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## 1.0 SKOP


Prosedur ini merangkumi semua urusan memasukkan tarikh peperiksaan akhir dalam i-GIMS, penyediaan kertas soalan peperiksaan, menjalankan peperiksaan, membuat penilaian, dan memasukkan dan mengesahkan markah/gred.

## 2.0 TANGGUNGJAWAB

Penyelaras dan PT Unit Akademik bertanggungjawab memastikan prosedur ini dilaksanakan. Sesiapa yang terlibat perlu mematuhi prosedur ini.


## 3.0 DOKUMEN RUJUKAN

Kod Dokumen	Tajuk Dokumen
Terkini	<i>Universities and University College Act 1971, Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003</i>

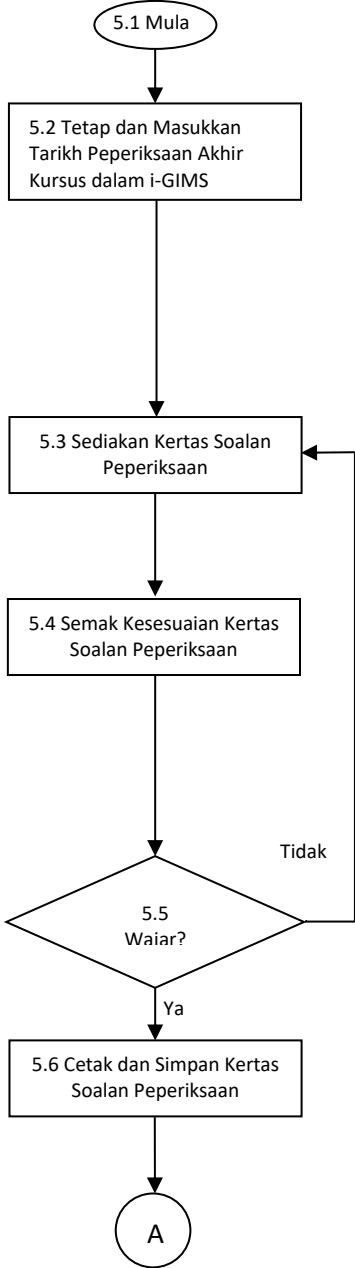
	<b>PERKHIDMATAN UTAMA SISWAZAH</b>	Halaman: 2/7
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#### 4.0 TERMINOLOGI DAN SINGKATAN

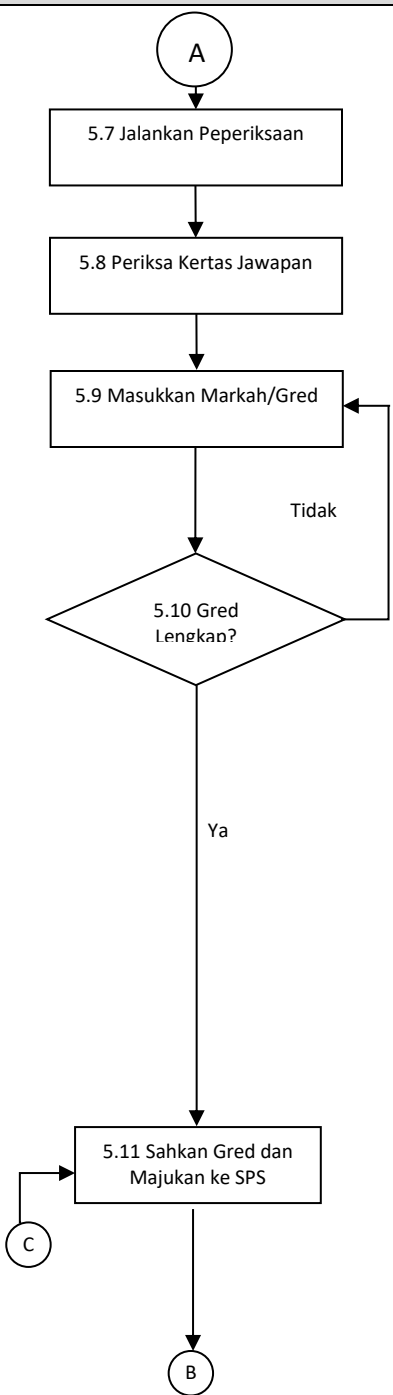
FBMK	:	Fakulti Bahasa Moden dan Komunikasi
FPP	:	Fakulti Pengajian Pendidikan
i-GIMS	:	<i>Internet Graduate Information Management System</i>
JKPSU	:	Jawatankuasa Pengajian Siswazah Universiti
JKSS	:	Jawatankuasa Semakan Siswazah
KJ	:	Ketua Jabatan
Penyelaras	:	Dekan/Timbalan Dekan Fakulti/Sekolah; Pengarah/Timbalan Pengarah Institut; Pegawai yang dilantik sebagai Penyelaras Pengajian Siswazah Fakulti/Sekolah /Institut
PT	:	Pegawai Tadbir
PT (P/O)	:	Pembantu Tadbir (Perkeranian dan Operasi)
PhD	:	Doktor Falsafah
SPS	:	Sekolah Pengajian Siswazah
TM	:	Tidak Memuaskan
TNCAA	:	Timbalan Naib Canselor (Akademik dan Antarabangsa)
TP	:	Timbalan Pengarah


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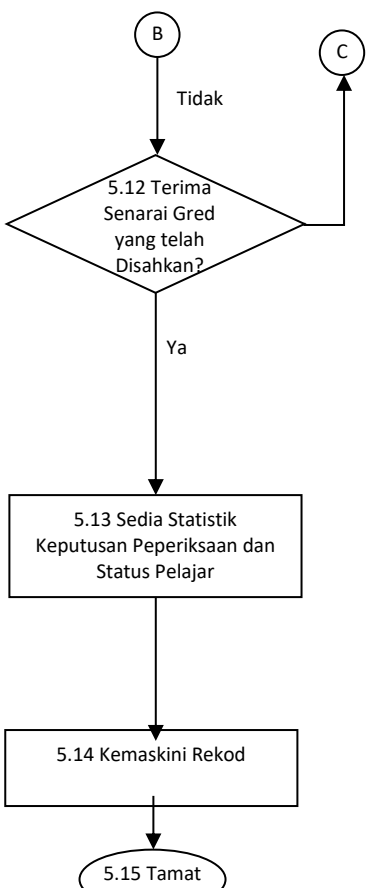
## 5.0 PROSES TERPERINCI


Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Penyelaras/ PT Fakulti	 <pre> graph TD     Start([5.1 Mula]) --&gt; Step52[5.2 Tetap dan Masukkan Tarikh Peperiksaan Akhir Kursus dalam i-GIMS]     Step52 --&gt; Step53[5.3 Sediakan Kertas Soalan Peperiksaan]     Step53 --&gt; Step54[5.4 Semak Kesesuaian Kertas Soalan Peperiksaan]     Step54 --&gt; Step55{5.5 Waiar?}     Step55 -- Ya --&gt; Step56[5.6 Cetak dan Simpan Kertas Soalan Peperiksaan]     Step55 -- Tidak --&gt; Step53     Step56 --&gt; End((A)) </pre>	5.2 (a) Tetapkan tarikh peperiksaan akhir untuk setiap kursus (wujudkan jadual waktu peperiksaan akhir) dan masukkan tarikh tersebut ke dalam i-GIMS selewat-lewatnya pada minggu Ke- 11.	
Penyelaras		(b) Pastikan peperiksaan dijalankan dalam tempoh minggu peperiksaan akhir dan termasuk juga penilaian untuk kursus Seminar dan kursus lain yang tidak mempunyai peperiksaan akhir.	
Penyelaras Kursus/ Pensyarah		5.3 Sediakan kertas soalan peperiksaan mengikut rancangan pengajaran (RP).	
Penyelaras Kursus/ Pensyarah		5.4 (a) Lengkapkan Senarai Semak Kertas Soalan Peperiksaan (PU/S/SS-02) dan majukan kepada Penyelaras sebelum penilaian dibuat.	Senarai Semak Kertas Soalan Peperiksaan (PU/S/SS-02)
Pemoderasi		(b) Semak kesesuaian kertas soalan peperiksaan dengan menggunakan Senarai Semak Kertas Soalan Peperiksaan (PU/S/SS-02).	Senarai Semak Kertas Soalan Peperiksaan (PU/S/SS-02)
PT/PT (P/O) Fakulti		5.5 Wajar? (a) Jika Ya, ikut Langkah 5.6. (b) Jika Tidak, ikut Langkah 5.3.	
	5.6 (a) Cetak kertas soalan selewat-lewatnya 3 hari sebelum peperiksaan dijalankan. (b) Simpan kertas soalan peperiksaan di tempat yang selamat sehingga peperiksaan dijalankan.		

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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Penyelaras	 <pre> graph TD     A((A)) --&gt; 5.7[5.7 Jalankan Peperiksaan]     5.7 --&gt; 5.8[5.8 Periksa Kertas Jawapan]     5.8 --&gt; 5.9[5.9 Masukkan Markah/Gred]     5.9 --&gt; 5.10{5.10 Gred Lengkap?}     5.10 -- Tidak --&gt; 5.9     5.10 -- Ya --&gt; 5.11[5.11 Sahkan Gred dan Majukan ke SPS]     5.11 --&gt; B((B))     C((C)) --&gt; 5.11           </pre>	5.7 Jalankan peperiksaan dalam tempoh yang telah ditetapkan.	
Pensyarah		5.8 Periksa kertas jawapan dalam tempoh yang ditetapkan.	
Penyelaras Kursus/ Pensyarah		5.9 Masukkan markah keseluruhan atau gred bagi kursus yang tiada peperiksaan akhir dalam tempoh empat belas (14) hari selepas hari terakhir minggu peperiksaan akhir. Gred akan diberi secara automatik oleh i-GIMS.	
PT/PT (P/O) SPS		5.10 Gred Lengkap?  (a) Jika Ya, ikut Langkah 5.11.  (b) Jika Tidak, beri peringatan umum kepada pihak Fakulti/Sekolah/Institut sama ada secara bertulis (surat/emel) untuk ikut Langkah 5.9.  Nota: <ul style="list-style-type: none"><li>Peringatan diberi melalui emel oleh SPS tiga (3) hari sebelum tamat tempoh untuk memasukkan gred bagi sesuatu kursus.</li><li>Pensyarah yang masih tidak memasukkan markah selepas 14 hari tarikh peperiksaan terakhir, kebenaran memasukkan markah adalah tertakluk kepada kelulusan TNCAA.</li></ul>	
Penyelaras Kursus/ Pensyarah		5.11 Sahkan gred dan majukan ke SPS seperti berikut:  (a) Cetak senarai gred pelajar yang telah dimasukkan ke dalam i-GIMS (cetak dari i-GIMS dan bukan Microsoft Word/Excel).  (b) Semak dan sahkan senarai gred yang telah dicetak dengan menurunkan tandatangan di atas kertas cetakan tersebut. Majukan senarai yang telah disahkan kepada Dekan/TD/Penyelaras Fakulti/Sekolah.	


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Tanggungjawab	Carta alir	Perincian	Rekod/ Dokumen Rujukan
Penyelaras  PT/PT (P/O) SPS  Pengajar/ Penyelaras/PT/ PT (P/O)	 <pre> graph TD     B((B)) -- Tidak --&gt; D{5.12 Terima Senarai Gred yang telah Disahkan?}     D -- Ya --&gt; E[5.13 Sedia Statistik Keputusan Peperiksaan dan Status Pelajar]     E --&gt; F[5.14 Kemaskini Rekod]     F --&gt; G([5.15 Tamat])     D -- Tidak --&gt; C((C))     C --&gt; B           </pre>	<p>(c) Sahkan senarai gred pelajar yang telah ditandatangani oleh penyelaras kursus/pensyarah dan majukan ke SPS selewat-lewatnya dua minggu selepas gred dimasukkan.</p> <p>5.12 Terima senarai gred yang telah disahkan?</p> <p>(a) Jika Ya, ikut Langkah 5.13.</p> <p>(b) Jika Tidak, beri peringatan secara bertulis (surat/emel) atau melalui panggilan telefon ke pejabat Penyelaras/Pensyarah untuk ikut Langkah 5.11.</p> <p>5.13 (a) Pastikan semua gred kursus diterima dan disahkan oleh Fakulti/Sekolah.</p> <p>(b) Sediakan statistik keputusan peperiksaan dan status pelajar untuk disahkan oleh JKPSU dan diperakukan oleh Senat.</p> <p>5.14 Kemaskini rekod ke dalam fail kursus selewat-lewatnya minggu ke-18.</p>	


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## 6.0 REKOD

Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
1.	<b>UPM.SPS.600-4/12/1</b>  <b>PENGURUSAN PEPERIKSAAN AKHIR KURSUS</b> <ul style="list-style-type: none"> <li>Salinan surat peringatan kepada pihak fakulti/pensyarah untuk memasukkan tarikh peperiksaan akhir dalam i-GIMS [jika berkaitan].</li> <li>Salinan surat/notis peringatan kepada pihak Fakulti/Institut berkenaan tarikh penting urusan kemasukan gred.</li> <li>Petikan minit JKPSU berkaitan pengesahan gred kursus dan status pengajian pelajar.</li> <li>Dokumen lain yang berkenaan.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik/ <i>Network Attached Storage</i>  3 Tahun	Ketua Pengarah Arkib Negara Malaysia
2.	<b>UPM.Kod PTJ.600-4/12/1</b>  <b>PENGURUSAN PEPERIKSAAN AKHIR KURSUS</b> <ul style="list-style-type: none"> <li>Salinan surat peringatan kepada pihak fakulti untuk memasukkan tarikh peperiksaan akhir dalam i-GIMS [jika berkaitan].</li> <li>Surat/ notis peringatan berkenaan tarikh penting urusan kemasukan gred.</li> <li>Petikan minit JKPSU berkaitan pengesahan gred kursus dan status pengajian pelajar.</li> <li>Dokumen lain yang berkenaan.</li> </ul>	PT/PT (P/O) Fakulti/Sekolah/Institut	PT/PT (P/O) Fakulti/Sekolah/Institut	Bilik Fail Fakulti/Sekolah/Institut  3 Tahun	Ketua Pengarah Arkib Negara Malaysia
3.	<b>UPM.SPS.600-4/12/9</b>  <b>KEPUTUSAN PEPERIKSAAN</b>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Akademik / <i>Network</i>	Ketua Pengarah Arkib

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Bil	Kod Fail, Tajuk Fail dan Senarai Rekod	Tanggungjawab Mengumpul dan Memfail	Tanggungjawab Menyelenggara	Tempat dan Tempoh Simpanan	Kuasa Melupus
	<ul style="list-style-type: none"> <li>Gred bagi sesuatu kursus yang dicetak dari i-GIMS yang telah disahkan oleh pensyarah dan Penyelaras.</li> <li>Dokumen lain yang berkenaan.</li> </ul>			Attached Storage  3 Tahun	Negara Malaysia
4.	<b>UPM.Kod PTJ.600-4/12/9</b>  <b>KEPUTUSAN PEPERIKSAAN</b> <ul style="list-style-type: none"> <li>Salinan dokumen gred kursus yang telah disahkan.</li> <li>Dokumen lain yang berkenaan.</li> </ul>	PT/PT (P/O) Fakulti/Sekolah /Institut	PT/PT (P/O) Fakulti/Sekolah /Institut	Bilik Fail Fakulti/ Sekolah/ Institut  3 Tahun	Ketua Pengarah Arkib Negara Malaysia
5.	<b>UPM.Kod PTJ.600-4/12/2/(Kod Kursus)</b>  <b>PEPERIKSAAN AKHIR (NAMA KURSUS)</b> <ul style="list-style-type: none"> <li>Kertas soalan peperiksaan.</li> <li>Senarai Semak Kertas Soalan Peperiksaan (PU/S/SS-02) yang telah dilengkapkan.</li> <li>Penilaian Kursus (rujuk dalam i-GIMS).</li> </ul>	Pensyarah	Ketua Jabatan	Bilik Fail PTJ  3 Tahun	Ketua Pengarah Arkib Negara Malaysia

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	<b>PROCEDURE FOR MANAGEMENT OF POSTGRADUATE FINAL EXAM</b>	Date: 30/06/2022

## 1.0 SCOPE

The procedure encompasses matters related to uploading final examination dates in i-GIMS, preparation of question paper, conducting the examination, grading and submission and verification of marks/grades.


## 2.0 RESPONSIBILITY

Coordinator and PT, Academic Unit are responsible for the implementation of the procedure for management of postgraduate final exam. All parties involved must adhere to this procedure.

## 3.0 REFERENCE DOCUMENT


Document Code	Title of the Document
Current	University and University College Act 1971, The Constitution of Universiti Putra Malaysia, Universiti Putra Malaysia (Graduate Studies), Rules 2003



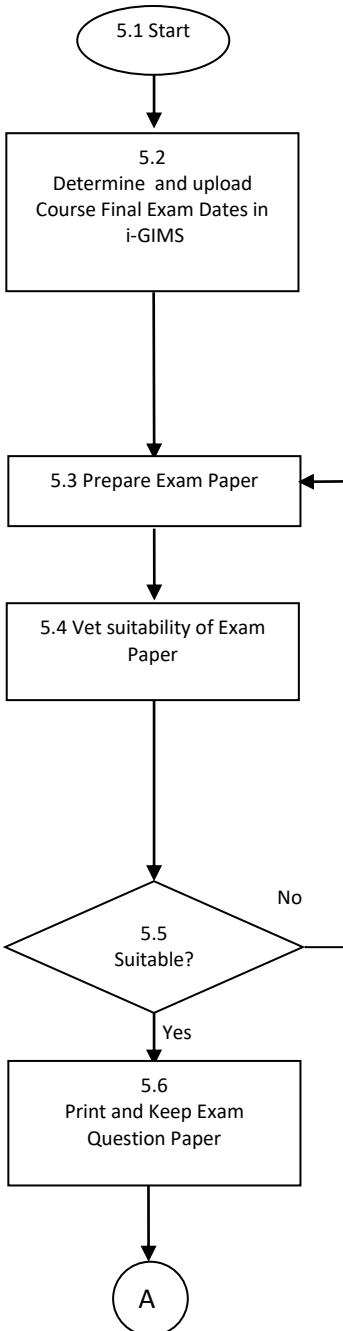
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#### 4.0 TERMINOLOGY AND ACRONYM

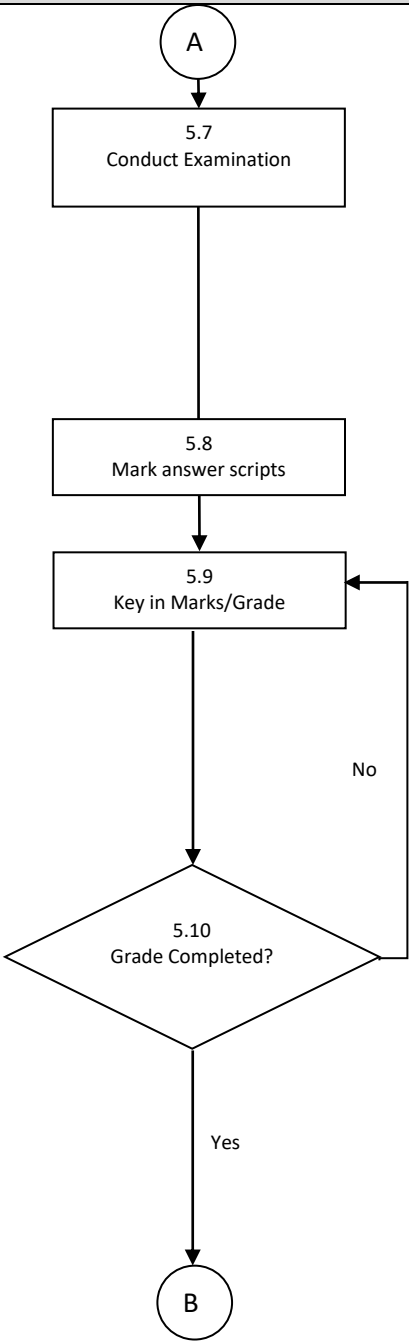
FBMK	:	Faculty of Modern Languages and Communication
FPP	:	Faculty of Educational Studies
i-GIMS	:	Internet Graduate Information Management System
JKPSU	:	University Graduate Studies Committee
JKSS	:	Postgraduate Review Committee
KJ	:	Head of Department
Coordinator	:	Dean/Deputy Dean of Faculty/School; Director/Deputy Director of Institute; Officer appointed as Coordinator of Graduate Studies, Faculty/School/Institute
PT	:	Administrative Officer
PT (P/O)	:	Administrative Assistant (Clerical and Operational)
PhD	:	Doctor of Philosophy
SPS	:	School of Graduate Studies
TM	:	Unsatisfactory
TNCAA	:	Deputy Vice Chancellor (Academic and International)
TP	:	Deputy Director


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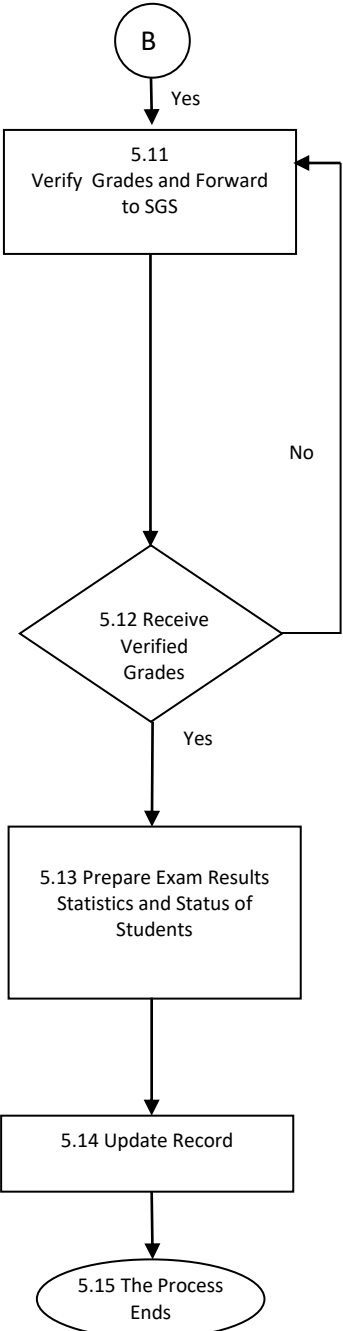
## 5.0 PROCESS IN DETAIL


Responsibility	Flowchart	Details	Reference Document/Record
Coordinator/ Faculty PT	 <pre> graph TD     Start([5.1 Start]) --&gt; 5.2[5.2 Determine and upload Course Final Exam Dates in i-GIMS]     5.2 --&gt; 5.3[5.3 Prepare Exam Paper]     5.3 --&gt; 5.4[5.4 Vet suitability of Exam Paper]     5.4 --&gt; 5.5{5.5 Suitable?}     5.5 -- No --&gt; 5.3     5.5 -- Yes --&gt; 5.6[5.6 Print and Keep Exam Question Paper]     5.6 --&gt; A((A))           </pre>	5.2 (a) Determine the date of final examination for every course (prepare a final examination time-table) and upload the dates in i-GIMS latest in week 11.	
Coordinator		5.2 (b) Ensure that the examination is conducted during the final examination week inclusive of assessment of Seminar course or any other courses without a final examination.	
Course Coordinator / Lecturer		5.3 Prepare exam questions according to teaching plan (RP)	
Course Coordinator / Lecturer		5.4 (a) Lengkapkan Senarai Semak Kertas Soalan Peperiksaan (PU/S/SS-02) dan majukan kepada Penyelaras sebelum penilaian dibuat.	Exam Question Paper Checklist (PU/S/SS-02)
Moderator		5.4 (b) Semak kesesuaian kertas soalan peperiksaan dengan menggunakan Senarai Semak Kertas Soalan Peperiksaan (PU/S/SS-02).	Exam Question Paper Checklist (PU/S/SS-02)
Faculty PT/PT (P/O)		5.5 Suitable? (a) If Yes, go to step 5.6. (b) If No, go to Step 5.3.	
	5.6 (a) Print Exam Question Paper three (3) days before the exam date. (b) Keep Exam Question Paper in a safe place until the day of the exam.		

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Responsibility	Flowchart	Details	Reference Document/Record
Coordinator	 <pre> graph TD     A((A)) --&gt; 5.7[5.7 Conduct Examination]     5.7 --&gt; 5.8[5.8 Mark answer scripts]     5.8 --&gt; 5.9[5.9 Key in Marks/Grade]     5.9 --&gt; 5.10{5.10 Grade Completed?}     5.10 -- No --&gt; 5.9     5.10 -- Yes --&gt; B((B))           </pre>	<p>5.7 Conduct the examination within the stipulated time. Lecturers are not permitted to change the Examination Time table issued by School of Graduate Studies except with reasonable reason/s and the examination is a sit down exam and not a take home test. Refer Guidelines for Final Examination for Postgraduate Programme Course by coursework which can be accessed in the SPS website.</p>	
Lecturer		<p>5.8 Mark the answer scripts within the stipulated dates.</p>	
Course Coordinator/ Lecturer		<p>5.9 Key in total marks or grade for courses without final examination in i-GIMS within fourteen (14) days after the last day of final examination date. The grade will be automatically generated by i-GIMS.</p>	
PT/PT (P/O) SPS		<p>5.10 Grade is Complete</p> <p>(a) If Yes, go to Step 5.11</p> <p>(b) If No, issue a general reminder to Faculty/School/Institute in writing (letter/e-mail) to go to Step 5.9.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>Reminder will be given via email by SPS three (3) days before the expiry date of marks entry.</li> </ul>	
Course Coordinator/ Coordinator/ Lecturer		<p>(c) For lecturers who still did not key in marks after 14 days of the last examination date, permission for marks entry is subject to TNCAA approval.</p>	


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Responsibility	Flowchart	Details	Reference Document/Record	
Course Coordinator/ Lecturer	 <pre> graph TD     B((B)) -- Yes --&gt; 5.11[5.11 Verify Grades and Forward to SGS]     5.11 -- No --&gt; 5.11     5.11 -- Yes --&gt; 5.12{5.12 Receive Verified Grades}     5.12 -- Yes --&gt; 5.13[5.13 Prepare Exam Results Statistics and Status of Students]     5.12 -- No --&gt; 5.11     5.13 --&gt; 5.14[5.14 Update Record]     5.14 --&gt; 5.15([5.15 The Process Ends]) </pre>	<p>5.11 Verify grades and forward them to SGS following the steps listed:</p> <ul style="list-style-type: none"> <li>(a) Print list of students' grade keyed in i-GIMS (print from i-GIMS and not Microsoft Word/Excel</li> <li>(b) Check and verify list of grades printed by signing on the printed paper. Make ammenmends if there are any mistake and re print before endorsing. Hand in the verified list to Dean/TD/Coordinator of Faculty/School.</li> <li>(c) Endorse the list of students' grades signed by course coordinator/lecturer and forward it to SPS not later than two weeks after the grade is keyed-in.</li> </ul>		
Course Coordinator/ Lecturer			<p>5.12 Receive verified list of grades</p> <ul style="list-style-type: none"> <li>(a) If Yes, go to Step 5.13</li> <li>(b) If No, remind in writing (letter/e mail) or by calling office of Coordinator/Lecturer to go to Step 5.11</li> </ul>	
Coordinator			<p>5.13 (a) Ensure all course grades are received and verified by Faculty/School</p> <p>(b) Prepare examination results statistics and status of students to be verified by University Graduate Studies Committee and endorsed by Senate</p>	
PT/PT (P/O) SPS			<p>5.14 Update record in course file latest before/in week 18.</p>	
Lecturer/ Teacher/ Coordinator/ PT/ PT (P/O)				

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## 6.0 RECORD

No	File Code, Title of File and Record Checklist	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
1.	<p><b>UPM.SPS.600-4/12/1</b></p> <p><b>MANAGEMENT OF FINAL EXAMINATION</b></p> <ul style="list-style-type: none"> <li>• Copy of reminder letter to faculty/lecturer to key in date of final examination in i-GIMS (if applicable).</li> <li>• Copy of reminder letter/notice to Faculty/Institute about important dates related to keying in of grades.</li> <li>• Excerpts of JKPSU Minutes regarding confirmation/endorsement of course grade and student's study status</li> <li>• Other related documents.</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Academic Unit / Network Attached Storage  3 Years	Director of General National Archives of Malaysia
2.	<p><b>UPM.PTJ Code.600-4/12/1</b></p> <p><b>COURSE FINAL EXAMINATION MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Copy of reminder letter to faculty to key in final examination dates in i-GIMS (if applicable)</li> <li>• Copy of reminder letter/notice to Faculty/Institute about important dates related to keying in of grades.</li> <li>• Excerpts of JKPSU Minutes regarding confirmation/endorsement of course grade and student's study status</li> <li>• Other relevant documents.</li> </ul>	PT/PT (P/O) Faculty/School/Institute	PT/PT (P/O) Faculty/School/Institute	Faculty/School/Institute File Room  3 Years	Director of General National Archives of Malaysia

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	<b>OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC AND INTERNATIONAL) Document Code: UPM/PU/S/P013</b>	Review No.: 01
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	<b>PROCEDURE FOR MANAGEMENT OF POSTGRADUATE FINAL EXAM</b>	Date: 30/06/2022

No	File Code, Title of File and Record Checklist	Responsibility For Collating and Filing	Responsibility For Maintenance	Place and Duration of Record Keeping	Authority On Disposal
3.	<b>UPM.SPS.600-4/12/9</b>  <b>EXAMINATION RESULTS</b> <ul style="list-style-type: none"> <li>Grade of a course which has been printed from i-GIMS and endorsed by lecturer and coordinator.</li> <li>Other relevant documents</li> </ul>	PT/PT (P/O) SPS	PT/PT (P/O) SPS	Unit Academic Unit/ Network Attached Storage  3 Years	Director of General National Archives of Malaysia
4.	<b>UPM. PTJ Code.600-4/12/9</b>  <b>EXAMINATION RESULTS</b> <ul style="list-style-type: none"> <li>Copy of endorsed course grades document</li> <li>Other relevant documents</li> </ul>	PT/PT (P/O) Faculty/School/ Institute	PT/PT (P/O) Faculty/School/ Institute	Faculty/ School/ Institute File Room  3 Years	Director of General National Archives of Malaysia
5.	<b>UPM.PTJ Code.600-4/12/2/(Course Code)</b>  <b>FINAL EXAMINATION (COURSE NAME)</b> <ul style="list-style-type: none"> <li>Examination Question Paper</li> <li>Completed Examination Question Paper Checklist(PU/S/SS-02)</li> <li>Course Evaluation (refer in i-GIMS)</li> </ul>	Lecturer	Head of Department	PTJ File Room  3 Years	Director of General National Archives of Malaysia