



**ABDULHAMID ABUSULAYMAN KULLIYAH OF ISLAMIC
 REVEALED KNOWLEDGE AND HUMAN SCIENCES
 OFFICE OF DEPUTY DEAN (ACADEMIC AND
 INTERNATIONALISATION)**

**VALIDATION EXERCISE REPORT FORM
 (APPLICABLE TO ALL UNDERGRADUATE LEVEL COURSES)**

INSTRUCTION

To Departmental End-of-Semester Final Examination Committee

1. This form is for reporting the validation of results of undergraduate courses, whether with final or without final examination.
2. Please complete Sections A and B, then submit the form to the Head of Department for approval.
3. The validation committee must consist of at least two (2) academic members of the Department.

To Head of Department

Please submit this form following HOD approval, to the Office of Deputy Dean Academic and Internationalisation (ODDAI), no **later than one (1) working day before** the KBOAE meeting.

SECTION A: THE DEPARTMENT VALIDATION EXERCISES

Semester / Session	
Department	
Schedule of Validation Exercise	Date: _____ Time: _____ Venue: _____
Departmental End-of-Semester Final Examination Validators/Validation Committee	Names: _____ Signature: _____ 1. _____ 2. _____ 3. _____ <i>(Add spaces if more validators are involved)</i>

SECTION B: THE ANALYSIS *(Add more column if more courses are validated)*

Course Code	Section	Name of Validator	Answer Scripts Received for Marking <i>(Quantity)</i>	Marked Answer Scripts Sent to the Dept. <i>(Quantity)</i>	Findings of Validation Mechanism <i>(To indicate Discrepancy or No Discrepancy)</i>		Action by Department <i>(for Discrepancy)</i> <i>(Do not leave blank)</i>
					Answer Scripts vs Validation Sheet	CAM Sheet vs Validation Sheet	

SECTION C: THE APPROVAL OF HOD

I hereby confirm that the validator/validation committee has completed the validation exercises for all courses and that the results are ready for submission for endorsement by the Kulliyah Board of Examiners.

Signature, Stamp & Date

FOR DDAI OFFICE USE

Stamp & Date