulated patients prepared for exams.</td>
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<td></td>
<td>Training session and payment for the simulated patient</td>
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<td></td>
<td>OSCE answer key</td>
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<td>Attendance sheet and examiner’s handbook</td>
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<tr>
<td>☐</td>
<td>Short Case</td>
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<td>Case collection by respective Coordinator/ Deputy Coordinator, collected through respective Head of Department</td>
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<tr>
<td></td>
<td>Four Short Case marking sheets per student</td>
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<td></td>
<td>Confirm patients for Short Case</td>
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<td></td>
<td>Prepare patient’s case summaries for Short Case</td>
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<tr>
<td></td>
<td>Attendance sheet and examiner’s handbook</td>
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<td>☐</td>
<td>Long Case</td>
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<tr>
<td></td>
<td>Case collection by respective Coordinator/ Deputy Coordinator, collected through respective Head of Department</td>
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<tr>
<td></td>
<td>Two Long Case marking sheets per student</td>
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<td></td>
<td>Confirm patients for Long Case</td>
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<tr>
<td></td>
<td>Prepare patient’s case summaries for Long Case</td>
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<td></td>
<td>Attendance sheet and examiner’s handbook</td>
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<tr>
<td>☐</td>
<td>Send exam questions to exam unit for printing</td>
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<td>Check exam venue (1 day before exam) by the respective Coordinator/ Deputy Coordinator</td>
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<tr>
<td>☐</td>
<td>Check theory exam (MCQ, MEQ, LEQ) venue</td>
</tr>
<tr>
<td>☐</td>
<td>Check OSCE venue</td>
</tr>
<tr>
<td>☐</td>
<td>Check Short Case/ Long Case venue</td>
</tr>
<tr>
<td>☐</td>
<td>Exam briefing with students (~1 week before exam)</td>
</tr>
<tr>
<td>☐</td>
<td>Dates/ Time/ Venue of Exams (Theory)</td>
</tr>
<tr>
<td>☐</td>
<td>Exam components/ Marking</td>
</tr>
</tbody>
</table>
### EXAM DAY
- Collect exam questions from Exam Unit
- Exam Day
  - Log book Viva results collection
  - MCQ results collection
  - MEQ results collection
  - LEQ results collection
  - OSCE results collection
  - Short Case results collection
  - Long Case results collection

### POST EXAM
- Fill in and tabulate exam results in Sistem Maklumat Bersepadu Pelajar (SMBP)
- Fill in continuous assessment marks (case write up, log book viva, etc)
- Fill in MEQ marks
- Fill in LEQ marks
- Fill in OSCE marks
- Fill in OSPE marks
- Fill in Short Case marks
- Fill in Long Case marks
- Remind students to fill up online feedback form (PK07 form) and summaries
- Perform examination results analysis for all examinations
- Exam Board Meeting
  - Prepare student’s overall results and feedback summaries
  - Prepare exam papers of failed students for discussion
  - Prepare exam examination results analysis for discussion
- Preparing exam papers for archiving in Academic Unit
- Preparing documents for Module File
  - Module/Rotation schedule
  - List of students in the module/rotation
  - Student attendance sheet and MC/absent letters
  - Copy of question paper for MCQ, MEQ, LEQ, OSCE, quiz etc.
  - Marking scheme for MCQ, MEQ, LEQ, OSCE, quiz etc.
  - End posting exam vetting form
- Exam results analysis
- Student feedback forms (PK07 form) and summaries
- Examples copy of student’s answers sheet (representing good, fair and poor) for all end module/rotation exam
- Post exam budget submission for Finance Department
  - Prepare patient, examiner and other expenditure receipts for submission ± balance money
  - Fill post exam form for Finance Department
PEPERIKSAAN AKHIR
SEMESTER 2 SESI 2017/2018

MEI & JUN 2018
MASA : 3 JAM

NO. PELAJAR (ANGKA) | (DENGAN HURUF)
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FAKULTI : FAKULTI PERTANIAN LESTARI
KOD KURSUS : RT20603
TAJUK KURSUS : PENGENALAN KEPADA KEJURUTERAAN PERTANIAN
ARAHAH : SILA JAWAB SEMUA SOalan DALAM KERTAS SOalan INI
SILA KEMBALIKAN KERTAS SOalan

Kertas ini mengandungi Dua (2) muka surat bercetak, tidak termasuk muka surat ini.
PEPERIKSAAN AKHIR
SEMESTER 2 SESI 2017/2018

FINAL EXAMINATION
SEMESTER 2 SESSION 2017/2018

MEI & JUN/ MAY & JUNE 2018

MASA/ TIME : 3 JAM/ HOURS

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FAKULTI : FAKULTI PERTANIAN LESTARI
FACULTY : FACULTY OF SUSTAINABLE AGRICULTURE

KOD KURSUS / COURSE CODE : RT20603

TAJUK KURSUS / COURSE NAME :
PENGENALAN KEPADA KEJURUTERAAN PERTANIAN
INTRODUCTION TO AGRICULTURAL ENGINEERING

ARAHAN / INSTRUCTIONS :
SILA JAWAB SEMUA SOALAN
ANSWER ALL QUESTIONS

: SILA KEMBALIKAN KERTAS SOALAN
: PLEASE RETURN THE QUESTION PAPER

Kertas ini mengandungi Dua (2) muka surat bercetak, tidak termasuk muka surat ini.
This paper consists of Two (2) printed pages, excluding this page.
Lampiran A2
Format Isi Kandungan Soalan Kertas
Soalan Peperiksaan

Contoh Format Satu Bahasa

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“Footer”
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PEPERIKSAAN AKHIR
SEMESTER 2 SESI 2017/2018

MEI & JUN 2018

MASA : 3 JAM

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FAKULTI : FAKULTI PERTANIAN LESTARI
KOD KURSUS : RT20603
TAJUK KURSUS : PENGENALAN KEPADA KEJURUTERAAN PERTANIAN
ARAHAN : SILA JAWAB SEMUA SOALAN DALAM KERTAS SOALAN INI
         SILA KEMBALIKAN KERTAS SOALAN

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PEPERIKSAAN AKHIR
SEMESTER 2 SESI 2017/2018

FINAL EXAMINATION
SEMESTER 2 SESSION 2017/2018

MEI & JUN / MAY & JUNE 2018

MASA / TIME : 3 JAM / HOURS

NO. PELAJAR (ANGKA)
STUDENT’S NO. (NUMBER)

(DENGAN HURUF)
IN LETTERS

BR17110011

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ARAHAN / INSTRUCTIONS : SILA JAWAB SEMUA SOALAN
: ANSWER ALL QUESTIONS

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: PLEASE RETURN THE QUESTION PAPER

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This paper consists of Two (2) printed pages, excluding this page.
Contoh bagi soalan subjektif:

**Soalan 5**

(a) Tunjukkan kebarangkalian bagi kesatuan peristiwa A dan B boleh ditulis seperti berikut,

\[ P(A \cap B) = P(A) + P(B) \cdot [1 - P(A|B)] \]

(b) Seorang profesor matematik mempunyai dua orang pembantu penyelidik ......
   (i) salah seorang ..... 
   (ii) sekurang-kurangnya ...

Contoh bagi soalan MCQ

1. Mana yang berikut merupakan hasil dari penilaian?

   A. Markah  
   B. Gred  
   C. Tahap  
   D. Keputusan
Contoh bagi soalan subektif:

**Soalan 5**

(c) Tunjukkan kebarangkalian bagi kesatuan peristiwa A dan B boleh ditulis seperti berikut,

\[ P(A \cap B) = P(A) + P(B) - P(A|B) \]

(d) Seorang profesor matematik mempunyai dua orang pembantu penyelidik .......
   (i) salah seorang .......
   (ii) sekurang-kurangnya ... 

Contoh bagi soalan MCQ

1. Mana yang berikut merupakan hasil dari penilaian?
   
   E. Markah
   F. Gred
   G. Tahap
   H. Keputusan
### Checklist for Question Paper

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### Course Learning Outcome (CLO)

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<td>Eg. Demonstrate knowledge of common medical conditions diagnosis, examination, investigations and management.</td>
<td>PLO 1</td>
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<tr>
<td>2</td>
<td>Eg. Skills in performing medical procedures and observing some other procedures.</td>
<td>PLO2</td>
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### PART 1: EXAM BLUEPRINT

Please use:

1) The corresponding learning domains and levels are appropriately mapped
2) The topics covered can be appropriately mapped to the course learning outcome.

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<th>Question number, Domain (A/C/P), CLO mapping</th>
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<td>Eg. Acute Coronary Syndrome</td>
<td>Q2, C5, CLO1</td>
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<td>2</td>
<td>Endotracheal intubation</td>
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Remarks: ________________________________________________________________
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<tr>
<th>Cognitive Domain (C) involves knowledge and the development of intellectual skills.</th>
<th>Affective Domain (A) includes the manner in which we deal with things emotionally, such as feelings, values, appreciation, enthusiasms, motivations, and attitudes.</th>
<th>Psychomotor Domain (P) includes physical movement, coordination, and use of the motor-skill areas.</th>
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</thead>
<tbody>
<tr>
<td><strong>Level</strong></td>
<td><strong>Ability</strong></td>
<td><strong>Level</strong></td>
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</table>
| C1 | **Remembering:** Recall data or information.  
**Key Words:** Define, Describe, Identify, List, Find, Label, Record, Select, Locate | A1 | **Receiving Phenomena:** Awareness, willingness to hear, selected attention.  
**Key Words:** Give, Describe, Identify, Point to, Reply, Select, Name, Follow, Use, Hold, Ask, Choose | P1 | **Perception:** The ability to use sensory cues to guide motor activity.  
**Key Words:** Detect, Describe, Differentiate, Choose, Relate, Distinguish, Isolate |
| C2 | **Understanding:** Understand the meaning, translation, interpolation, and interpretation of instructions and problems. State a problem in one's own words.  
**Key Words:** Explain, Summarize, Compare, Relate, Predict, Distinguish, Generalized, Illustrate, Match, Convert, Transform | A2 | **Responding to phenomena:** Active participation on the part of the learners. Attends and reacts to a particular phenomenon.  
**Key Words:** Read, Assist, Comply, Discuss, Write, Report, Perform, Practise, Help, Present, Aid, Answer, Recite | P2 | **Set:** Readiness to act. It includes mental, physical, and emotional sets.  
**Key Words:** Begin, Proceed, Explain, State, Show, Display, Volunteering |
| C3 | **Applying:** Use a concept in a new situation or unprompted use of an abstraction. Applies what was learned in the classroom into novel situations in the work place.  
**Key Words:** Solve, Apply, Choose, Modify, Classify, Show, Construct, Demonstrate, Illustrate, Change | A3 | **Valuing:** The worth or value a person attaches to a particular object, phenomenon, or behavior. This ranges from simple acceptance to the more complex state of commitment.  
**Key Words:** Demonstrate, Report, Study, Explain, Justify, Differentiate, Initiate, Follow, Propose | P3 | **Guided Response:** The early stages in learning a complex skill that includes imitation and trial and error. Adequacy of performance is achieved by practicing.  
**Key Words:** React, Copy, Trace, Respond, Reproduce, Follow |
| C4 | **Analysing:** Separates material or concepts into component parts so that its organizational structure may be understood. Distinguishes between facts and inferences.  
**Key Words:** Analyze, Survey, Classify, Distinguish, Compare, Contrast, Categorize, Separate, Differentiate | A4 | **Organizing Values:** Organizes values into priorities by contrasting different values, resolving conflicts between them, and creating an unique value system.  
**Key Words:** Integrate, Arrange, Relate, Complete, Organize, Defend, Identify, Explain, Modify, Formulate, Prepare, Compare | P4 | **Mechanism:** Learned responses have become habitual and the movements can be performed with some confidence and proficiency.  
**Key Words:** Measure, Display, Fix, Construct, Dismantle, Manipulate, Heat, Calibrate |
| C5 | **Evaluating:** Make judgments about the value of ideas or materials.  
**Key Words:** Deduce, Recommend, Conclude, Criticize, Judge, Support, Evaluate, Decide, Rate, Summarize, Choose | A5 | **Internalizing Values:** Has a value system that controls their behavior. The behavior is pervasive, consistent, predictable, and most importantly, characteristic of the learner.  
**Key Words:** Solve, Propose, Listen, Practise, Revises, Perform, Influence, Display, Serve | P5 | **Complex Overt Response:** The skilful performance of motor acts that involve complex movement patterns. Proficiency is indicated by a quick and accurate.  
**Key Words:** Assemble, Construct, Mend, Fix, Display, Measure, Build, Fasten, Dismantle, Mix, Organize |
| C6 | **Creating:** Builds a structure or pattern from diverse elements. Put parts together to form a whole with emphasis on creating a new meaning or structure.  
**Key Words:** Invent, Compose, Develop, Design, Produce, Formulate, Originate, Revise, Predict, Organize, Arrange, Create, Combine | | | P6 | **Adaptation:** Skills are well developed and the individual can modify movement patterns to fit special requirements.  
**Key Words:** Adapt, Change, Alter, Vary, rearrange, Revise, Reorganize |
| C7 | **Origination:** Creating new movement patterns to fit a particular situation or specific problem.  
**Key Words:** Combine, Construct, Originate, Arrange, Build, Design, Create, Compose | | | P7 | |
PART 2: VETTING PROCESS

Vetting Level (discipline/department/central) : 
Date : 
Attendees :
1. 
2. 
3. 
4. 
5. 

<table>
<thead>
<tr>
<th>No</th>
<th>Issues identified</th>
<th>Correction done</th>
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<tbody>
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</table>

HOD/DDA signature: 
Date : 
Module coordinator signature: 
Date : 


APPENDIX D
FLOWCHART FOR PRINTING OF EXAMINATION PAPERS

1. Preparation of examination questions at least 6 weeks prior to the examination date by Module Coordinator (Appendix A and B).

2. Preparation of examination schedules and logistics at least 6 weeks prior to the examination date by Year Coordinator / Phase Coordinator and submitted to DDA for approval.

3. Questions are vetted through departmental and central level at least 3 weeks prior to exam date (Appendix C).

4. Submission of Master Copy examination papers that has been approved by DDA to Examination Unit - 2 weeks prior to Semester or Professional Exams / 1 week prior to Module or Rotation Exams.

5. Examination Unit will collect, check and send the examination papers to FPSK Examination Vault or Academic Service Division (BPA) for printing.
   - Details of submission will be recorded in ..... form.

6. Examination Unit will collect the printed examination papers from BPA and will be kept in the Examination Vault.
   - Details of storing printed exam questions will be recorded in logbook.

7. Module coordinator must inform Examination Unit one day before examination day for collection of examination papers.
   - Module coordinator must circulate a memo to invigilators and supporting staffs one day before examination day.

8. Examination papers will be taken from the Examination Vault only during the examination day.
   - Details of removing the exam questions will be recorded in logbook.
APPENDIX E

GENERAL REGULATION OF THE CONDUCT OF EXAMINATION

1. FIFTEEN (15) MINUTES BEFORE EXAMINATION

Announcement I:
- You are permitted to enter the Examination Hall now.
- Please take your respective places.

Announcement II:
- Talking is strictly prohibited.
- If you have a mobile phone with you, please switch off and surrender to the invigilators. Failure to do so will result in disciplinary action against you.
- Any unauthorized material or device brought into the Examination Hall constitutes an examination offence and may result in disciplinary action against you.
- Display your Examination Slip and Student ID Card on the right-hand side of your desk.

Announcement III:
- Welcome to [Module Code] [Module Title] [MCQ/MEQ/LEQ] Examination.
- Please check that you have the correct question paper with correct numbers of printed pages.
- Fill in and sign the Attendance Slip (behind the question paper) and place it on the right-hand side of your desk.
- Fill in your details on the front cover/ question papers/ answer booklets/ OMR.

Announcement IV:
- You are not permitted to leave the Examination Hall in the first 30 minutes of the examination and last 15 minutes of the examination.
- A candidate is only permitted to leave the Examination Hall temporarily to the wash room and must be accompanied by an invigilator.
2. **START OF EXAMINATION**

Announcement V:
- The duration of the examination is [duration in minutes/hour] starting at [Time start] and ending at [Time end].
- You may start now.

3. **FIFTEEN MINUTES BEFORE EXAMINATION ENDS**

Announcement VI:
- You have fifteen minutes left.
- You are not allowed to leave the Examination Hall.

4. **END OF EXAMINATION**

Announcement VII:
- You must stop writing.
- Invigilators can start to collect question papers.

5. **ONCE THE COUNTING OF QUESTION PAPERS COMPLETED**

Announcement VIII:
- You may leave the hall.
- Please remember to take all personal belongings with you when you leave.
### REPORT ON ACADEMIC FRAUD(S)

<table>
<thead>
<tr>
<th>1. Nama / Name:</th>
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<tbody>
<tr>
<td>2. No. Pelajar / Student Number:</td>
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<tr>
<td>3. Alamat dalam Semester:</td>
<td>Present address (in this semester)</td>
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<tr>
<td>4. No. Kad Pengenalan / I/C Number/Passport Number:</td>
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<td>5. Program / Programme:</td>
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<td>6. Kod &amp; Tajuk Kursus / Code &amp; Course Title:</td>
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<tr>
<td>7. Tarikh Peperiksaan / Date of Examination time:</td>
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<td>8. Tempat Peperiksaan dan No. Meja / Exam venue and Desk Number:</td>
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<tr>
<td>9. Masa Kecurangan dilaporkan / Time when the fraud was reported:</td>
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<tr>
<td>10. Laporan / Report:</td>
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Lampirkan skrip jawapan dan bahan-bahan bukti yang telah diambil (jika ada)
*Enclose answer script(s) and materials as evidence taken (if any)*

---

Tandatangan Pensyarah:  
Lecturer’s Signature  
Nama Pensyarah:  
Lecturer’s Name  
No. Telefon:  
Telephone Number

Tandatangan Ketua Pengawas atau Wakil:  
Chief Invigilator’s or Representative’s Signature  
Nama Ketua Pengawas atau Wakil:  
Chief Invigilator’s or Representative’s Name  
No. Telefon:  
Telephone Number

### Student’s Confession:

Saya, [Nama Pelajar] / [Name of Student] (No. Pelajar: [Student No.]) mengaku telah disyaki melakukan kecurangan akademik seperti yang dinyatakan di atas dan berjanji akan menghadiri sesi perbincangan tindakan tatatertib pada waktu yang akan ditentukan kelak.

suspected of having committed the aforementioned academic fraud, and I promise that I will attend a session on disciplinary action at a particular time to be determined later.

(Tandatangan Pelajar / Student’s Signature)

No. Telefon:  
Telephone number: