



KULLIYAH OF MEDICINE

STANDARD OPERATING PROCEDURE (SOP) OF THE ACADEMIC EVALUATION PROCESS (MBBS) FOR THE KULLIYAH OF MEDICINE

Objective

The objective of this proposal is to get approval from the Kulliyah Management on the SOP of academic evaluation process of the Kulliyah of Medicine and later will be submitted to the Senate for notification.

Introduction

Student Academic Performance Evaluation (Undergraduate) Regulations (SAPER) 2021

The revised SAPER which has been endorsed in the 478th Senate Meeting conducted on 25th June 2021 has been designed to be more general in order to empower kulliyah to come up with specific standard operating procedure (SOP) which meet the kulliyah requirements.

Background

Kulliyah of Medicine use block system where it differs from the majority of the kulliyah which use semester system. There are 17 End of Blocks Examinations and 2 Professional Examinations per academic session of MBBS programme. In some of the academic process, kulliyah may still be able to follow the general regulations but specifically it will need further modification. Some of the academic process which need its own SOP start from the preparation of the exam questions till endorsement of the result are as follows:

a. Preparation of End of Blocks and Professional Examinations

The standard operating procedure (SOP) in preparation of exam questions for end blocks and professional examinations of MBBS programme, KOM are as below:

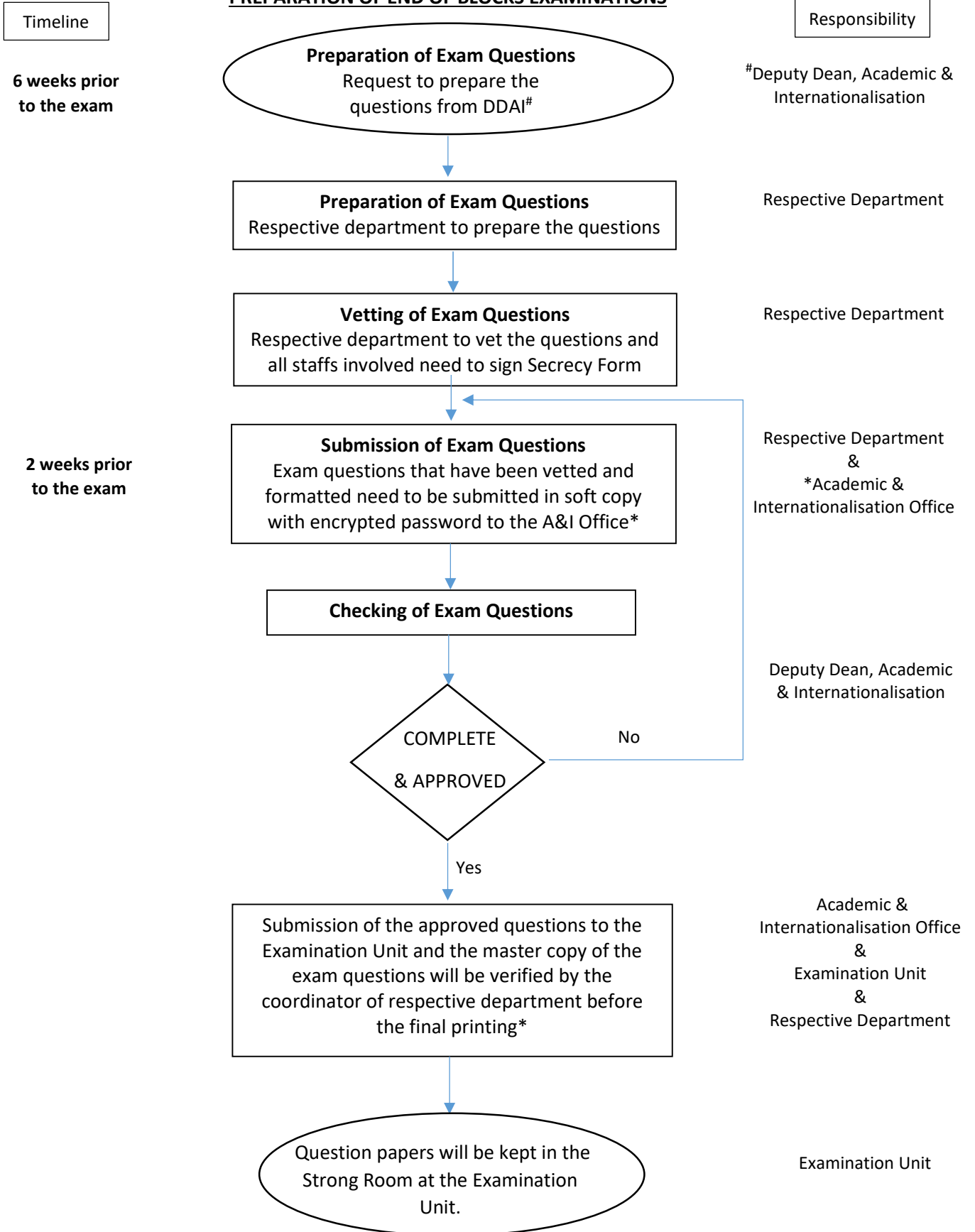
a. Preparation of Question

i) End of Blocks Examinations

The standard operating procedure (SOP) in preparation of exam questions for end blocks examinations of MBBS programme, KOM are as below:

| NO | PROCEDURE | RESPONSIBILITY |
|-----------|---|---|
| 1. | Preparation of Examination Questions <ul style="list-style-type: none"> - Request to prepare the questions from DDAI - 6 weeks prior to the examination | Deputy Dean (Academic & Internationalisation) |
| 2. | Preparation of Examination Questions <ul style="list-style-type: none"> - Respective department to prepare the questions - To construct Table Test of Specification (TTS)/Table of Specification (TOS) of the questions | HOD and Coordinator |
| 3. | Vetting of Examination Questions <ul style="list-style-type: none"> - Respective department to vet the questions - All members are require signing the Declaration of Secrecy form (should be signed once in academic session). | HOD Coordinator Academic staff |
| 4. | Submission of Examination Questions <ul style="list-style-type: none"> - The vetted and formatted exam questions need to be submitted in soft copy with encrypted password to the ODDAI - 2 weeks prior to the examination | Coordinator |
| 5. | Checking of Examination Questions <ul style="list-style-type: none"> - Review, check and approve the questions with answer schemes - The unapproved questions will be returned to department for re-vetting and submit within 3 days. | Deputy Dean (Academic & Internationalisation) Assistant Publishing Officer (APO) |
| 6. | Submission of the Approved Questions <ul style="list-style-type: none"> - The formatted examination questions will be submitted to Examination Unit - The master copy of the examination questions will be verified within 24 hours and signed by the coordinator of respective department before the printing | Assistant Publishing Officer (APO) Coordinator Examination Unit |
| 7. | Record and safe keeping <ul style="list-style-type: none"> - The questions will be kept in Strong Room at Examination Unit | Examination Unit |

PREPARATION OF END OF BLOCKS EXAMINATIONS



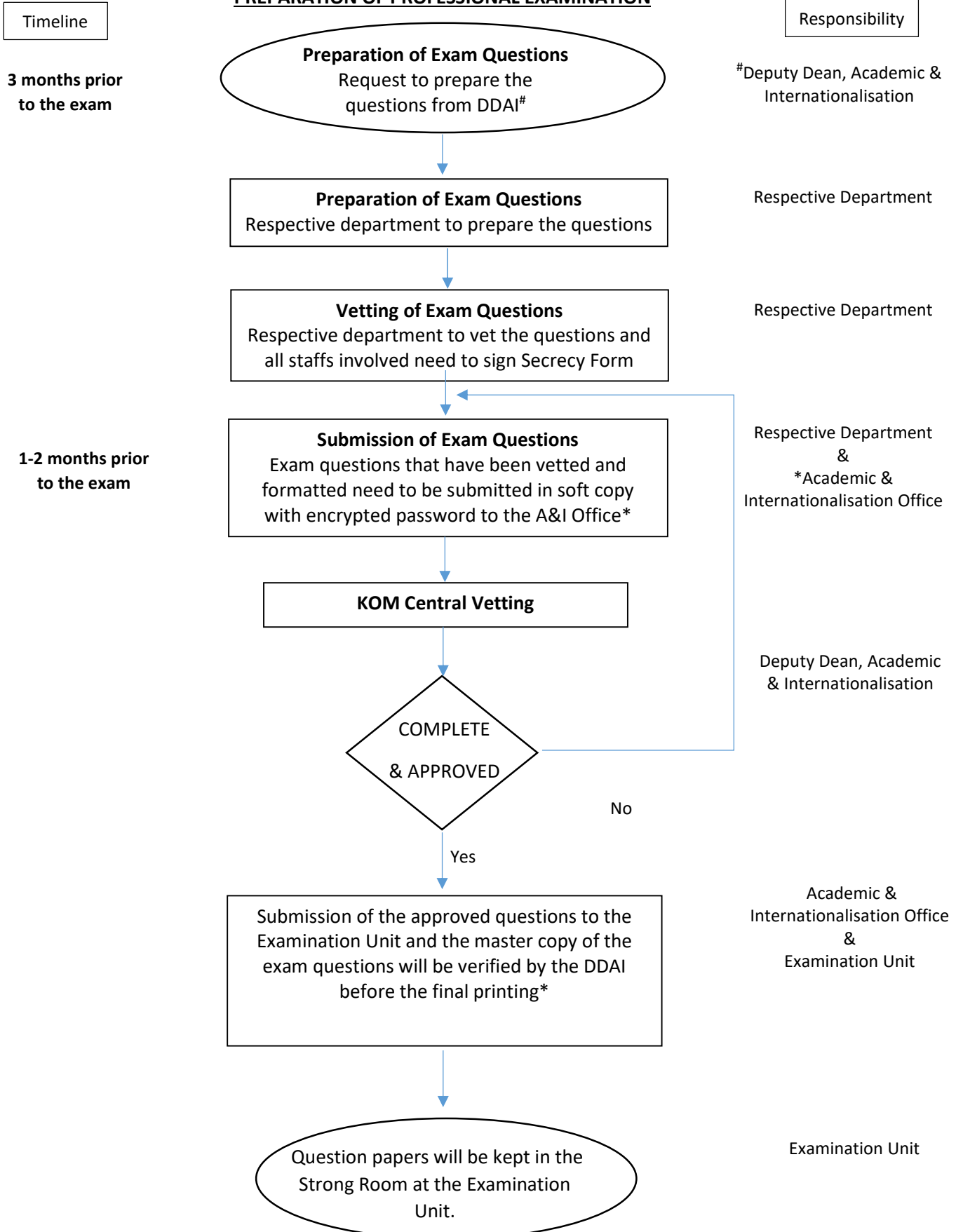
**Require signing the Verification Form*

ii) Professional Examination

The standard operating procedure (SOP) in preparation of exam questions for final professional examinations of MBBS programme, KOM are as below:

| NO | PROCEDURE | RESPONSIBILITY |
|----|---|---|
| 1. | Preparation of Examination Questions <ul style="list-style-type: none"> - Request to prepare the questions from DDAI - 3 months prior to the examination | Deputy Dean (Academic & Internationalisation) |
| 2. | Preparation of Examination Questions <ul style="list-style-type: none"> - Respective department to prepare the questions - To construct Table Test of Specification (TTS)/Table of Specification (TOS) of the questions | HOD and Coordinator |
| 3. | Vetting of Examination Questions <ul style="list-style-type: none"> - Respective department to vet the questions - All members are require signing the Declaration of Secrecy form (should be signed once in academic session). | HOD Coordinator Academic staff |
| 4. | Submission of Examination Questions <ul style="list-style-type: none"> - The vetted and formatted exam questions need to be submitted in soft copy with encrypted password to the ODDAI | Coordinator |
| 5. | Central Vetting of Examination Questions <ul style="list-style-type: none"> - Central vetting will be conducted 1-2 months prior to the examination - The unapproved questions will be returned to department for re-vetting and submit within 3 days. | Deputy Dean (Academic & Internationalisation) HOD Coordinator |
| 6. | Submission of the Approved Questions <ul style="list-style-type: none"> - The formatted examination questions will be submitted to Examination Unit - The master copy of the examination questions will be verified within 24 hours and signed by the coordinator of respective department before the printing | Assistant Publishing Officer (APO) Coordinator Examination Unit |
| 7. | Record and safe keeping <ul style="list-style-type: none"> - The questions will be kept in Strong Room at Examination Unit | Examination Unit |

PREPARATION OF PROFESSIONAL EXAMINATION



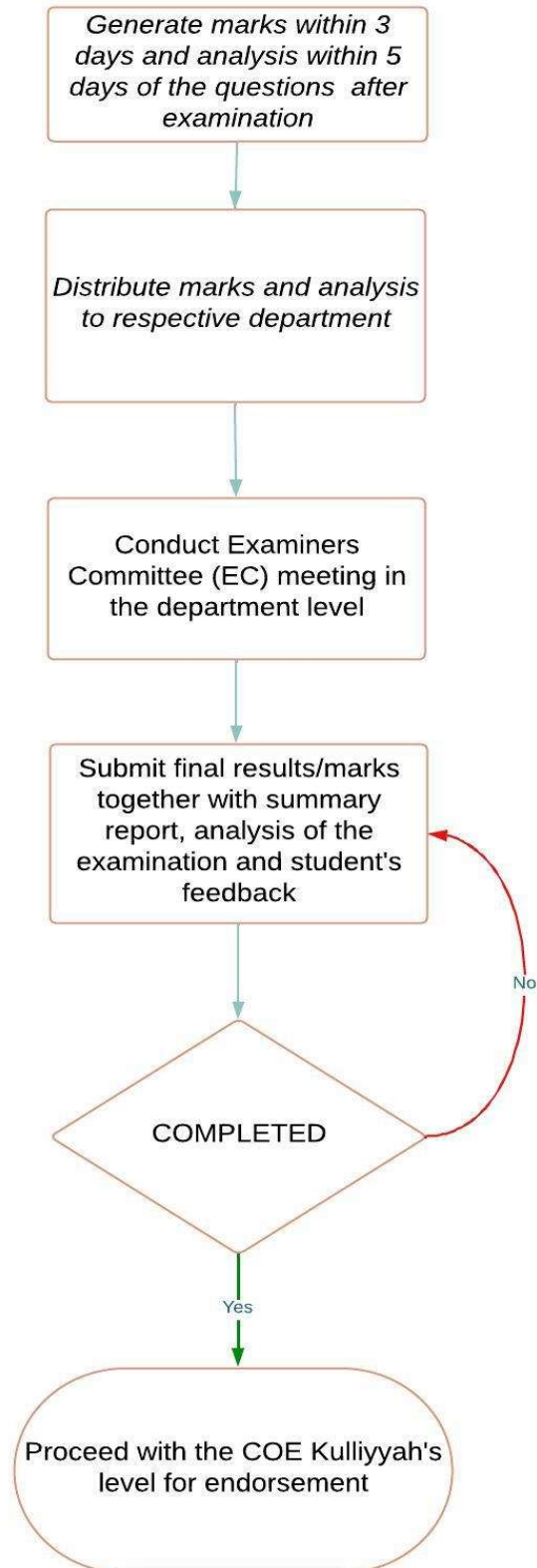
**Require signing the Verification Form*

b. Examination Committees (EC)

An Examination Committee is established at each Department involves in the MBBS courses and chaired by Head of Department with the academic lecturers as a member with following functions:

| NO | PROCEDURE | RESPONSIBILITY |
|----|---|---|
| 1. | Produce Results and Analysis of Examination Questions <ul style="list-style-type: none">- APO will scan the OMR forms and distribute the marks of the questions within 3 days and analysis of the results within 5 days after the end of examinations week to the coordinator.- APO will key in the MCQ marks into the Medic Assessment System (MAS). (Phase I only) | Assistant Publishing Officer (APO) Coordinator |
| 2. | Examiners Committee (EC) in Department Level <ul style="list-style-type: none">- Respective department to conduct EC meeting after receiving the final marks and analysis.- To discuss thoroughly the overall results, analysis of the examination and students' feedback.- To prepare the summary reports consists of final marks, analysis and students' feedback. | Head of Department Coordinator Academic Lecturers |
| 3. | Submission of the Summary Reports <ul style="list-style-type: none">- To submit summary reports and final marks to ODDAI. | Coordinator |

SOP EXAMINERS COMMITTEE (EC) MEETING

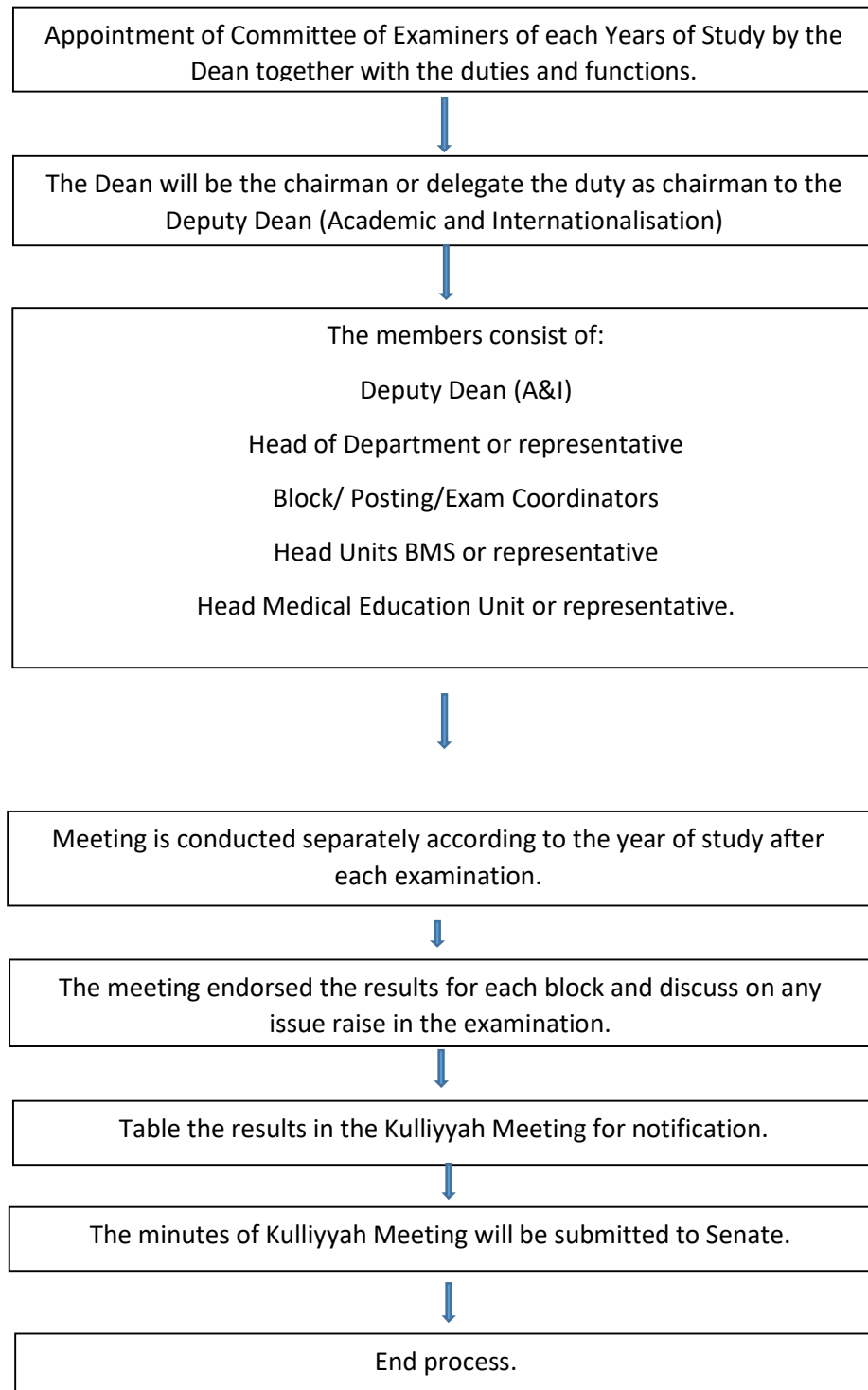


c. Committee of Examiners (CoE)

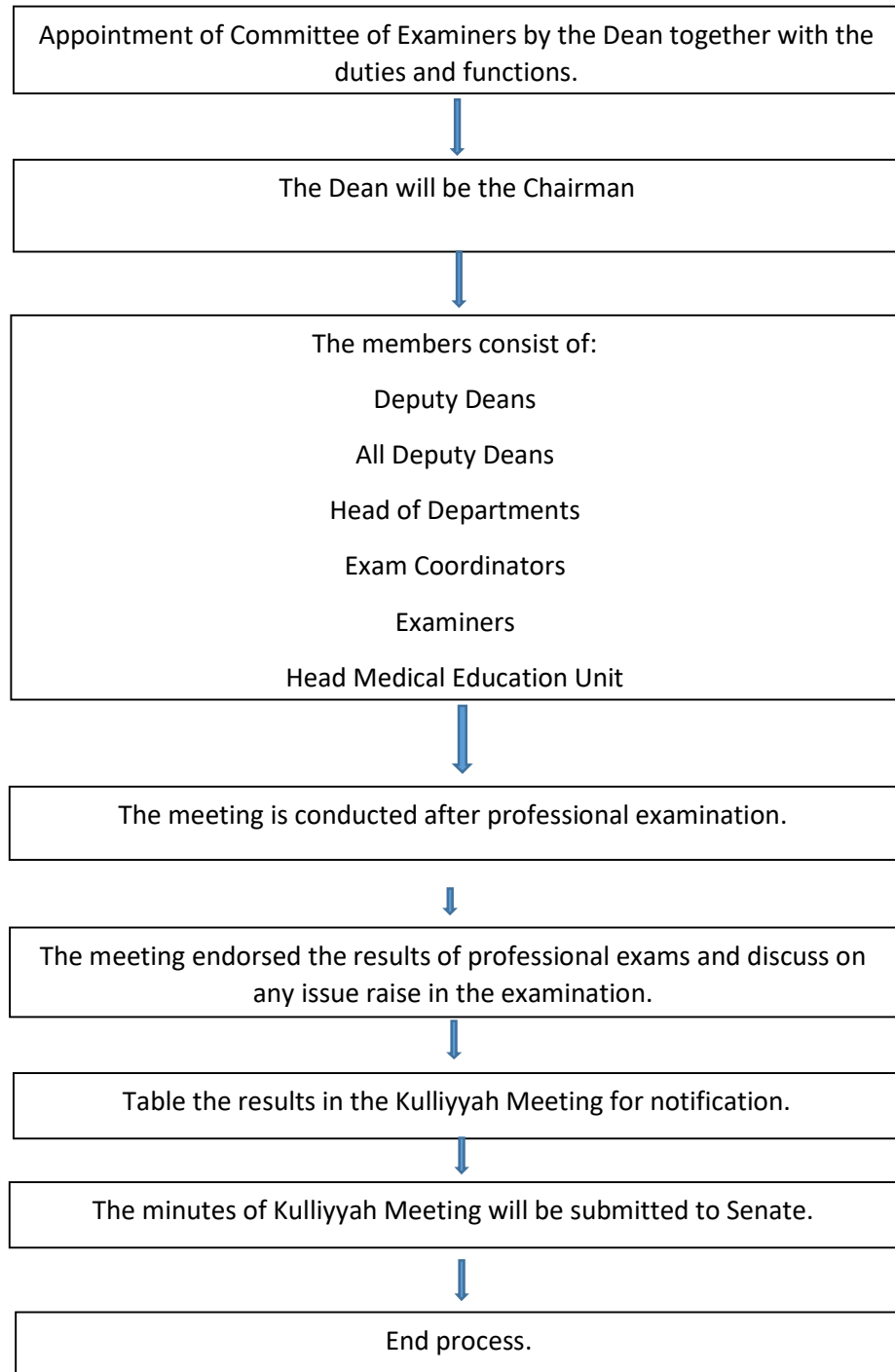
The committee shall be responsible to the Senate for the conduct of all examinations, the accuracy and validation of course results and grades. The Committee of Examiners (CoE) will have a meeting every time after the examinations for the endorsement of the results.

The CoE for KOM is divide to the end block examinations in years of study and the professional examinations. There are 4 CoE of end block examinations which are CoE of Year 1&2, Year 3, Year 4 and Year 5. Meanwhile, there are one CoE of professional examinations which are CoE Final Professional.

i) Committee of Examiners for End Block Examinations, MBBS



ii) **Committee of Examiners for Professional Examination, MBBS**



Conclusion

The Kulliyah Management is kindly requested to approve the SOP for academic evaluation process of undergraduate Kulliyah of Medicine.

Prepared by:

Deputy Dean Academic and Internationalisation,

Kulliyah of Medicine

16th Feb 2022, 22nd February 2022 (updated), KOM Admin meeting (17th Feb 2022), KOM Board Meeting (25th Feb 2022)

Updated 14 July 2022 (KOM Curriculum Committee Meeting) , 21st July 2022 (KOM Management Meeting), 29th July 2022(KOM Board Meeting)

16th Feb 2022, 22nd February 2022 (updated), KOM Admin meeting (17th Feb 2022), KOM Board Meeting (25th Feb 2022)