

AREA 3 : ASSESSMENT OF STUDENT

3.1 RELATIONSHIP BETWEEN ASSESSMENT AND LEARNING				
Benchmarked Standards				
	Description	Action	Evidence	Relevant Parties
3.1.1	Explain how assignment principles, methods and practices are aligned to the learning outcome and curricula	The University assignments, methods and practices are in tandem with the principles of Outcome Based Education and geared towards a Practice Application Oriented approach. The OBE consists of 3 major components: objectives, learning outcomes, programme outcomes. All the University programmes have their own objectives, Learning Outcomes (LO), Programme Outcomes (PO) and Programme Educational Objectives (PEO) and each subject or course is linked to the assessments of the students. The curriculum consists of courses that are divided into 3 categories, namely compulsory subjects, core subjects and specializations.	Appendix C1 <ul style="list-style-type: none"> • Buku Panduan Akademik Fakulti. Appendix C2 <ul style="list-style-type: none"> • Teaching Plan. Appendix C3 <ul style="list-style-type: none"> • Mapping of LO vs. EG. • Mapping of EG vs. Mission. 	Faculties

		<p>The University employs formative and summative methods of assessment for evaluating programme objectives and outcomes. The following assessment methods are used:</p> <ol style="list-style-type: none">a. Test/Final Exam Questions – PO and LO assessments by lecturers based on student performance in tests or examinations.b. Assignment/Laboratory Reports – PO and LO assessments by lecturers based on student performance during course assignments/laboratory activities.c. Final Year Project (PSM) – PO assessments conducted by project supervisors based on student performance in conducting / completing their PSM.d. Final Year Project Seminar – PO assessments by appointed staff based on student performance during PSM seminars.		
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		<p>e. PSM Report – PO assessments by academic advisors based on student project contents during the whole study period.</p> <p>The following methods are used by the University to assess student learning in PO and PEO:</p> <p>a. Student Survey – LO assessments conducted at the end of semester.</p> <p>b. Industrial Survey – PO assessments by industrial supervisors based on student performance during industrial training.</p> <p>c. Senior Exit Survey – PO assessments by outgoing seniors at / near the end of their final semester.</p> <p>d. Alumni Survey – PEO assessments by alumni after 4 years of graduation.</p> <p>e. Employer Survey – PEO assessments by faculty's</p>		
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		<p>graduates employer.</p> <p>Figure 1: Illustrates a flow diagram for the assessment and evaluation of OBE involving UTeM students. This cyclic process begins with the Stakeholders, which is then distributed to a specific programme, course or subject together with Instructional Objectives. Next, the assessment process is implemented where various methods are used to evaluate the students. The results from this evaluation are then linked to the Programme Outcomes and Objectives to measure the effectiveness of the programme. The final results from this assessment will be analysed and reviewed for further improvements.</p> <p>The alignment of programme outcomes and learning outcomes is shown in the teaching plan document. A sample of the teaching plan is shown in Appendix C2</p>		
3.1.2	State how assessment of students is consistent with the levels defined in the MQF and its 8	The University offers diploma, degree and postgraduate programmes. Each programme has its own PO and PEO. The Learning Outcomes of each programme cover the	Appendix C2 <ul style="list-style-type: none"> Teaching Plan. 	Faculties

	domains of learning outcomes.	<p>cognitive, psychomotor and affective domains. The establishment and implementation of LO is in line with the MQF domain of LO.</p> <p>The assessments of students are carried out throughout their studies. The minimal duration of the various programmes are given below:</p> <p>Diploma – 3 years Bachelor Degree – 4 years Masters Degree – 2 years PhD – 3 years</p> <p>The assessment of the learning outcomes for each course of a programme will take into account the cognitive, psychomotor and affective domains. The academic staff will assess the students via examinations, lab work, quizzes, assignments and seminars. The psychomotor domain is assessed during lab work and final year projects while the cognitive and affective domains through examinations and presentations respectively.</p>	<p>Appendix C3</p> <ul style="list-style-type: none"> • Mapping of LO vs. EG. • Mapping of EG vs. Mission. 	
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		<p>The Industrial Training (Degree) constitutes two parts: 6 credit hours for compulsory industrial training attendance and 6 credit hours for industrial training report. This training usually takes place during the semester. The Industrial Training (Diploma) is given a 3 credit hour weighting for compulsory industrial training attendance and it is held during the final academic year term break.</p> <p>The Industrial Training assessments are determined by each Faculty. The assessments consist of reports from the industrial supervisors and the university supervisors as well as final year reports and presentations from students about activities and experiences gained during the training. Each Faculty shall hand in the Industrial Training results like the other taught subjects within the specified time of a semester. In the case of Diploma programmes, the results will be handed in the following semester. The Industrial Training (Degree) results are awarded in the following manner. If students fail their Compulsory Industrial Training Attendance section, their</p>		
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		Industrial Training Reports will be withdrawn automatically and awarded a withdrawal status (tarik diri).		
3.1.3	Indicate how the HEP monitor student assessment to reduce curriculum overload and encourage integrated learning.	<p>The student assessment is in accordance with the teaching plan approved by the Faculty. The monitoring of student assessments takes place 3 times per semester: before, during and after the implementation of the course. The implementation of student assessments is based on guidelines in line with the University academic rules and regulations.</p> <p>The Student Learning Time concept is applied to determine student academic workload. The Student Learning Time (SLT) consists of one to one interaction, guided study, independent study and assessment time. The student workload is devised in line with the MQA requirements of 40 notional hours per week. The Student Learning Time is also applied to determine each semester workload. The total credit hours per semester varies according to the course offered in a programme.</p>	<p>Appendix C2</p> <ul style="list-style-type: none"> Teaching Plan. <p>Appendix C4</p> <ul style="list-style-type: none"> Practice & Application Oriented Education . <p>Appendix C5</p> <ul style="list-style-type: none"> Buku Pelaksanaan Kemahiran Insaniah UTeM. <p>Appendix C1</p> <ul style="list-style-type: none"> Buku Panduan Akademik 	Faculties

		The curriculum is designed to take into account the needs of integrated learning. The programme consists of multi-disciplinary courses where the students study subjects which are relevant to the programme. The relevant subjects are offered by other faculties, for example mechanical engineering students studying one or two components of an electronic or electrical course.	Fakulti.	
3.1.4	Describe how the HEP ensures that appropriate attitudes are assessed and inculcated (e.g., respect for socio-cultural diversity, sensitivity to the rights of others, teamwork and lifelong learning).	<p>The assessments of student learning are embedded in a particular course or in a stand-alone course. The calculation of the CGPA or GPA is based on the overall assessment of the study programme.</p> <p>The aspect of social diversity, teamwork and life-long learning are introduced as soft skills features of educational learning. In terms of assessments, soft skills are seen as embedded or stand-alone entities. The soft skills entities are communication skills, problem solving, life-long learning, entrepreneurship, leadership, teamwork and ethics. These skills are assessed through project presentations, laboratory reports, assignments; problem based learning projects and journal reviews.</p>	<p>Appendix C6</p> <ul style="list-style-type: none"> • Mapping of Subjects vs PO. 	Faculties

		<p>There are subjects where soft skills are assessed as stand-alone entities such as entrepreneurship, technical communications and critical thinking. The instruments for measuring student learning and soft skills achievements are provided below:</p> <ol style="list-style-type: none">1. Test and examination<ol style="list-style-type: none">a. Written essay questionsb. Multiple-choice questionsc. Written reportsd. Case-study questionse. Concept mapsf. Practicalg. Portfolio2. Presentations<ol style="list-style-type: none">a. Oral presentationsb. Poster presentations3. Reflections<ol style="list-style-type: none">a. Learning log		
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		b. Portfolio		
		4. Self and peer assessment		
Enhanced Standards				
3.1.5	Describe how the link between assessment and learning outcomes are periodically reviewed to ensure its effectiveness.	<p>Periodical reviews are done to link assessments with learning outcome effectiveness. Programme reviews are executed quite frequently during the period of student study. Curriculum reviews are normally carried out every 4 years. At the same time programme assessments for the first and final year students are also instituted.</p> <p>The various faculties handle the programme reviews while the Stakeholders provide the necessary input. The overall exercise of a programme review is to create the basis for quality management improvements. The input for programme improvements is sought from internal and external sources. The faculty curriculum review committee and student survey findings provide the internal feedback for the programme improvements. The external feedback for the programme review comes from employers, visiting professors, external examiners,</p>	<p>Appendix C2</p> <ul style="list-style-type: none"> • Teaching Plan. <p>Appendix C4</p> <ul style="list-style-type: none"> • Practice & Application Oriented Education. <p>Appendix C7</p> <ul style="list-style-type: none"> • Subject Assessment Report . 	Faculties

		industrial panels, parents and sponsors. Suggestions, recommendations and comments from the Stakeholders will be studied and analysed appropriately. Any implementation of programme improvements is subject to Senate approval.	Appendix C8 • Curriculum Panel with Stakeholders Report.	
3.2 ASSESSMENT METHODS				
Benchmarked Standard				
3.2.1	Describe the students assessment methods and show how this method, including that of practical training, clinical training, studio project, demonstrations and the like, can measure the students achievement of the learning outcomes.	<p>The assessment methods are generally grouped into formative and summative domains such as Tests, final exams, assignments, final year projects, lab reports, oral presentation and others. The assessment methods will be applied to assess the learning outcomes of the programme.</p> <p>Student assessments are carried out continuously each semester. The University generally employs two (2) types of assessments, namely course work and final examination, both contributing towards the total marks. Marks obtained from the course work should not be less than 60% of the total assessment while those obtained</p>	<p>Appendix C2 • Teaching Plan.</p> <p>Appendix C9 • UTeM/(ISO)/PP/ PK 03.</p> <p>Appendix C4 • Practice & Application Oriented Education .</p>	Faculties

		<p>from the final examination should not be more than 40%. The course work assessment, notwithstanding, can be 100% provided it is considered appropriate for the course and approved by the Faculty.</p> <p>For course work, the students will be assessed for their understanding of subjects taken through quizzes, tests, assignments, practical sessions, projects, case studies, and industrial visits.</p> <p>For most of the subjects, the final examination will be taken by the students at the end of the semester. In order to sit for the final examination, a student must ensure that his/ her attendance is not less than 80% of the total contact hours. The assessment policy containing the timing (the duration of study/ minimum and maximum semesters allowed), methods for progression (by way of accumulating credits for subjects passed), weighting and criteria for progression and graduation is laid out in the Academic Rules and Guidelines supplied to students during their Orientation</p>	<p>Appendix C7</p> <ul style="list-style-type: none"> • Subject Assessment Report . 	
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3.2.2	Provide information on the summative and formative methods.	The distribution of summative and formative assessment method is shown in the teaching plan document.	Appendix C2 • Teaching Plan.	Faculties
3.2.3	Describe the mechanism to ensure validity, reliability and fairness of the student assessment system.	Each Faculty external examiners, visiting professors and industrial advisory panel members to review and evaluate the assessment system to ensure the reliability and validity of the assessment process. Moreover, each Faculty has established internal committees to vet and verify the final exam questions, the final marks for each course, and industrial reports as well as ensure that all the assessment mechanisms are fully utilized. Each Faculty also appoints an internal panel (academic staff) to evaluate the final year projects presented during seminars. Students final marks will be verified by the Academic Affairs Committee and the final endorsement will be made by the University Senate.	Appendix C9 • UTeM/(ISO)/PP/ PK 03. Appendix C10 • UTeM (ISO)/PP/PK25.	Faculties

3.2.4	Explain how the HEP monitors the reliability and validity of assessment overtime and across sites.	<p>Any comment or suggestion from external examiners, visiting professors, internal faculty committees will be analyzed and endorsed by the faculty and when necessary actions taken. The University/Faculty has introduced standard forms/working procedures (ISO Document) for the above activities and the progress status will be monitored and endorsed by each Head of Department/Deputy Dean/Dean. This process is repeated each semester.</p> <p>The students' academic records can only be accessed through Student Information System (Sistem Maklumat Pelajar – SMP). The records are password protected (renewable at intervals) and the system is guarded by IT security to avoid intruders. Accessibility and permission to read, view or modify contents is restricted according to user category. All access to the system is monitored through an audit log and any changes can be traced back to the user.</p>	<p>Appendix C9</p> <ul style="list-style-type: none"> • UTeM/(ISO)/PP/ PK 03. <p>Appendix C10</p> <ul style="list-style-type: none"> • UTeM/(ISO)/PP/ PK25. <p>Appendix C11</p> <ul style="list-style-type: none"> • www.utm.edu.my. 	Faculties
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3.2.5	Describe how internal assessments are validated against external standards (e.g, external examiners and external examinations).	<p>External examiners and visiting professors review the curriculum, final exam questions and all aspects of educational process as required by the Engineering Accreditation Agency (EAC) and ISO. For enhancing the curriculum and other issues related to industrial needs, the Faculty also appoints Panels from Industries to be involved in the curriculum review process.</p> <p>All undergraduate programmes as well as postgraduate studies offered by UTeM have been designed according to the guidelines of the Malaysia Qualifications Framework (MQF). (Please refer to MQF document page 8)</p> <p>The curriculum and its contents are designed to meet the needs of industries (national and international). The curriculum of a programme is improved by integrating input from industrial panels, external examiners and visiting professors from reputable local and foreign institutions.</p>	<p>Appendix C9</p> <ul style="list-style-type: none"> • UTeM/(ISO)/PP/ PK 03. <p>Appendix C12</p> <ul style="list-style-type: none"> • Senarai Tampil Rayuan. <p>Appendix C13</p> <ul style="list-style-type: none"> • Buku Peraturan Akademik Dan Panduan Sistem Peraturan Akademik. 	Faculties
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3.2.6	Explain the various feedback mechanisms to ensure validity, reliability, consistency, currency and fairness of the assessment methods. Explain whether records are available to students for feedback on performance and corrective measures.	<p>Should students have difficulties with certain subjects, they are given the opportunity to withdraw from them. It should be done by week 4 of the current semester and usually after discussions with their respective faculty academic advisors (Refer to Buku Penasihat Akademik). Usually, after each assessment (quiz, mid-term lab, report) the results will be given to the students and if necessary remedial work will be organized. Students, who have difficulties in proceeding with one or more subjects and think that they will not be able to pass in those subjects in the final examinations, can drop them with the permission from the Academic Advisor/HOD/TDA/Dean. However, this must be done by week 12 of the current semester.</p> <p>Students can appeal to BPA for their exam scripts to be remarked within a specified time that is if they are not satisfied with the results.</p>	<p>Appendix C14</p> <ul style="list-style-type: none"> • UTeM (ISO)/PP/ PK08. • UTeM (ISO)/PP/ PK19. 	Faculties
3.2.7	Explain how the HEP provides feedback to students on their academic performance, including	The University publishes the examination results in the Student Information System (Sistem Maklumat Pelajar - SMP) and the students can access their results through	<p>Appendix C9</p> <ul style="list-style-type: none"> • UTeM/(ISO)/PP/ PK 03. 	Faculties

	<p>making records available, to ensure that they have sufficient time to undertake remedial measures.</p>	<p>the University Website. If students fail any subject, they can repeat the subject by re-registering in the following semester.</p> <p>The Faculty's Academic Committee/TDA/HOD/Dean monitor the evaluation process based on standard feedback forms (UTEM(ISO)/PP/PK03). By week 12 the course work marks will be posted on the notice board.</p> <p>The students can view their semester results online. Students' academic records can only be accessed through Student Information System (Sistem Maklumat Pelajar). The records are password protected (renewable at intervals) and the system is guarded by firewall to avoid intruders. Accessibility and permission to read, view or modify contents is restricted according to user category. All access to the system is monitored through an audit log and any changes can be traced back to the user.</p>	<p>Appendix C14</p> <ul style="list-style-type: none"> • UTeM (ISO)/PP/ PK19. 	
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3.2.10	Append a copy of regulations of Examination.	Refer to ISO document PK03 (hardcopy and softcopy) and Buku Peraturan Akademik Dan Panduan Sistem Peraturan Akademik.	Appendix C9 <ul style="list-style-type: none"> • UTeM/(ISO)/PP/ PK 03. Appendix C13 <ul style="list-style-type: none"> • Buku Peraturan Akademik Dan Panduan Sistem Peraturan Akademik. 	PJK BPA
Enhanced Standards				
3.2.11	Describe how the internal assessments are comparable to that of external best practices (e.g., through evaluation by external examiners, in comparison with student assessment held in reputable institutions).	The faculty will propose names of the external examiners and visiting professors and the University will endorse the appointment with the approval of Jawatankuasa Tetap Hal Ehwal Akademik. The selection of candidates is based on academic excellence, research achievement and industrial experience. External examiners and visiting professors review the curriculum that covers all educational processes required by the Engineering Accreditation Agency (EAC).	Appendix C9 <ul style="list-style-type: none"> • UTeM/(ISO)/PP/ PK 03. 	Faculties

3.2.12	State whether the curriculum have mechanism to review and implement new methods of assessment.	<p>Curriculum review will be carried out every 4 years. This is done with feedback from Industrial advisory panels, external examiners, visiting professors, industrial report.</p> <p>UTeM has been awarded certification of ISO 9000 by SIRIM since 2000. In order to ensure continuous improvement in every aspect especially in the education system.</p> <p>In order to ensure continuous improvement in every aspect especially in the educational system, the faculty adopts PLAN-DO-CHECK-ACTION as depicted in Figure 1. This section explains the quality management systems (QMS) at the Faculty of Mechanical Engineering at UTeM and also the Continuous Quality Improvement (CQI) activities at the Faculty. It reflects how improvements at the faculty are taking place in order to improve every aspect i.e. PO/PEO, Syllabus, Staff, Students, Facilities.</p>	<p>Appendix C16</p> <ul style="list-style-type: none"> • UTeM/(ISO)/PP/ PK 29. <p>Appendix C14</p> <ul style="list-style-type: none"> • Figure 1. • PLAN-DO-CHECK-ACTION. 	Faculties
3.2.13	How does the review of the assessment method incorporate current global developments and	To ensure that the curriculum and the assessment system achieve the international standard, each faculty appoints external examiners and visiting professors from	<p>Appendix C16</p> <ul style="list-style-type: none"> • UTeM/(ISO)/PP/ PK 29. 	Faculties

	best practices in the discipline?	well known overseas university. The review will be done at least once every 2 years.		
3.2.14	Describe how external expertise, locally and internationally, are consulted in the review of the assessment system.	The faculty will propose names of the external examiners and visiting professors and the University will endorse the appointment with the approval of Jawatankuasa Tetap Hal Ehwal Akademik. The selection of candidates is based on academic excellence, research achievement and industrial experience. External examiners and visiting professors review the curriculum that covers all educational processes required by the Engineering Accreditation Agency (EAC). For enhancing the curriculum and other related issues to meet the needs of industries, the faculty also appoints Industry Panels involved in the curriculum process review.	<p>Appendix C15</p> <ul style="list-style-type: none"> External Examiner and Visiting Professor Report. <p>Appendix C17</p> <ul style="list-style-type: none"> Appointment letters. 	<p>Faculties</p> <p>Registrar</p>
3.3 MANAGEMENT OF STUDENT ASSESSMENT				
Benchmarked Standards				
3.3.1	How autonomous are the departments in the management of student assessment?	The Faculties are autonomous in managing student assessment. Any changes of curriculum content need to be endorsed by the University Senate. Assessments on student learning must be presented in the Teaching Plan of each course. However, recommendations from	<p>Appendix C2</p> <ul style="list-style-type: none"> Teaching Plan. 	<p>Faculties</p> <p>BPA</p>

		external examiners or visiting professors will be seriously considered.	Appendix C13 <ul style="list-style-type: none"> Buku Peraturan Akademik Dan Panduan Sistem Peraturan Akademik. 	
3.3.2	Indicate the committees and the processes for verification and moderation of assessment, and bench marking academics standards of assessment. How autonomous are they?	Each Faculty has its own committee to verify, moderate and benchmark academic standards of assessment. The verification and moderation are done through internal faculty committees such as the Curriculum and Syllabus committee. The appointed external examiners will look at the examination questions and samples of the answer scripts for bench marking purposes. After going through the examination questions and answer scripts, the visiting professors will give their opinions on the academic standard of the assessments. These activities are carried out autonomously by the Faculty.	Appendix C18 <ul style="list-style-type: none"> Self Assessment Report. Appendix C15 <ul style="list-style-type: none"> External Examiner and Visiting Professor Report. 	Faculties Faculties
3.3.3	Explain how the committees ensure that standards are met.	Faculty members will devise examination questions and other assessment tools. The draft copies of the examination questions are sent to the external examiners for moderation. Suggestions from the	Appendix C18 <ul style="list-style-type: none"> Self Assessment Report. 	Faculties

		examiners will be incorporated into the final examination papers. The final copies of these examination papers will have to be endorsed by the Faculty.	Appendix C15 <ul style="list-style-type: none"> External Examiner and Visiting Professor . 	
3.3.4	Explain how assessment performance and results are made available to students.	<p>There are two components to student assessment i.e. the final examination and course work marks. The course work will be assessed throughout the semester in various forms such as laboratory reports, assignments, quizzes, projects and tests. These assessment performance and results are made available to the students once the evaluations are completed. The results are made available by posting them on notice boards or handed out personally by the lecturers during class time. Normally the results of the formative assessment are given in terms of actual marks. These marks will form a percentage of the overall course work assessment. The norm for the course work is 60%.</p> <p>The other 40% comes from the final examination which is usually conducted in the sixteenth week of a</p>	Appendix C9 <ul style="list-style-type: none"> UTeM/(ISO)/PP/ PK 03. 	

	<p>semester. The final examination period will last for about three weeks. The lecturer will be given time for marking the answer scripts and the results had to be keyed in within a week after the completion of the last examination paper. The results will be posted in the form of grades on the notice board. However, the official results of the overall assessment are published after the Senate Meeting. Students can access on-line their results.</p> <p>The University publishes the examination results in the Sistem Maklumat Pelajar (SMP) and the students can access their results through University Web site. If students fail any subject, they can repeat the subject by re-registering in the following semester.</p> <p>The Faculty's Academic committee/TDA/HOD/Dean monitor the evaluation process based on standard feedback forms (UTEM(ISO)/PP/PK03). By week 12 the course work marks will be posted on the notice board.</p>		
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		The students can view their results every semester online. Students' academic records can only be accessed through Sistem Maklumat Pelajar. The records are password protected (renewable at intervals) and the system is guarded by firewalls to avoid intruders. Accessibility and permission to read/ view/ modify contents is restricted according to user category. All access to the system is monitored through an audit log and any changes can be traced back to the user		
3.3.5	State the authority responsible for assessment policy. Describe the composition of the committees involved and their terms of reference.	<p>The assessment policy is formulated by the Senate and the members comprise all the Deans of the Faculties as well as appointed members with Professorial status.</p> <p>The term reference for Senate is stated in the Academic Guideline Handbook as well as the University Examination Regulations.</p>	<p>Appendix C13</p> <ul style="list-style-type: none"> Buku Peraturan Akademik Dan Panduan Sistem Peraturan Akademik. <p>Appendix C17</p> <ul style="list-style-type: none"> Appointment letters. 	<p>BPA</p> <p>Registrar</p>

			Appendix C19 • TOR/ Membership of Senate Committees.	
3.3.6	State whether student representatives, academic staff and stakeholders are involved in making changes to the system of student assessment and their mode of involvement.	<p>The student assessment system is formulated by the Senate and improved from time to time or as and when the need arises. The changes in the assessment guidelines come from various Stakeholders such as academic staff, regulating authorities as well as students.</p> <p>The student involvement in the assessment system is indirect which can happen during the early week of the semester. This usually takes place during the lecturer presentation of the mode and weighting of assessment. The input from the academic staff for any assessment system change is normally considered at the end of the semester.</p>	Minutes of Meeting Majlis Akademik Fakulti. (during visit)	<p>Faculties</p> <p>Faculties</p>

		The most influential Stakeholders of the assessment system are the Ministry of Higher Education, Malaysia (MOHE), the Engineering Accreditation Council (EAC) and the Malaysian Qualification Agency (MQA). Their involvement is indirect and happens when there are changes in their policies, guidelines or Acts.		PJKA
3.3.7	Provide information on the appeal policy.	<p>Students can appeal if they are not satisfied with their results. This may happen before or after the official publication of the results.</p> <p>The first occasion when students can appeal is immediately after the unofficial results have been posted on the notice board. They have to write officially to the faculty to get their answer scripts remarked. The process will take place accordingly and the new grades will be made known to the students in time. The same procedure will be followed if the student wishes to appeal after the official publication of the results. The regulation and procedure details are stated in the Academic Handbook (Buku Panduan dan Peraturan Akademik) as well as the Examination Handbook .</p>	<p>Appendix C13</p> <ul style="list-style-type: none"> Buku Peraturan Akademik Dan Panduan Sistem Peraturan Akademik. 	<p>BPA</p> <p>Faculties/BPA/ PJKA</p>

3.3.8	Describe how confidentiality and security are ensured in student assessment processes and academic records.	<p>The University's commitment with regards to confidentiality and security in student assessment can be observed from the processes outlined below:</p> <p>Processes prior to students final examination.</p> <p>The examination question papers must be delivered personally by the Chief Assistant Registrar of the respective faculties to the Assistant Registrar in charge of students' final examinations. The examination question papers must be kept in a sealed envelope, and must be received and opened only by the Assistant Registrar in charge of students' final examinations. No soft copies of examination papers are to be supplied to the Assistant Registrar.</p> <p>The photocopying of examination question papers is done in a secure room. The examination question papers will be printed according to the number of students and all defective papers will be destroyed immediately. The examination question papers are then inserted in envelopes, labeled, sealed and finally stored</p>	<p>Appendix 20</p> <ul style="list-style-type: none"> • Sistem Maklumat Pelajar (SMP). <p>Appendix C13</p> <ul style="list-style-type: none"> • Buku Peraturan Akademik Dan Panduan Sistem Peraturan Akademik. 	Computer Centre/BPA
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	<p>inside a secure room. The secured room is kept locked at all times and access is limited to the Assistant Registrar or any other authorized personnel.</p> <p>All those involved in handling the examination questions must take a written oath under the Official Secrecy Act. The photocopy machine has a built-in meter and any printing or copying transactions can be traced using the audit log.</p> <p>Processes on the students' final examination day.</p> <p>Only the appointed Chief Invigilator or assistant may collect the examination question papers from the Assistant Registrar. The Chief Invigilator or assistant may only collect the examination question papers within 30 minutes of the commencement of the examination and their particulars are recorded. This is to ensure that the examination question papers cannot be taken to any place other than the examination hall.</p>		
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		<p>Processes after the students' final examination.</p> <p>All answer transcripts are collected, counted by the invigilators and confirmed by the Chief Invigilator in charge for each examination hall. Answer scripts must be returned to the Academic Management Division immediately after the end of the examination. Only the Chief Invigilator or assistant is allowed to return the answer scripts to the Assistant Registrar who will then disseminate them to the respective lecturers for marking.</p> <p>The students' academic records can only be accessed through Student Information System. The records are password protected (renewable at intervals) and the system is guarded by firewall to avoid intruders. Accessibility and permission to read, view or modify contents are restricted according to user category. All access to the system is monitored through an audit log and any changes can be traced back to the user.</p>		
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	Enhanced Standard			
3.3.9	Explain the nature of the independence external scrutiny of student assessment to improve the management of the assessment system.	<p>The management of assessment system is always open for further improvement. Suggestions and comments are encouraged. The improvement of the assessment system is subject to external scrutiny since the University has embarked on the ISO standards in devising and delivering of the academic programmes. Every year the ISO compliance audit is done to ensure that the standard operating procedures are strictly followed. The established system and procedures formulated by the University are accepted internationally through the recognition of the ISO system and this includes the student assessment system.</p> <p>The review and examination of the assessment system is always in the visiting professors' agenda. Independent view of the overall standard of the programme is presented in the exit report which is normally adopted after much deliberation.</p> <p>The final independent body that scrutinizes the</p>	<p>ISO document.</p> <p>Appendix C15</p> <ul style="list-style-type: none"> External Examiner and Visiting Professor Report. 	<p>PJKA</p> <p>Faculties</p>

		<p>management of student assessment system is the EAC. The visiting panel comprises practicing engineers and highly qualified academics who will pay a visit to the University for accreditation purposes. They will check the relevant documents and seek further clarification on the overall standard after a four-year cycle of programme implementation. Accreditation of the student assessment system is very important for graduating students as they will be able to register and be employed as engineers prior to applying for professional engineer status.</p>		
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