

ULAB/UHB FINAL EXAMINATION BRIEFING & END OF SEMESTER WORK PROCESS
SEMESTER II, 2014/2015 SESSION

Date : 11 JUNE 2015 (Thursday)
Time : 10 a.m.
Venue : Seminar Room, D05, Level 3

Agenda:

1. Procedures on the Final Exam Day

A. One Hour Before The Exam Starts

- ❖ Content of Chief Invigilator's Package
- ❖ Exam Requirements

B. In the Exam Hall

- ❖ One hour before the Exam
- ❖ 15 minutes before the Exam Commences
- ❖ During the Exam
- ❖ 15 minutes before the Exam Ends
- ❖ When the Exam Ends

C. Frequently Asked Questions

D. Things To Be Done By La Support Staff (PAP)

2. Important dates

A. UHB/ULAB/ULAM/Foreign Language Instructors

B. UHB/ULAB/ULAM/Foreign Language Coordinators & Committees

3. Submission of Marks & Related Documents

4. JUNE2015 CRR

5. Presentation of Results Chaired by Deputy Dean (for Coordinators)

6. JKA Meeting to Endorse Results (for Coordinators)

1. PROCEDURES ON THE FINAL EXAM DAY

1. ONE HOUR BEFORE THE EXAM STARTS

Person-in-charge	Task
Chief Invigilators for big centres: 1. DSI 2. N24 3. PRZS	1. to sign out the exam question papers from <i>Bilik Kebal</i> at least one hour before the exam begins 2. to collect the <u>Chief Invigilator's package</u> 3. to accompany the <u>exam question papers</u> to the exam centres a. Chief Invigilators can also assign other invigilators to accompany the exam question papers on their behalf. b. There are three vehicles provided on the day; one for each centre
Chief Invigilators for other centres: 1. College halls 2. D06 BK10	1. to sign out the exam question papers from <i>Bilik Kebal</i> at least one hour before the exam starts 2. to collect the <u>Chief Invigilator's package</u> 3. to bring the <u>exam question papers</u> to the exam centres themselves a. The Chief Invigilators can also ask other invigilators to help them bring the exam question papers to the exam centres
Invigilators for big centres: DSI, N24 & PRZS	1. to wait one hour before the exam starts at the <u>places where the exam question papers are to be dropped off</u> and help carry the exam question papers to the exam centres
Invigilators for other centres: College halls	1. to wait at the <u>exam centres</u> one hour before the exam begins
All Assistant Invigilators	1. to take other <u>exam requirements</u> (e.g. answer booklets, refreshments, etc.) from <i>Bilik Kebal</i> at least one hour before the exam begins 2. to bring these requirements to the <u>exam centres</u>

❖ CONTENT OF CHIEF INVIGILATOR'S PACKAGE

1. **Sampul Kecil (yellow file)**

- a. *Borang Pengawasan Peperiksaan Akhir* – Attendance & reports
- b. Announcement Scripts for Final Examination (pink) – 5
- c. Final Examination Conduct (blue) – Except from the Academic Guidelines
- d. *Senarai Laporan Kehadiran Peperiksaan* – Attendance slips, Attendance, Scripts
- e. List of Sections and Lecturers
- f. List of Students Barred from Final Examination (if relevant)
- g. List of Facility Management Staff & Contact Numbers (College And Exam Hall)(yellow)
- h. Final Exam Schedule (green)

2. **Print-outs of 'Course Code, Section Number, Lecturer's Name, & No of Students'**

- To be displayed by Chief Invigilators/Invigilators at the back of a chair to indicate the designated section

3. **Big brown envelopes meant for answer scripts**

- Labeled with 'Course Code, Section Number, Lecturer's Name, & Attendance'
- Chief Invigilators need to write the total number of scripts over the total number of students in each section

4. **Stationery**

- a. marker pen
- b. stapler and bullet
- c. adhesive tape

❖ EXAM REQUIREMENTS
(to be taken by the Assistant Invigilators)

1. Answer Booklets

- a. ULAB2112/UHB2422
- b. ULAB3122/UHB3022
- c. ULAB3132/UHB3032

2. Attendance Slips

- for all courses

3. Refreshments

- for all invigilators

Note: Strings are not provided. Staple the answer booklets together if students use more than one booklet.

2. **IN THE EXAM HALL**

- ❖ **One hour before the Exam**
- ❖ **15 minutes before the Exam Commences**
- ❖ **During the Exam**
- ❖ **15 minutes before the Exam Ends**
- ❖ **When the Exam Ends**

**❖ One hour before the Exam
(In the Exam Hall)**

Person in Charge	Tasks
Chief Invigilators (CI)	<ol style="list-style-type: none"> 1. Explain <u>tasks and things to do</u> before, during, and after the exam to I & AI 2. Assign I & AI to be in charge of <u>2-3 specific sections</u> during the duration of the exam 3. Inform I & AI that: <ol style="list-style-type: none"> a. <u>Students will sit according to ULAB courses and sections</u> b. <u>Answer scripts will be collected according to ULAB courses and sections.</u> I & AI will collect the scripts from the students. <u>Students will remain seated until instructed to leave.</u> 4. Display each print-out of 'Course Code, Section Number, Lecturer's Name, & No of Students' at the back of a chair <u>to indicate the designated section</u> 5. Ensure that exam papers, answer booklets, string, and attendance slips are put on the exam desks at least <u>15 minutes</u> before the exam starts 6. Remind I & AI to <ol style="list-style-type: none"> a. NOT to chat and group during the exam b. NOT TO LEAVE the exam halls until the end of the <u>exam</u>
Invigilators & Assistant Invigilators (I & AI)	<ol style="list-style-type: none"> 1. report to CI at the exam centres 2. understand the tasks and things to do before, during, and after the final exam as explained by CI 3. put exam papers, answer booklets, string, and attendance slips on the exam desks

**❖ 15 minutes before the Exam Commences
(In the Exam Hall)**

Person in Charge	Tasks
Chief Invigilators (CI)	<p>1. Call the students into the exam halls by reading the First Announcement:</p> <p><i>Please listen to these two important announcements. First, candidate will sit according to courses and sections. Please check your name, course and section number before entering the exam hall. Second, candidates must bring in your bags and leave them at the back or side of the exam hall. Do not leave your bags outside the exam hall.</i></p> <p>2. Read the Second Announcement:</p> <p><i>Students are not allowed to bring any written or printed documents. If such documents are in your possession, stand up and pass those documents to the invigilator.</i></p> <p><i>Candidates are supposed to:</i></p> <ol style="list-style-type: none"> <i>a) Place your Identity Card or Matrix Card and Course Registration Slip at the top right-hand corner of your desk.</i> <i>b) Complete the information required at the space provided in the front page of the Answer Booklet and Examination Attendance Form.</i> <i>c) Read carefully the instructions printed on the Examination paper.</i> <i>d) Verify/check the question paper and confirm whether the correct and complete examination papers have been issued.</i> <i>e) If you have a mobile phone with you, it must be switched off and placed under your desk at your own risk.</i> <p>3. Announce “the examination commences now”.</p>
Invigilators & Assistant Invigilators (I & AI)	<ol style="list-style-type: none"> 1. Usher students to the correct columns/sections 2. Ensure students are not talking when instructions are read 3. Check that students follow the instructions

❖ **During the Exam
(In the Exam Hall)**

Person in Charge	Tasks
Chief Invigilators (CI)	<ol style="list-style-type: none"> 1. Monitor that I & AI do their tasks 2. Monitor and record the attendance for each section 3. Assist the I & CI when possible
Invigilators & Assistant Invigilators (I & AI)	<ol style="list-style-type: none"> 1. Be stationed at and in charge of the assigned sections 2. <u>Check students' registration slips</u> and <u>student cards</u> to ensure that the persons sitting are the named candidates and they are at the correct exam venue. Inform CI if students are at the wrong centre. CI will have to decide what to do 3. Tick the <u>Attendance column</u> in <i>Senarai Laporan Kehadiran Peperiksaan</i> if the student is present in the exam hall. Put a cross if the student is absent. DO NOT ask students to sign the Attendance column 4. <u>Collect the original copy</u> of the Attendance Slip. Let students keep the carbon copy as evidence of their presence in the exam hall. This practice also applies to ULAB 2112/ UHB 2422, ULAB3122/UHB3022, and ULAB3132/UHB3032 where students are no longer required to tear and hand over the portion with their details at the bottom of the front cover of the answer booklet 5. <u>Tally the number of Attendance Slips and the number of students in the exam hall</u> and notify CI 6. Accompany students to the toilet to ensure that they do not communicate with anybody before the exam ends. Must also ensure that students have left their mobile phone in the exam hall. Check that there is no item or document that can be used for answering the exam left in the toilet before letting students use the facility 7. Monitor students who are leaving the hall before the exam ends <u>do not take their answer scripts out</u> with them.

**❖ 15 minutes before the Exam Ends
(In the Exam Hall)**

Person in Charge	Tasks
Chief Invigilators (CI)	<ol style="list-style-type: none"><li data-bbox="587 376 1385 533">1. Read the Third Announcement: <i>Candidates are reminded that the examination will be ending in 15 minutes time. Candidates are not allowed to leave the examination hall</i><li data-bbox="587 566 1385 678">2. Remind I & AI to station at their assigned sections and collect the answer scripts according to sections when the exam ends
Invigilators & Assistant Invigilators (I & AI)	<ol style="list-style-type: none"><li data-bbox="587 745 1102 790">1. Get ready at their assigned sections<li data-bbox="587 824 1385 902">2. Stop students from leaving the exam hall until the end of the exam and instructed to do so

**❖ When the Exam Ends
(In the Exam Hall)**

Person in Charge	Tasks
Chief Invigilators (CI)	<ol style="list-style-type: none"> 1. Read the Fourth Announcement: <i>Candidates should stop writing now</i> <i>Candidates are required to:</i> <ol style="list-style-type: none"> a) Tie-up all the answer booklets with the provided string b) Collect your Identity Card/Matrix Card and Course Registration Slip c) Remain seated while invigilators collect the answer booklets d) Un-used examination booklet must not be removed from the examination hall e) Do not leave until instructed to do so 2. Record the number of scripts over the number of students on the respectively labelled envelopes 3. Ensure each answer script envelope contains the following: <ol style="list-style-type: none"> a. A copy of the final exam question b. Answer scripts c. Original Attendance Slips d. Senarai Laporan Kehadiran Peperiksaan 4. Seal the answer script envelopes 5. Read the Final Announcement: <i>Candidates may now leave the exam hall. Thank you for your cooperation. Do not forget to collect your belongings at the side and back of the exam hall.</i> 6. Ensure that all I & AI sign the Attendance 7. Complete the report in <i>Borang Pengawasan Peperiksaan Akhir</i> 8. Send the sealed envelopes containing the answer scripts as soon as possible to <i>Bilik Kebal</i>
Invigilators & Assistant Invigilators (I & AI)	<ol style="list-style-type: none"> 1. Collect the answer scripts at their assigned sections according to the ULAB courses and sections 2. Tally the number of answer scripts and the number of students in the exam hall 3. Put the answer scripts in the respectively labeled answer scripts envelopes and inform CI of the total scripts to be recorded. 4. Stop students from leaving the exam hall until instructed to do so 5. Ensure students do not leave their belonging in the exam halls 6. Sign out 7. Help CI to send sealed answer script envelopes to D05

C. FREQUENTLY ASKED QUESTIONS

1. What to do if students are caught cheating?

If students are caught cheating/ copying, report to the Chief Invigilator. CI will **record students' details** in *Borang Laporan Pengawasan Peperiksaan Akhir*, but allow them to complete the exam. Do not send them out.

2. What if students arrive late?

- a. Students arriving **not more than 30 minutes late** are allowed to take the exam. **No extra time** should be given for late-comers.
- b. Students arriving **more than 30 minutes late** are not allowed to take the exam.

3. What if students turn up at the wrong test centre (eg DSI instead of KRP)?

If there is a large group of students turning up at the wrong test center, ask them to leave and get to the right venue. If it is a small number, allow them to take their exam there. Again, **no extra time** will be given to those arriving late.

4. What if students need to go to the toilet?

I & AI will **accompany** them to the toilet. Mobile phones are to be left on the floor next to their desk and not to be brought to the toilet to prevent students from googling / calling friends to ask for answers. Before students enter the toilet, I & AI **must check** that there is no item or document that can assist the students with the exam has been left in the toilet.

5. What if the college halls are still locked at 8 am?

Call their staff to open it for you. Telephone numbers are available in the Chief Invigilator's package.

6. What if barred students come for the exam?

Let them sit through the exam, **jot a note** on the answer script about their presence at the exam hall, and put their answer scripts in the envelope for their section.

7. What if students do not bring an identity card or a matric card?

- a. Ask for **any photo ID** i.e. a driver's license and library card with photo
- b. If all photo IDs are **lost** i.e. due to theft, students must **show a police report**. If there is no police report due to time constraint, CI can **snap a photo** of the student and send it to the respective lecturer for **verification**.
- c. If students **left the photo** IDs at the college, ask them to go back and take the IDs. If they arrive back at the exam centre **more than 30 minutes** after the exam commences, do not let them take the exam.

D. THINGS TO BE DONE BY LA SUPPORT STAFF (PAP)

1. Final Exam Papers

- a. To be sent by PAP to the big exam centres only i.e. DSI, N24, and PRZS. One vehicle will go to each centre.

2. Answer Scripts

- a. To be collected by PAP from the big centres only. Three vehicles will be mobilized.

Note:

Due to shortage of man power and practicality, the **List of Students according to ULAB Courses and Sections** will not be displayed outside the exam halls. The following notice is displayed instead:

Candidates will sit according to courses and sections. Please check your course and section number in your registration slip before entering the exam hall.

2(A) IMPORTANT DATES FOR UHB/ULAB/ULAM/FOREIGN LANGUAGE INSTRUCTORS

No.	Date	Details	Remark
1.	11/6	Final Exam Briefing	
2.	13/6	Final Exam for ULAB/UHB courses	
3.	14/6	Standardised Marking Session: a. ULAB3122/UHB3022 @ 10 a.m. @ Lab D, D05 b. ULAB3142/UHB3042 @ 9 a.m. @ Lab C, D05	Attendance is only compulsory to those teaching the courses
4.	14-27/6 (14 days)	<ul style="list-style-type: none"> Collect final exam answer scripts from <i>Bilik Kebal</i> for marking Finalise marks Key in marks in AIMS Complete CRR, Failure/Problem Overview Form, P3, and P4 	
5.	28/6 (Sunday)	Submission of marks and related documents to the respective course committee/ coordinator @ 10 a.m. – 1 p.m. @ Digital Language Lab. A	For all ULAB/ULAM/ Foreign Language Courses
6.	10/6-1/7	Online display of <i>Senarai Tampal</i>	
7.	11/6-5/7	Submission of appeal on exam marks by student to instructor	
8.		Submission of revised exam marks by instructor to course coordinator	

2(B) IMPORTANT DATES FOR UHB/ULAB/ULAM/FOREIGN LANGUAGE COORDINATORS

No.	Date	Details	Remark
1	13/6	Final Exam for ULAB/UHB courses	
2	13/6	Preparation for Standardised Marking Session: a. Selection of sample scripts for printing Immediately after the final exam for the course is over b. Submission of sample scripts to En Baharudin (Deputy Registrar) with the number of copies to be printed	For the following Coordinators/ Committees only: a. ULAB3122/UHB3022 b. ULAB3142/UHB3042
3	14/6	Standardised Marking Session: a. ULAB3122/UHB3022 @ 10 a.m. @ Lab D, D05 b. ULAB3142/UHB3042 @ 9 a.m. @ Lab C, D05	Attendance is only compulsory to those teaching the course
4	28/6 (Sunday)	Collection of marks and other related documents from respective instructors @ 10 a.m. – 1 p.m. @ Digital Language Lab. A	For all ULAB/ULAM/ Foreign Language Courses
5	29/6-1/7 (Mon-Wed)	3-Day Workshop for Course Committees to prepare the P2, P3, P4, and CRR for their respective courses from 9 a.m. – 4 p.m. @ Lab A, D05.	The report will not include changes based on appeals made after 28/6/2015
6	2/7 (Thursday)	Meeting between Coordinators and Deputy Dean to finalise reports i.e. P2, P3, P4, CRR overall	After the meeting, submit softcopy of amended documents to Cik Munirah by 12 noon @ 5/7 (Sunday) for printing & binding
7	7/7 (Tuesday)	JKA Meeting to endorse results	Bring softcopy
8		Submission of revised exam marks by instructor to course coordinator	For appeal cases
9	8/7 (Wednesday)	Submission of softcopy of the final version of Coordinator's CRR	To Cik Munirah Cc PAUG
10	2/8-13/8	Special Exams	Special Final Exam Papers

3. Submission of Marks & Related Documents

(Based on decisions made by Coordinators @ End of Semester Meeting @ 19 Jan 2015)

No.	Document	Hardcopy	Softcopy
1.	Attendance Sheets	COMPULSORY	NO
2.	AIMS printout	COMPULSORY	NO
3.	AIMS analysis	COMPULSORY	NO
5.	CRR Marksheet	NO	COMPULSORY
6.	CRR P2	COMPULSORY	COMPULSORY
7.	CRR	ONLY COMPULSORY FOR ULAB3122/UHB3022	COMPULSORY
8.	Failure/Problem Overview Form	COMPULSORY	Only if there are failures/ problems
9.	P3 Form	NO	Only if there are failures
10.	P4 Form	NO	Only if there are problems/ TD/ TS

Note:

1. As decided in the same meeting on 19 Jan 2015, **LAKL Programme Coordinator** will also submit the marks and related documents for ULAB1122, ULAB2122, and foreign language courses to the respective course coordinators **by 28 June 2015**.
2. P3 – Cite **dates and the reference numbers** for both *Absence from Class* letter and *Barred from Taking the Final Exam or Zero Mark for Coursework for Courses with No Final Exam* if you have failed the students due to attendance.
3. P4 – For **Date Contacted/ Tarikh Dihubungi**, name the person contacted and describe the issues and sequence of events, if any.

4. JUNE2015 CRR

- ❖ Use this **new** and **improved** CRR
- ❖ **Do not** use JAN2015CRR
- ❖ Available at languageacademy@utm.my → Undergraduates → JUNE2015 CRR
- ❖ **Password:** myulab
- ❖ Instructor's CRR have been uploaded. Coordinator's CRR will be uploaded next week and will have a link to P3 and P4
- ❖ Ensure that the **Reflection** column in the CRR is filled in.
- ❖ Please proofread your comments and feedback.

**5. Presentation of Results Chaired by Deputy Dean
(for Coordinators)**

Date : 2/7/2015 (Thursday)
Time : 10 a.m.
Venue : Seminar Room 1, D05

Coordinators are to bring the softcopy and 5 hardcopies of the following documents to the meeting:

1. P2
2. P3 (if relevant)
3. P4 (if relevant)
4. Coordinator's CRR

Note:

As decided in the same meeting on 19 Jan 2015, LAKL will no longer send a representative to the meeting.

6. JKA Meeting to Endorse Results (for Coordinators)

Date : 7/7/2015 (Tuesday)
Time : 9 a.m.
Venue : Seminar Room 1, D05

1. Coordinators are to submit the softcopies of the following amended documents to Cik Munirah by noon on Monday, 5 July, for printing and binding:
 - a. P2
 - b. P3 (if relevant)
 - c. P4 (if relevant)
 - d. Coordinator's CRR

2. Coordinators are advised to bring the softcopies to the meeting, in case the ones submitted to Cik Munirah have problems

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