

FORM NO: KIRKHS/DDAA – EXAM 8

REVISION NO: 3

LAST REVISED: FEBRUARY 2023

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

**ABDULHAMID ABUSULAYMAN**

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

**VALIDATION FORM**

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

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| **INSTRUCTIONS**  **To Departmental Examination and Assessment Committee (DEAC)**   1. This form is meant for the validation of results of all undergraduate courses, with or without final examination. 2. The following items are necessary for the validation exercises: 3. Course Outline 4. Answer scripts 5. CAM sheet 6. Validation sheet 7. The mechanism used for validation are: 8. Final Examination Marks   Compare the final examination marks on the Answer scripts with that of marks on the Validation Sheet and therein no discrepancy found.   1. CAM marks   Compare the CAM marks between the CAM sheet and the Validation Sheet and therein no discrepancy found.   1. In the event there is any discrepancy either in item (i) or (ii) the DEAC committee must resolve it with the lecturer concern. 2. Upon completion, the Validation Report form must be validated by the HOD and return to the Office of Deputy Dean Academic and Internationalisation (DDAI) before the Kulliyyah Board of Assessment and Examination (KBOAE) meeting of the semester. 3. For courses which do not use pen-paper assessment, the committee should ensure the CAM marks in the CAM sheet and the Validation sheet is similar. 4. The validation committee must be at least consisting of a minimum of three (3) academic members of the department. |
| **To Head of Department**   1. Please approve the exercises and the Administrative Assistant/Secretary of the Department to submit both, Validation Form and Validation Exercise Report Form, to the Office of DDAI **no later than one (1) working day before the KBOAE meeting**. |

**SECTION A: VALIDATION EXERCISE (Minimum of three (3) academic members)**

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| Department |  |
| Semester / Session |  |
| Course Code |  |
| Course Title |  |
| Section |  |
| No. of Scripts |  |
| Course Instructor |  |
| Validation Mechanism (Please (√) where appropriate in the box provided)   1. Cross check the Answer scripts with Validation Sheet   No discrepancies found  Discrepancies found   1. Cross check CAM Sheet with Validation Sheet:   No discrepancy found  Discrepancies found | |

**SECTION B: THE APPROVAL SIGNATORIES**

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| **Checked by Departmental Examination and Assessment Committee (Minimum of three (3) academic members)** | | |
| Name | Signature | Date |
| Name | Signature | Date |
| Name | Signature | Date |
| Name | Signature | Date |
| **Approved by Head of Department** | | |
| Signature and stamp | | Date |
| **Endorsed by Deputy Dean (Academic and Internationalisation)** | | |
| Signature and stamp | | Date |

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