





EXAMINATION GUIDELINES

FACULTY OF MEDICINE & HEALTH SCIENCES





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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).
 - \circ 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.

- 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
 - o 2B pencils
 - o Student ID Card
 - Examination slip (UMS/BPA/03-07)
 - o 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 (<u>http://bpa.ums.edu.my/images/dokumen/peperiksaan_dan_penilaian/manual_garis_pand_uan_26032015/FormatKertasSoalanPeperiksaan.pdf</u>)
- Briefing for chief invigilators and invigilators

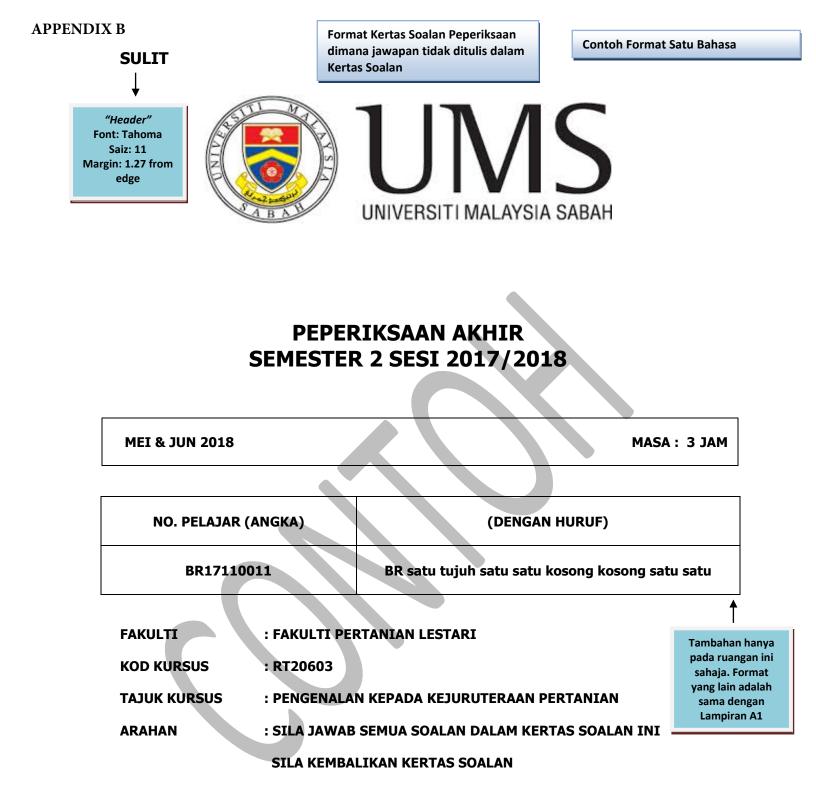
 (http://bpa.ums.edu.my/images/dokumen/peperiksaan_dan_penilaian/manual_garis_pand uan_26032015/TAKLIMAT_BI_2018.pdf)
- Guidelines for question papers preparation (<u>http://bpa.ums.edu.my/images/dokumen/peperiksaan_dan_penilaian/15102015/Garis%20</u> Panduan%20Penyediaan%20Kertas%20Soalan.pdf)
- UMS manual for examination
 (<u>http://bpa.ums.edu.my/images/dokumen/garis_panduan/MANUAL_PEPERIKSAAN.pdf</u>)

APPENDIX A CLINICAL EXAMINATION PREPARATION CHECKLIST

		SETTING EXAM QUESTIONS								
	Create	exam blueprint based on Student Learning Objectives. Fill up vetting form								
	Memo	Memo/ Letter to lecturers to set questions based on exam blueprint								
	Internal vetting of exam questions (intra-department) with documentation on vetting form.									
	Memo	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								
		/etting of exam questions with documentation on vetting form. Memo/ Letter to Exam								
Coordinator, Phase Coordinator and Deputy Dean of Academic. (Applied to professional										
	semes	ter final examinations only)								
	Duran	PREPARING FOR THE EXAM								
		re exam plan								
		re exam booklet for examiners								
	Мето	/ Letter to support staff for exam:								
	-	MLTs - Chaperones								
	-	Academic Staff - Transportation								
	- Nurses - Medical standby									
		Explain exam plan to all examiner and support staff involved								
	Invitat	tion 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								
	Invitat									
	mvita	tion 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) re Master Copy of exam questions for printing and prepare exam equipment by respective								
	-	inator/ Deputy Coordinator								
		MCQ								
		Student exam paper and cover sheet								
		□ MCQ answer key								

			OMR form				
			Attendance sheet				
		MEQ					
			Student exam paper, cover sheet and total marks sheet				
			MEQ answer key				
			Attendance sheet				
		LEQ					
			Student exam paper, cover sheet and total marks sheet				
			LEQ answer key				
			Attendance sheet				
		OSCE					
			Student exam paper/ examiner marking sheet				
			Laminated films/project on digital monitor/ radiology films prepared for exam				
			Models or simulated patients prepared for exams.				
			Training session and payment for the simulated patient				
			OSCE answer key				
			Attendance sheet and examiner's handbook				
		Short	Case				
			Case collection by respective Coordinator/ Deputy Coordinator, collected				
			through respective Head of Department				
			Four Short Case marking sheets per student				
			Confirm patients for Short Case				
			Prepare patient's case summaries for Short Case				
			Attendance sheet and examiner's handbook				
		Long (Case				
			Case collection by respective Coordinator/ Deputy Coordinator, collected through respective Head of Department				
			Two Long Case marking sheets per student				
			Confirm patients for Long Case				
			Prepare patient's case summaries for Long Case				
			Attendance sheet and examiner's handbook				
	Send e	exam qu	estions to exam unit for printing				
			enue (1 day before exam) by the respective Coordinator/ Deputy Coordinator				
		1	theory exam (MCQ, MEQ, LEQ) venue				
	□ Check OSCE venue						
	□ Check Short Case / Long Case venue						
	Exam		with students (~1 week before exam)				
			/ Time/ Venue of Exams (Theory)				
			components/ Marking				
1	1	1	-				

EXAM DAY							
Collec	t 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						
Perfor	m 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						
Prepa	ring exam papers for archiving in Academic Unit						
Prepa	ring 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 e	xam budget submission for Finance Department						
	Prepare patient, examiner and other expenditure receipts for submission ± balance money						
	Fill post exam form for Finance Department						



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Format Kertas Soalan Peperiksaan dimana jawapan tidak ditulis dalam Kertas Soalan Contoh Format Dwi Bahasa Example of two languages format



PEPERIKSAAN AKHIR SEMESTER 2 SESI 2017/2018

FINAL EXAMINATION SEMESTER 2 SESSION 2017/2018

MEI & JUN/ <i>MAY &</i>	<i>JUNE</i> 2018	MASA/ <i>TIME</i> : 3 JAM/ <i>HOURS</i>
NO. PELAJAR STUDENT'S NO.		(DENGAN HURUF) IN LETTERS
BR1711(0011	BR satu tujuh satu satu kosong kosong satu satu
FAKULTI <i>FACULTY</i>		RTANIAN LESTARI SUSTAINABLE AGRICULTURE
KOD KURSUS <i> COURSE CODE</i>	: RT20603	
TAJUK KURSUS COURSE NAME		N KEPADA KEJURUTERAAN PERTANIAN TION TO AGRICULTURAL ENGINEERING
ARAHAN INSTRUCTIONS		SEMUA SOALAN L QUESTIONS
	/ ••••/	LIKAN KERTAS SOALAN URN THE QUESTION PAPER

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Margin

bawah:

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Margin kiri: 2.54 cm



"Header" Font: Tahoma

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Margin: 1.27 from

edge







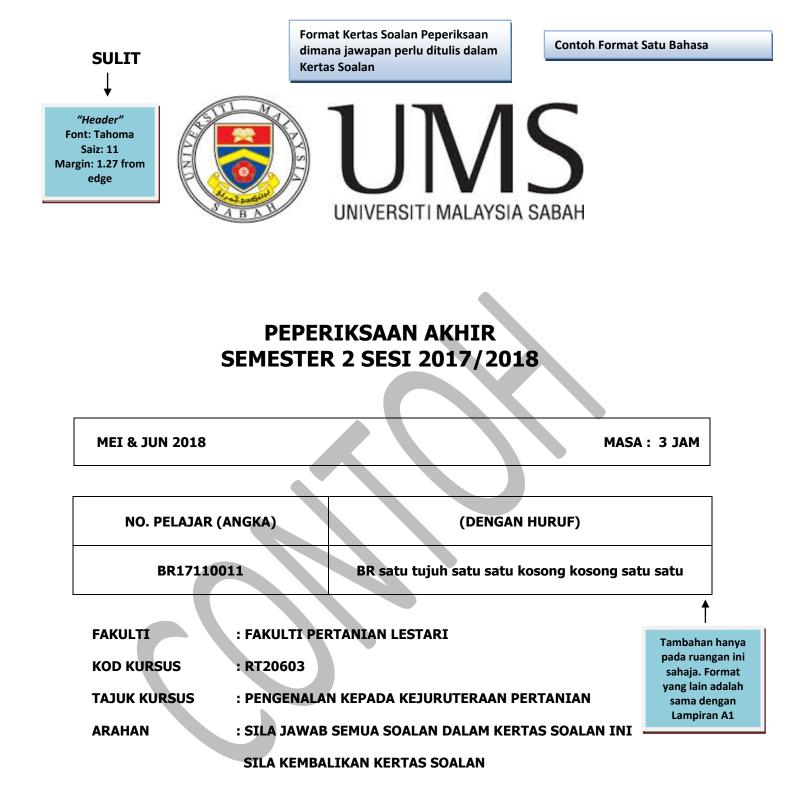
Contoh Format Dwi Bahasa Example of two languages format



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Margin kiri: 2.54 cm





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Format Kertas Soalan Peperiksaan dimana jawapan perlu ditulis dalam Kertas Soalan Contoh Format Dwi Bahasa Example of two languages format

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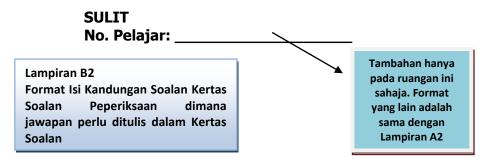


PEPERIKSAAN AKHIR SEMESTER 2 SESI 2017/2018

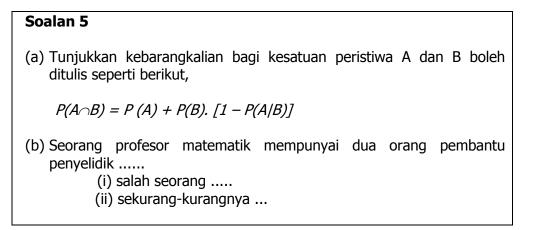
FINAL EXAMINATION SEMESTER 2 SESSION 2017/2018

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KOD KURSUS <i> COURSE CODE</i>	: RT20603	
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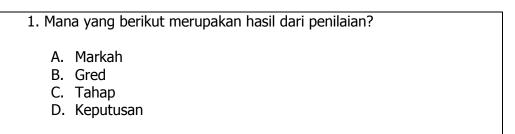
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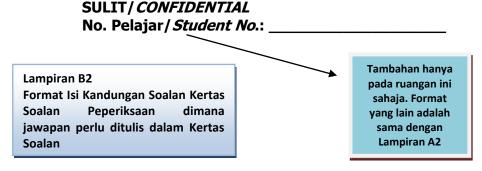


Contoh bagi soalan subjektif :



Contoh bagi soalan MCQ





Contoh bagi soalan subjektif :

Soalan 5

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

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

(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

APPENDIX C

VETTING FORM



	Semester/Rotation	Date	
	Course Code – Name	Module Coordinator	
B A H	Department	Deputy Coordinator	

Checklist for Question Paper					
Inner Page	Yes	No	Cover Page	Yes	No
Course code is printed on the top right (Bold Tahoma font-type 11pt)			Cover page follows the standard UMS format		
Page numbers are printed at the bottom centre (Tahoma font-type 11pt)			The Date, Duration, Course Name, Course Code are correct		
Figures and tables are labelled and numbered appropriately (Bolded)			Total Number of Pages and Instructions on cover page are correct		
The distribution of marks for each question is indicated and acceptable					
The total marks (each question) and overall total marks are correct			Checklist for Answer Paper	Yes	No
No typing errors are identified			The answer scheme provides full answers to each question		
Every attachment (if any) is referred accordingly			The answer scheme shows the distribution of marks		

No	Course Learning Outcome (CLO)	Program Learning Outcome (PLO)
1	Eg. Demonstrate knowledge of common medical conditions diagnosis, examination, investigations and management.	PLO 1
2	Eg. Skills in performing medical procedures and observing some other procedures.	PLO2
3		
4		
5		

PART 1: EXAM BLUEPRINT

Please use:

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

Na	Tarrian	Question number, Domain (A/C/P), CLO mapping							
No	Topics	MCQ	MEQ	LEQ	OSPE	OSCE	Short Case	Long Case	
1	Eg. Acute Coronary	Q2, C5, CLO1							
	Syndrome								
2	Endotracheal intubation					Q3, P4, CLO2			
3									
4									
5									
6									

Domain	Level									
Domain	1	2	3	4	5	6	7			
Cognitive										
Cognitive Affective										
Psychomotor										
Total										

Remarks:

	Teaching and Learning Taxonomy Guidelines									
Cognitive Domain (C) involves knowledge and the development of intellectual skills.			tive Domain (A) includes the manner in which deal with things emotionally, such as feelings, es, appreciation, enthusiasms, motivations, and attitudes.	Psychomotor Domain (P) includes physical movement, coordination, and use of the motor-skil areas.						
Level	Ability	Level	Ability	Level	Ability					
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 skillful 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					
				P7	Origination : Creating new movement patterns to fit a particular situation or specific problem. Key Words : Combine, Construct, Originate, Arrange, Build, Design, Create, Compose					

PART 2: VETTING PROCESS

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

No	Issues identified	Correction done

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

APPENDIX D FLOWCHART FOR PRINTING OF EXAMINATION PAPERS



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 righthand 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.





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BORANG LAPORAN KECURANGAN AKADEMIK REPORT ON ACADEMIC FRAUD(S)

Semester Semester	Sesi Session	
1. Nama / <u>Name</u> :		
2. No. Pelajar / Student Number :	4. No. Kad Pengenalan /	
3. Alamat dalam Semester : Present address (in this semester)	I/C Number/Passport Number :	
5 Program / Programme :		
6. Kod & Tajuk Kursus / Code & Course Title	e:	
7. Tarikh Peperiksaan / Date of Examination		
8. Tempat Peperiksaan dan No. Meja / Exam		
9. Masa Kecurangan dilaporkan / Time whe		
10. Laporan / <i>Report</i> :		
Tandatangan Pensyarah: Lecturer's Signature	Tandatangan Ketua Pengawas atau Wakil Chief Invigilator's or Representative's Signature	
Nama Pensyarah:	Nama Ketua Pengawas atau Wakil:	
Lecturer's Name	Chief Invigilator's or Representative's Name	
Telephone Number	Telephone Number	
Pengakuan Pelajar / Student's Confession :		
Saya, <i>I</i> , (nama pelajar / name of s melakukan kecurangan akademik seper perbincangan tindakan tatatertib pada y	rti yang dinyatakan di atas dan berjanji akan menghadiri sesi waktu yang akan ditentukan kelak. rementioned academic fraud, and I promise that I will attend a session	
	(Tandatangan Pelajar / Student's Signature)	
	No. Telefon:	

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