



**UMS**  
UNIVERSITI MALAYSIA SABAH



# EXAMINATION GUIDELINES

*FACULTY OF MEDICINE & HEALTH SCIENCES*



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# Guideline for Coordinators and Invigilators

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## 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

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- 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.



# Examination Guidelines

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## 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**).

# Examination Guidelines

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## 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.

# Examination Guidelines

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## References

- Question paper format  
([http://bpa.ums.edu.my/images/dokumen/peperiksaan\\_dan\\_penilaian/manual\\_garis\\_panduan\\_26032015/FormatKertasSoalanPeperiksaan.pdf](http://bpa.ums.edu.my/images/dokumen/peperiksaan_dan_penilaian/manual_garis_panduan_26032015/FormatKertasSoalanPeperiksaan.pdf))
- Briefing for chief invigilators and invigilators  
([http://bpa.ums.edu.my/images/dokumen/peperiksaan\\_dan\\_penilaian/manual\\_garis\\_panduan\\_26032015/TAKLIMAT\\_BI\\_2018.pdf](http://bpa.ums.edu.my/images/dokumen/peperiksaan_dan_penilaian/manual_garis_panduan_26032015/TAKLIMAT_BI_2018.pdf))
- Guidelines for question papers preparation  
([http://bpa.ums.edu.my/images/dokumen/peperiksaan\\_dan\\_penilaian/15102015/Garis%20Panduan%20Penyediaan%20Kertas%20Soalan.pdf](http://bpa.ums.edu.my/images/dokumen/peperiksaan_dan_penilaian/15102015/Garis%20Panduan%20Penyediaan%20Kertas%20Soalan.pdf))
- UMS manual for examination  
([http://bpa.ums.edu.my/images/dokumen/garis\\_panduan/MANUAL\\_PEPERIKSAAN.pdf](http://bpa.ums.edu.my/images/dokumen/garis_panduan/MANUAL_PEPERIKSAAN.pdf))

**APPENDIX A**  
**CLINICAL EXAMINATION PREPARATION CHECKLIST**

SETTING EXAM QUESTIONS			
<input type="checkbox"/>	Create exam blueprint based on Student Learning Objectives. Fill up vetting form		
<input type="checkbox"/>	Memo/ Letter to lecturers to set questions based on exam blueprint		
<input type="checkbox"/>	Internal vetting of exam questions (intra-department) with documentation on vetting form. Memo/ Letter to all members of the respective department		
<input type="checkbox"/>	Central Vetting of exam questions with documentation on vetting form. Memo/ Letter to respective Central Vetting Committee and Deputy Dean of Academic		
<input type="checkbox"/>	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			
<input type="checkbox"/>	Prepare exam plan		
<input type="checkbox"/>	Prepare exam booklet for examiners		
<input type="checkbox"/>	Memo/ Letter to support staff for exam: <div><div><div>- MLTs</div><div>- Academic Staff</div><div>- Nurses</div></div><div><div>- Chaperones</div><div>- Transportation</div><div>- Medical standby</div></div></div>		
	<input type="checkbox"/>	Explain exam plan to all examiner and support staff involved	
<input type="checkbox"/>	Invitation of external examiners for exam (clinical exam)		
	<input type="checkbox"/>	Provide the examiners list to the Academic Unit by the respective Coordinator/ Deputy Coordinator, collected through respective Head of Department	
	<input type="checkbox"/>	Confirm date/time/place of exam with external examiners by respective Coordinator/ Deputy Coordinator and Academic Unit	
	<input type="checkbox"/>	Official invitation memo to external examiners by Academic Unit	
	<input type="checkbox"/>	Phone call/ SMS reminder just prior to exam by respective Coordinator/ Deputy Coordinator and Academic Unit	
<input type="checkbox"/>	Invitation to patients (clinical exam)		
	<input type="checkbox"/>	Patient selection based on exam blueprint by respective Coordinator/ Deputy Coordinator, collected through respective Head of Department	
	<input type="checkbox"/>	Contact patient and confirm date/time/place of exam by patient collection team	
	<input type="checkbox"/>	Arrange transport if patient coming from hospital by patient collection team	
	<input type="checkbox"/>	Phone call/ SMS reminder just prior to exam by patient collection team	
<input type="checkbox"/>	Prepare exam budget preparation by respective Coordinator/ Deputy Coordinator		
	<input type="checkbox"/>	Prepare letter/ Fill up form and submit to Finance Department	
	<input type="checkbox"/>	Inform Finance Department regarding food (based on number of staff, examiners and patients involved)	
<input type="checkbox"/>	Prepare Master Copy of exam questions for printing and prepare exam equipment by respective Coordinator/ Deputy Coordinator		
	<input type="checkbox"/>	MCQ	
		<input type="checkbox"/>	Student exam paper and cover sheet
		<input type="checkbox"/>	MCQ answer key

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

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



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**TAJUK KURSUS : PENGENALAN KEPADA KEJURUTERAAN PERTANIAN**  
**ARAHAN : SILA JAWAB SEMUA SOALAN DALAM KERTAS SOALAN INI**  
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**FAKULTI  
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**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**

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Lampiran A2

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**SILA KEMBALIKAN KERTAS SOALAN**

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No. Pelajar: \_\_\_\_\_

## Lampiran B2

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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

**No. Pelajar / Student No.:** \_\_\_\_\_**Lampiran B2**

Format Isi Kandungan Soalan Kertas  
Soalan Peperiksaan dimana  
jawapan perlu ditulis dalam Kertas  
Soalan

Tambahan hanya  
pada ruangan ini  
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yang lain adalah  
sama dengan  
Lampiran A2

Contoh bagi soalan subjektif :

**Soalan 5**

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

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

- (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



<b>Semester/Rotation</b>		<b>Date</b>	
<b>Course Code – Name</b>		<b>Module Coordinator</b>	
<b>Department</b>		<b>Deputy Coordinator</b>	

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			<b>Checklist for Answer Paper</b>	<b>Yes</b>	<b>No</b>
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:

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

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

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

Remarks: \_\_\_\_\_

\_\_\_\_\_

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

## PART 2: VETTING PROCESS

Vetting Level (discipline/department/central) : \_\_\_\_\_

Date : \_\_\_\_\_

Attendees :

1. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

5. \_\_\_\_\_

No	Issues identified	Correction done

HOD/DDA signature: \_\_\_\_\_

Date : \_\_\_\_\_

Module coordinator signature: \_\_\_\_\_

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 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.



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Faks : (+6088) 320090

**UMS/BPA/03-11**

## **BORANG LAPORAN KECURANGAN AKADEMIK** **REPORT ON ACADEMIC FRAUD(S)**

Semester \_\_\_\_\_ Sesi \_\_\_\_\_  
**Semester Session**

1. Nama / **Name** : \_\_\_\_\_
2. No. Pelajar / **Student Number** : \_\_\_\_\_
3. Alamat dalam Semester :  
**Present address (in this semester)** : \_\_\_\_\_
4. No. Kad Pengenalan /  
**I/C Number/Passport Number** : \_\_\_\_\_
5. Program / **Programme** : \_\_\_\_\_
6. Kod & Tajuk Kursus / **Code & Course Title** : \_\_\_\_\_
7. Tarikh Peperiksaan / **Date of Examination time** : \_\_\_\_\_
8. Tempat Peperiksaan dan No. Meja / **Exam venue and Desk Number** : \_\_\_\_\_
9. Masa Kecurangan dilaporkan / **Time when the fraud was reported** : \_\_\_\_\_
10. Laporan / **Report** :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**

### **Pengakuan Pelajar / Student's Confession :**

Saya, \_\_\_\_\_ (No. Pelajar: \_\_\_\_\_) mengaku telah disyaki  
**I, (nama pelajar / name of student) Student No. admit that I have been**  
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:**



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