

AREA 3 : ASSESSMENT OF STUDENTS

ISSUE	ACTION
Strengths of HEP in meeting its goal	<ol style="list-style-type: none">1. PEO, PO and LO have been developed.2. Delivery and Assessment methods have been implemented and in place as HEP core activities.3. Academic Guidelines have been established.4. Student learning time (SLT) approach has been introduced to the teaching staff.5. The student learning assessment tools have been established.6. Teaching staff teaching performance has been tabulated against student input.7. Reviews of programmes offered are done regularly either for accreditation extension of new programme accreditation.8. ISO document on the curriculum design and assessment have been established.

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	<p>9. Programmes offered conducted by adhering to the EAC/MQF guidelines.</p> <p>10. Sistem Maklumat Pelajar has been established.</p> <p>11. ISO on the curriculum design has been established and yearly compliance audit conducted.</p> <p>12. ISO on the design and implementing the curriculum review were done yearly.</p> <p>13. ISO document on assessment standards and procedures have been established.</p> <p>14. SMP system established by the university has been running well where students could access grades accordingly.</p> <p>15. Review of offered programmes are done regularly by all parties concerned including industrial academic advisors, external examiners, visiting professors and EAC/MQF team.</p> <p>16. Appointment of the examiners and visiting professors is discussed and endorsed at the university level.</p>

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	<p>17. Industry Advisory Panel gave input to the curriculum review.</p> <p>18. Appointment and selection system of the subject matter experts are in place and practiced accordingly.</p> <p>19. Various scheme for the external examiners, visiting professors, adjunct professors and guest lecturers have been established and implemented.</p> <p>20. Student assessment is in accordance to the best practice as stipulated in the EAC/ MQF guidelines.</p> <p>21. The ISO certification on the curriculum design and each successive compliance audit results determine the autonomy of the student assessment.</p> <p>22. The working committee at faculty level is established to look at the processes of assessment in terms of verification, moderation and bench marking.</p> <p>23. The committee at faculty will look at the examination questions for verification and moderation purposes.</p>

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	<p>24. The standards are checked with the help of external examiners and visiting professors input.</p> <p>25. The SMP system is established and running well to serve the students need in terms of their assessment performance.</p> <p>26. Majlis Akademik Fakulti is established to oversee the policies related to the running of the faculty including the assessment system where student representatives are invited to the meeting.</p> <p>27. Buku Panduan dan Peraturan Akademik is produced by the University inclusive of the appeal policy.</p> <p>28. Buku Peraturan dan Panduan Akademik and instructions given by the Bahagian Pengurusan Akademik from time to time will provide the control and security of student assessment processes and academics records.</p> <p>29. Visit by the EAC/MQF panel to assess the overall programme standard in four-year cycle.</p>

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	<p>30. Subject assessment report has been in place for teaching staff to assess students appropriately.</p> <p>31. Teaching plan of each subject formed as the teaching guidelines.</p> <p>32. Rules and Regulation of the Academic administration has been established.</p> <p>33. The external examiners and visiting professors have been appointed.</p> <p>34. Reports from these experts have been examined and actions taken .</p> <p>35. The ISO system and compliance audit conducted on yearly basis.</p> <p>36. The SMP is being established and updated regularly.</p> <p>37. Vetting of examination papers by external examiners.</p> <p>38. Programmes offered are accredited by EAC/MQF.</p>

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	<p>39. Appointment of external examiners and visiting professors.</p> <p>40. Soft skills are being embedded as well as taught on stand-alone basis .</p> <p>41. Moderation of examination questions done at faculty and university level by senior academic staff as well as external academics staff.</p>
Areas of concern need to be addressed	<ol style="list-style-type: none"> 1. Effectiveness of the assessment method should be established. 2. Information and implementation of SLT should be the standard procedures in student assessment. 3. Latest teaching methods should be adopted in the teaching and learning. 4. More use of advanced technology to help student subject matter understanding and skilled enhancement. 5. Time taken and spent to prepare the document. 6. Staff man-hour, time and cost to realize the EAC document are high.

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	<ol style="list-style-type: none">7. Low performed students should be tracked in their early year study.8. Access to the computing system and facilities should be enhanced and improve9. Records of activities pertaining to the CQI should be documented with speed and accuracy.10. Current assessment techniques need to be incorporated in the T&L.11. Better computing facilities for both staff and students.12. Information in the documented are outdated by the time those officials came to view the documents.13. Cost of bringing visiting professors from both local and international is quite high.14. Guidelines to the student assessment should be enhanced and formalized.15. Understanding and application of new assessment methods should be enhanced

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	<p>especially to the new teaching staff.</p> <p>16. More experts from the related industries are needed to boost the faculties strength.</p> <p>17. Course work assessment for the student should be made available in time.</p> <p>18. Process for the validation of the assessment is too long a process.</p> <p>19. Difficulties in appointing the right industrial personal for the assessment purposes.</p> <p>20. Examination questions standard devised by young academic staff need to be scan appropriately.</p>
Strategies for maintaining and enhancing the strength	<ol style="list-style-type: none"> 1. The Subject file should be reviewed from time to time. 2. Surveys done should be comprehensive and significant in their findings. 3. Expert training and in-house training should be formalized and formed part of the teaching staff competency.

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	<ol style="list-style-type: none">4. New laboratories developed and facilities improved to cater the new methods of teaching and learning.5. Proper lecture room or studio for the new T & L new methods.6. More grants and infrastructure development for conducive T&L.7. Programme review is part of annual faculty plan.8. Academic Advisory system should be enhanced.9. Review of ISO system for continuous assessment.10. Planning, schedule and monitoring of activities related to the CQI.11. Upgrade software's and computing facilities.12. Review of the curriculum is in accordance with the EAC guidelines.

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	<p>13. University shall provide appropriate grants for these experts to offer their importance and significant services.</p> <p>14. Conferment of Honorary Degree to the prominent figure.</p> <p>15. Appointment of at least one external examiner for each offered accredited programme.</p> <p>16. Review and updating relevant information out of programme and ISO document.</p> <p>17. The external examiners and visiting professors appointment is done in two-year cycle.</p> <p>18. Better computing facilities should be available to the students especially in terms of student to computer ratio.</p> <p>19. The details of appeal processes are reviewed if problems arise.</p> <p>20. Training of teaching staff on the basic and advanced assessment and evaluation is introduced.</p>

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	<ul style="list-style-type: none"> 21. Pass in the Basic Teaching Method is necessary for confirmation. 22. More information on the assessment methods should be disseminated to the teaching staff. 23. Training budget should be increased to ensure full staff participation of teaching staff. 24. Open and through the year application for the top academic posts. 25. Updating the SMP system through continuous quality improvement procedures. 26. Review how the validation system on assessment. 27. Faculty should employed experienced industrial personals from various industries as moderator to the examination questions.
Steps taken to address the problems areas	<ul style="list-style-type: none"> 1. Upgrade of the computing facilities. 2. New faculties' information dissemination approach should be installed.

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	<ol style="list-style-type: none">3. Faculty level effectiveness of teaching and learning assessment.4. New teaching and learning assessment is introduced.5. Cost of document preparation and input from relevant stakeholders are provided in the faculty budget.6. Subject assessment report has been introduced and implemented progressively.7. Facilities on computer for teaching staff have been improved with new set of software and equipment.8. Activities for improvement should be related to the performance of the faculties and university.9. In-house training by T&L division of University.10. Computing facilities and university computing blue print have been introduced and relevant activities are implemented.

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	<ol style="list-style-type: none">11. Updated information on progress of faculty is presented as where and when required.12. Review of examiners and visiting professors achievement in their respective areas are reviewed for renewal of services purposes.13. The student to computer ratio is check regularly at faculty level.14. Review of Academic Rules and Regulation is done regularly to incorporated new policies and university development and direction.15. Subject assessment report made available before the semester begins.16. Examination questions are being vetted by the external examiners and visiting professors.17. Meetings for examination results endorsement are prepared and scheduled accordingly.18. Better computing facilities and access should be provided.

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	19. Extending the expert categories including guest lecturer, adjunct professors and fellowship scheme.