

ULAB/UHB FINAL EXAMINATION BRIEFING & END OF SEMESTER WORK PROCESS
SEMESTER I, 2015/2016
29 DECEMBER 2015

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**I. PROCEDURES ON THE FINAL EXAM DAY
(30 DECEMBER 2015)**

1. ONE HOUR BEFORE THE EXAM STARTS

Person-in-charge	Task
Chief Invigilators for big centres i.e. DSI, N24 & PRZS	<ol style="list-style-type: none"> 1. to sign out the Exam Papers from <i>Bilik Kebal</i> between <u>7.45 am - 8 am</u> for the morning session & <u>1.15 pm – 1.30 pm</u> for the <u>afternoon session</u> 2. to collect the Chief Invigilator’s Package 3. to accompany the Exam Papers to the exam centre. <ol style="list-style-type: none"> a. A Chief Invigilator may assign another invigilator to accompany the Exam Papers on his/her behalf b. One vehicle is allocated to transport the Exam Papers to each big centre
Chief Invigilators for College Halls	<ol style="list-style-type: none"> 1. to sign out the Exam Papers from <i>Bilik Kebal</i> between <u>7.45 am - 8 am</u> for the morning session & <u>1.15 pm – 1.30 pm</u> for the <u>afternoon session</u> 2. to collect the Chief Invigilator’s Package 3. to bring the Exam Papers to the exam centre <ol style="list-style-type: none"> a. A Chief Invigilator may ask other invigilators to help him/her bring the exam question papers to the exam centre b. No vehicle is provided
Invigilators for big centres i.e. DSI, N24 & PRZS	<ol style="list-style-type: none"> 1. to wait at the drop-off venue at <u>8 am</u> for the morning session & <u>1.30 pm</u> for the <u>afternoon session</u>. It would be <u>appreciated</u> if the Chief Invigilators could confirm the time of arrival to the drop off venue with the Invigilators 2. to assist carry the Exam Papers into the exam hall
Invigilators for College Halls	<ol style="list-style-type: none"> 1. to wait at the exam centre at <u>8 am</u> for the morning session & <u>1.30 pm</u> for the <u>afternoon session</u>. 2. to assist carry the Exam Papers into the exam hall
Assistant Invigilators	<ol style="list-style-type: none"> 1. to collect the Exam Requirements (e.g. answer booklets, refreshments, etc.) from <i>Bilik Kebal</i> between <u>7.45 am - 8 am</u> for the morning session & <u>1.15 pm – 1.30 pm</u> for the <u>afternoon session</u> and bring these requirements to the exam centres (for those who have been pre-assigned to do so) 2. to be at the exam centres at <u>8 am</u> for the morning session & <u>1.30 pm</u> for the <u>afternoon session</u> (for those who have not been pre-assigned to collect the exam requirements).

1. CONTENTS OF CHIEF INVIGILATOR'S PACKAGE

- a. Sampul Kecil (Yellow File)**
- i. *Borang Pengawasan Peperiksaan Akhir* (refer to attachment)
 - ii. Announcement Scripts for Final Examination (refer to attachment)
 - iii. Final Examination Conduct (refer to attachment)
 - iv. *Senarai Laporan Kehadiran Peperiksaan* – Attendance slips, Attendance, Scripts
 - v. List of Sections and Lecturers
 - vi. List of Students Barred from Final Examination (if relevant)
 - vii. List of Facility Management Staff & Contact Numbers (College And Exam Hall)
 - viii. Final Exam Schedule (refer to attachment)
- b. Print-outs of 'Course Code, Section Number, Lecturer's Name, & No of Students'**
- i. To be **displayed** by Chief Invigilators and Invigilators at the back of a chair to indicate the designated section as students will be seated according to course and section.
- c. Brown Envelopes for Answer Scripts**
- i. An A4 paper with information on **Course Code, Section Number, Lecturer's Name, & Total Number of Attendance** is pasted on each Brown Envelope
 - ii. Chief Invigilators will need to **write** the **Total Number of Attendance/Scripts** over the total number of students in each section
 - iii. Please **do not staple** the *Senarai Laporan Kehadiran Peperiksaan* **on** the Brown Envelope. **Put** the *Senarai Laporan Kehadiran Peperiksaan* **in** the Brown Envelope with the Answer Scripts
- d. Stationery**
- i. Marker Pen – to write the **Total Number of Attendance/Scripts** on the Brown Envelope
 - ii. Stapler and Staples
 - to seal the Brown Envelope

- to staple the Answer Booklets together if students use more than one booklet (if relevant). Strings are no longer provided
- iii. Adhesive Tape – to tape the print-outs of 'Course Code, Section Number, Lecturer's Name, & No of Students' at the back of the chairs to indicate the designated sections

2. EXAM REQUIREMENTS
(to be taken by the Assistant Invigilators)

a. Answer Booklets for

- i. ULAB2112/UHB2422
- ii. ULAB3122/UHB3022
- iii. ULAB3132/UHB3032

b. Attendance Slips

- i. for **all courses** including the ones using the Answer Booklets

c. Refreshments

- i. for all invigilators

2. IN THE EXAM HALL

- 1. One hour before the Exam Starts**
- 2. 15 minutes before the Exam Starts**
- 3. During the Exam**
- 4. 15 minutes before the Exam Ends**
- 5. When the Exam Ends**

B1. In the Exam Hall: One hour before the Exam Starts

Person in Charge	Task
<p>Chief Invigilators (CI)</p>	<ol style="list-style-type: none"> 1. Explain to the Invigilators (I) and Assistant Invigilators (AI) the <u>tasks and things to do</u> before, during, and after the exam 2. Assign each I & AI to be in charge of <u>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 specific ULAB courses and sections</u>. <i>Note: There is one exam centre that has been assigned to handle the final exam for more than one course</i> b. <u>Answer scripts will be collected according to ULAB courses and sections</u>. I & AI will collect the scripts from the students. Students will remain seated until instructed to leave. 4. Display each <u>print-out of 'Course Code, Section Number, Lecturer's Name, & No of Students'</u> at the back of a chair to indicate the designated section. Use the given Adhesive Tape. CI may assign I or AI to do this task. 5. Ensure that Exam Papers, Answer Booklets, and Attendance Slips are put on the exam tables at least <u>15 minutes</u> before the exam starts 6. Remind I & AI to <ol style="list-style-type: none"> a. <u>Not to chat</u> during the exam b. <u>Not to stand or sit in a group</u> during the exam c. <u>Not to leave</u> the exam halls until the end of the exam
<p>Invigilators & Assistant Invigilators (I & AI)</p>	<ol style="list-style-type: none"> 1. Report to CI as soon as they arrive at the exam centres or at the Language Academy's Main Office, if they are ask to assist the CI with the collection of Exam Papers 2. Sign the <i>Borang Pengawasan Peperiksaan Akhir</i> 3. Understand the tasks and things to do before, during, and after the final exam as explained by CI 4. Place Exam Papers, Answer Booklets, and Attendance Slips on the exam tables

B2. In the Exam Hall: 15 minutes before the Exam Starts

Person in Charge	Task
Chief Invigilators (CI)	<ol style="list-style-type: none">1. Call the students into the exam halls by reading the First Announcement2. Read the Second Announcement
Invigilators & Assistant Invigilators (I & AI)	<ol style="list-style-type: none">1. Remind students as they enter the exam hall to:<ol style="list-style-type: none">a. have their Matric Card, Registration Slip, and Stationery handyb. check their Course Code, Section Number, and Lecturer's Namec. bring their belongings to the exam halls and leave them at the side or back of the halls, not outside2. Usher students to the correct columns/sections3. Ensure that students are not talking when announcements are read

B3. In the Exam Hall: During the Exam

Person in Charge	Task
Chief Invigilators (CI)	<ol style="list-style-type: none"> 1. Monitor that I & AI do their tasks 2. Record the attendance for each section in <i>Senarai Laporan Kehadiran Peperiksaan</i> as notified by I and AI 3. Assist the I & CI when possible
Invigilators & Assistant Invigilators (I & AI)	<ol style="list-style-type: none"> 1. Be stationed at <u>the assigned sections</u> 2. Check students' registration slips and matric cards to ensure that the persons sitting are the named candidates and they are at the correct exam venue. Inform CI if <u>students are at the wrong centre. CI will have to decide what to do</u> 3. Tick the Attendance column in <i>Senarai Laporan Kehadiran Peperiksaan</i> if <u>students are present</u> in the exam hall. Put a cross if the student is absent. <u>DO NOT ask students to sign the Attendance column</u> 4. Collect the original copy 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. Tally the number of Attendance Slips and the number of students in the exam hall 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 that students who are leaving the hall before the exam ends <u>do not take their answer scripts out</u> with them.

B4. In the Exam Hall: 15 minutes before the Exam Ends

Person in Charge	Task
Chief Invigilators (CI)	<ol style="list-style-type: none">1. Read the Third Announcement2. Remind I & AI to <u>monitor their assigned sections</u> and <u>collect the answer scripts according to sections</u> when the exam ends
Invigilators & Assistant Invigilators (I & AI)	<ol style="list-style-type: none">1. Get ready at their assigned sections2. Stop students from leaving the exam hall until the end of the exam and instructed to do so

B5. When the Exam Ends

Person in Charge	Tasks
<p>Chief Invigilators (CI)</p>	<ol style="list-style-type: none"> 1. Read the Fourth Announcement 2. Record the number of scripts over the number of students on the respectively labelled Brown Envelopes 3. Ensure each Brown Envelope contains the following: <ol style="list-style-type: none"> a. A copy of the final exam question b. Answer scripts c. Original copy of the Attendance Slips d. <i>Senarai Laporan Kehadiran Peperiksaan</i> 4. Seal the Brown Envelopes with the staple provided. <u>Do not staple the <i>Senarai Laporan Kehadiran Peperiksaan</i> to the Brown Envelope</u> 5. Read the Final Announcement 6. Ensure that all I & AI sign the <i>Borang Pengawasan Peperiksaan Akhir</i> for before and after the exam 7. Complete the report in <i>Borang Pengawasan Peperiksaan Akhir</i> 8. Send the sealed Brown Envelopes containing the answer scripts to <i>Bilik Kebal</i> as soon as possible. For big centres, the same vehicle will be at the exam centre to bring the Brown Envelopes to the <i>Bilik Kebal</i>.
<p>Invigilators & Assistant Invigilators (I & AI)</p>	<ol style="list-style-type: none"> 1. Collect the answer scripts at their <u>assigned sections</u> 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 Brown 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. Remind students to collect their belonging in the exam halls 6. Sign the <i>Borang Pengawasan Peperiksaan Akhir</i> 7. Help CI to send the Brown Envelopes to D05 (for College Halls)

**ADDITIONAL ANNOUNCEMENT FOR ULAB1122 & ULAB2122 STUDENTS
(to be read once students are seated or before dismissing the students)**

Please provide feedback to the **Online End of Course Survey**, which is parked under for the respective course in MyLinE by tomorrow, 31st December 2015. The feedback will allow both the course and syllabus committees to take the necessary actions to improve the course. Thank you.

3. 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 the students 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 centre, 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 exam table 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 the college 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 Brown Envelope labelled for their section.

7. *What if students do not bring a matric card?*

- a. Ask for **any photo ID** i.e. an identity card, a driver's license or a 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.

II COLLECTION OF ANSWER SCRIPTS

1. From En Redhuwan from 31 December 2015
2. Please sign the *Senarai Pengambilan Skrip Jawapan* for each course/section

III IMPORTANT DATES FOR UHB/ULAB/ULAM/FOREIGN LANGUAGE INSTRUCTORS & COMMITTEES

Activity	Week	Date	Remark
Final Examination Period	Wks 17-19	27 Dec – 16 Jan 2016	Attn: All Instructors
Key in Marks in AIMS	Wks 17-20	27 Dec – 18 Jan 2016	
Display Grade in AIMS	WKS 17-20	27 Dec – 19 Jan 2016	
Appeal by Students	Wks 17-20	27 Dec – 20 Jan 2016	
Last Date for Faculty to Present New Grade After an Appeal	Wk 20	21 Jan 2016	
AMD Updates Grade in AIMS after an Appeal	Wk 20	22 Jan 2016	
Final Exam Briefing	Wk 17	29 Dec 2015 (Tue)	<ul style="list-style-type: none"> • Via Email • Attn: All Instructors
ULAB Final Exam	Wk 17	30 Dec 2015 (Wed)	
Standardised Marking for ULAB3122	Wk 17	31 Dec 2015 (Thur) @ 11 am-12 noon @ Lab D	<ul style="list-style-type: none"> • Compulsory for ULAB3122 instructors and committee only • Selection of sample scripts for printing by ULAB3122 Committee immediately after the final exam for the course is over • Submission of sample scripts by ULAB3122 Committee to the Deputy Registrar with the number of copies to be printed (if necessary)
Marking of final exam papers & keying in marks in AIMS	Wks 17-19	31 Dec – 10 Jan 2016	Attn: All Instructors
Submission of Marks and related documents to Course Coordinators (including for LAKL courses by Dr Zuhana)	Wk 19	11 Jan 2016 (Mon) @ 11 am-1 pm @ Lab A	<ul style="list-style-type: none"> • Attn: All Instructors & Course Committees (including LAKL Instructors & Undergraduate Programme Coordinator)
Preparation of CRR & Relevant Forms by Course Committees	Wk 19	11-13 Jan 2016	<ul style="list-style-type: none"> • Attn: Course Committees • The documents will not include changes based on appeals made after 10 Jan 2016
Meeting between Coordinators and Deputy Dean to finalise reports i.e. P2, P3, P4, CRR overall	Wk 19	14 Jan 2016 (Thur)	<ul style="list-style-type: none"> • Attn: Deputy Dean, Deputy Registrar, Academic Manager (UG), Course Coordinators, & Pn Munirah • Course Coordinators will bring the softcopy and 5 hardcopies of P2, P3, P4, and CRR to the meeting on 14 Jan • Course Coordinators will submit the softcopy of the amended documents to Pn Munirah by 10 am on 17 Jan (Sunday) for printing & binding
JKA Meeting	Wk 20	18-21 Jan 2016 (Mon-Thur)	<ul style="list-style-type: none"> • Attn: JKA members, Course Coordinators, & Pn Munirah • Pn Munirah will print and prepare enough bound copies for the JKA meeting using the softcopies submitted on 17 Jan • Course Coordinators will submit the softcopy of the amended documents to Pn Munirah (Cc to PAUG) two days after the JKA meeting to be sent to the respective faculties
JKTS Meeting	Wk 22	3-4 Feb 2016 (Wed-Thur)	Attn: Course Committees & Instructors
Special Exam Period	Wks 24-25	14-25 Feb 2016	Attn: Testing & Course Committees
JKA for Special Exam	To be announced	To be announced	Attn: Course Committees
JKTS for Special Exam	Wk 27	7 Mar 2016	Attn: Course Committees & ULAB Instructors teaching the Respective ULAB course(s)

III 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	COMPULSORY FOR ULAB3122/UHB3022 ONLY	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 the deadline given to LAJB**
2. P3 – Cite the **dates and the reference numbers** for *Barred from Taking the Final Exam* or *Zero Mark for Coursework for Courses with No Final Exam* letters if you have failed 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.

1.

IV JUNE2015 CRR & DEC2015 CRR

1. Use **JUNE2015 CRR** for the old ULAB, Bahasa Melayu, and Foreign Language courses:

- | | |
|-------------------|------------|
| •ULAB1112/UHB1412 | • SLAC1122 |
| •ULAB2112/UHB2422 | • SLAC1222 |
| •ULAB3122/UHB3022 | • SLAF1122 |
| •ULAB3132/UHB3032 | • SLAF1222 |
| •ULAB3142/UHB3042 | • SLAJ1122 |
| •ULAB3152/UHB3052 | • SLAJ1222 |
| •ULAM1112 | • SLAJ1322 |

2. Use **DEC2015 CRR** for the new ULAB courses:

- ULAB1122
- ULAB2122
- ULAB3162

3. The CRR templates for the old courses are already available. The CRR templates for the new courses will be made available once amendments have been made. Go to

languageacademy → Undergraduates → CRR

4. The Password is **myulab**

5. Ensure that the **Reflection** column in the CRR is filled in.

6. Please proofread your comments and feedback.