

FORM NO: KIRKHS/DDAA – EXAM 2

REVISION NO: 2

LAST REVISED: AUG - 2022

**ABDULHAMID ABUSULAYMAN KULLIYYAH OF ISLAMIC REVEALED KNOWLEDGE AND HUMAN SCIENCES**

**OFFICE OF DEPUTY DEAN (ACADEMIC AND INTERNATIONALISATION)**

**SUMMARY OF FINAL EXAMINATION ANSWER SCRIPT SUBMISSION FORM FROM DEPARTMENT TO THE OFFICE OF DDAI**

|  |
| --- |
| **INSTRUCTION**This form is meant for submission of final examination answer scripts from Department**To Person In Charge (PIC) at Office of Deputy Dean Academic and Internationalisation** 1. You are required to fill in Section A, Part 1 – 3.
2. Please refer to the Final Examination Reference File for details on total number of students registered for the section and sat for the examination.
3. Information on answer script collected will be based on actual number of answer scripts collected from Department.
4. Should the number of script collected does not tally with total students sat for the examination; the PIC will report the case to the Deputy Dean of Academic Affairs for further action.
 |
| **To Head of Department (HOD)**1. You are required to fill in Section B.
2. The PIC will only accept the documents after certification by HOD in Section B.
3. Please ensure you have provided the following for each section:
4. CAM Sheet
5. Validation Sheet
6. Validation Form
7. Answer Script Submission Form
8. Answer Scripts

**THE DDAI OFFICE WILL NOT ACCEPT ANY INCOMPLETE SUBMISSION AND THE MATTER WILL BE BROUGHT TO THE ATTENTION OF THE DEAN.**1. Upon compilation of all your Departmental answer scripts with the required documents, please prepare report on submission of answer scripts to the Office of Deputy Dean Academic and Internationalisation (DDAI).
2. You are given 2 weeks after Kulliyyah Board of Examiners (KBOE) meeting to submit the summary and the required documents to the DDAI Office.
 |
| **To Deputy Dean of Academic and Internationalisation (DDAI)**1. Please complete Section B.
2. Please report status of submission of answer script for each Department in Kulliyyah Board Meeting (KBM).
 |

**SECTION A: TO BE COMPLETED BY PIC FROM DDAI OFFICE**

**Part 1: List of Final Examination Courses**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Lecturer/Examiner | Course Code | Course Title | Sec | Total Registered for the Section | Total Sat for Final Examination | No. of Answer Script Collected by DDAA |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |

**Part 2: The Checklist**

|  |  |
| --- | --- |
| Course Code / Section | Checklist for submission of answer scripts Please (√) |
| CAM Sheet | Validation Sheet | Validation Form | Answer Script Submission Form | Answer Script |
|  |  |  |  |  |  |
|  |  |  |   |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Part 3: The Acceptance by PIC (To be filled in only after HOD certification in Section B)**

|  |
| --- |
| Please tick (√) the following boxes:1. I have counter checked the answer scripts submitted and it is in accordance with the number of students in the final examination.
2. I acknowledge receipt of the above-stated documents.

Remark:……………………………………………………………………………………………………………………………………………………………Name of Administrative Assistant: ……………………….…… Signature: …………………………………………Date: ……………………………………… DDAA Office Stamp: |

**SECTION B: TO BE COMPLETED BY HEAD OF DEPARTMENT (HOD)**

|  |
| --- |
| Please tick (√) the following boxes as appropriate:1. I have checked the answer scripts submitted and it is in accordance with the number of students sitting in the final examination.
2. I have also checked that the form is attached with answer script submission form, Validation Sheet, and answer scripts.
3. I have verified the above and certify that the submission is complete and ready for submission to the Office of Deputy Dean of Academic Affairs.

Remark:…………………………………………………………………………………………………………………………………………………Name of HOD: ………………………………………… Signature: …………………………………………………Date: …………………………………………. HOD Stamp: |

 **SECTION C: TO BE COMPLETED BY DEPUTY DEAN OF ACADEMIC AND INTERNATIONALISATION**

|  |
| --- |
| Please tick (√) for the following statements:1. I am satisfied with the process of submission of answer script of the Department.
2. I have read the report on status of the Departmental submission of answer scripts.
3. This will be reported in Kulliyyah Board Meeting (KBM).

Name of Deputy Dean (Academic Affairs): ……………………….…… Signature: ……………………………………Date: ……………………………………… DDAA Stamp:   |