

FORM NO: KIRKHS/DDAA – EXAM 9

REVISION NO: 4

LAST REVISED: FEB 2023

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

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

**VALIDATION EXERCISE REPORT FORM**

**(APPLICABLE FOR ALL UNDERGRADUATE LEVEL COURSES)**

|  |
| --- |
|  **INSTRUCTION** **To Departmental End-of-Semester Final Examination Committee** 1. This form is for reporting of the validation of results of undergraduate courses, with final or without final examination assessment.
2. Please complete Section A and B and submit the form to the Head of Department for approval.
3. The validation committee must be at least consists of a minimum of three (3) academic members of the Department.
 |
| **To Head of Department**1. Please submit this form upon HOD approval, to the Office of Deputy Dean Academic and Internationalisation (DDAI) **not later than one (1) working day before** the KBOAE meeting.
 |
| **References:**1. IIUM/TNL/UG/AMAD/12 – V2 (01):09/2015

Marking and Grading of Answer Scripts and Submission of Final Grades/Results1. Student Academic Performance Evaluation (Undergraduate) Regulations 2015 – page 23
2. KBOE No. 3/2017 held on 20th June 2017 – Minute 3.8.1
3. KBOE No. 6/2017 held on 7th Sept. 2017 – Minute 3.7.1
4. KBOE No. 8/2017 held on 18th Dec. 2017 – Minute 3.5.1 (i, ii, and iii)
5. UGCM No. 12/2017 held on 29th Dec. 2017 – Minute 4.2.1 (i, ii, and iii)
6. Senate Sub-Committee: Mitigation Plan for Correction of Grade held on 7th Sept. 2019 – Minute 2.4
7. UGCM No. 9/2018 held on 14th Sept. 2018 – Minute 4.1
8. KBM No. 8/2018 held on 21st Sept. 2018 – Minute 6.2
9. UGCM No. 11/2018 held on 14th Sept. 2018 – Minute 3.2
 |

**SECTION A: THE DEPARTMENT VALIDATION EXERCISES**

|  |  |
| --- | --- |
| Semester / Session |  |
| Department |  |
| Schedule of Validation Exercise | Date:Time:Venue: |
| Departmental End-of-Semester Final Examination Committee (Minimum of three (3) academic members) | 1.2.3.4. |

**SECTION B: THE ANALYSIS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Code | Section | No. of Scripts | Findings of Validation Mechanism(To indicate Discrepancy or No discrepancy) | Action by Department (for Discrepancy) |
| Answer Scripts VS Validation Sheet | CAM Sheet VS Validation Sheet |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**SECTION C: THE APPROVAL OF HOD**

|  |
| --- |
| I hereby confirmed that the committee has completed the validation exercises for all courses and thereby ready for submission for endorsement of results of the semester in the Kulliyyah Board of Examiners.Signature, Stamp & Date |

|  |
| --- |
| **FOR DDAI OFFICE USE**Stamp & Date |