

KULLIYYAH OF MEDICINE

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

Objective

The objective of this proposal is to get approval from the Kulliyyah Management on the SOP of academic evaluation process of the Kulliyyah 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 kulliyyah to come up with specific standard operating procedure (SOP) which meet the kulliyyah requirements.

Background

Kulliyyah of Medicine use block system where it differs from the majority of the kulliyyah 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, kulliyyah 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 - Request to prepare the questions from DDAI - 6 weeks prior to the examination	Deputy Dean (Academic & Internationalisation)
2.	Preparation of Examination Questions 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 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 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 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 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 - The questions will be kept in Strong Room at Examination Unit	Examination Unit

Timeline

6 weeks prior
to the exam

PREPARATION OF END OF BLOCKS EXAMINATIONS

Preparation of Exam Questions

Request to prepare the

Request to prepare the questions from DDAI#

*Deputy Dean, Academic & Internationalisation

Responsibility

Preparation of Exam Questions

Respective department to prepare the questions

Respective Department

Vetting of Exam Questions

Respective department to vet the questions and all staffs involved need to sign Secrecy Form

Respective Department

2 weeks prior to the exam

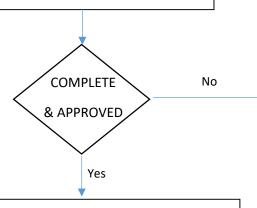
Submission of Exam Questions

Exam questions that have been vetted and formatted need to be submitted in soft copy with encrypted password to the A&I Office*

Respective Department & *Academic & Internationalisation Office

Deputy Dean, Academic & Internationalisation

Checking of Exam Questions



Submission of the approved questions to the Examination Unit and the master copy of the exam questions will be verified by the coordinator of respective department before the final printing*

Academic &
Internationalisation Office
&
Examination Unit

Respective Department

Question papers will be kept in the Strong Room at the Examination Unit.

Examination Unit

^{*}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 Request to prepare the questions from DDAI The arrangement of the examination Preparation of Examination Questions The arrangement of Examination Questions Preparation of Examination Questions The arrangement of Examination Questions from DDAI The arrangement of Examination Question	Deputy Dean (Academic & Internationalisation)
2.	Preparation of Examination Questions 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 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.	- 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 - 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 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 - The questions will be kept in Strong Room at Examination Unit	Examination Unit

PREPARATION OF PROFESSIONAL EXAMINATION Responsibility Timeline **Preparation of Exam Questions** *Deputy Dean, Academic & 3 months prior Request to prepare the Internationalisation to the exam questions from DDAI# **Respective Department Preparation of Exam Questions** Respective department to prepare the questions **Vetting of Exam Questions** Respective Department Respective department to vet the questions and all staffs involved need to sign Secrecy Form **Respective Department Submission of Exam Questions** 1-2 months prior Exam questions that have been vetted and *Academic & to the exam formatted need to be submitted in soft copy Internationalisation Office with encrypted password to the A&I Office* **KOM Central Vetting** Deputy Dean, Academic & Internationalisation COMPLETE & APPROVED No Yes Academic & Submission of the approved questions to the Internationalisation Office Examination Unit and the master copy of the **Examination Unit** exam guestions will be verified by the DDAI before the final printing*

*Require signing the Verification Form

Question papers will be kept in the Strong Room at the Examination Unit.

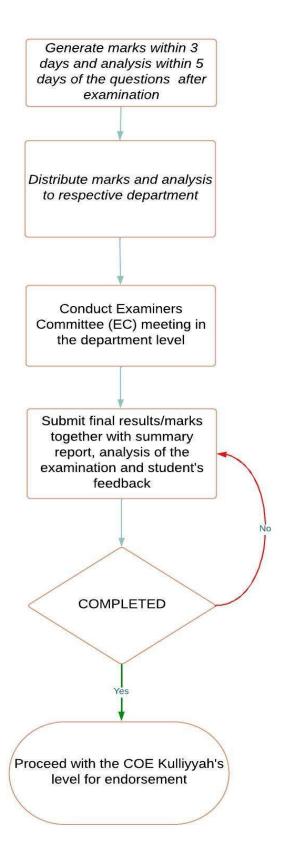
Examination Unit

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 - 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 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 To submit summary reports and final marks to ODDAI.	Coordinator

SOP EXAMINERS COMMITTEE (EC) MEETING



c. Committee of Examiners (CoE)

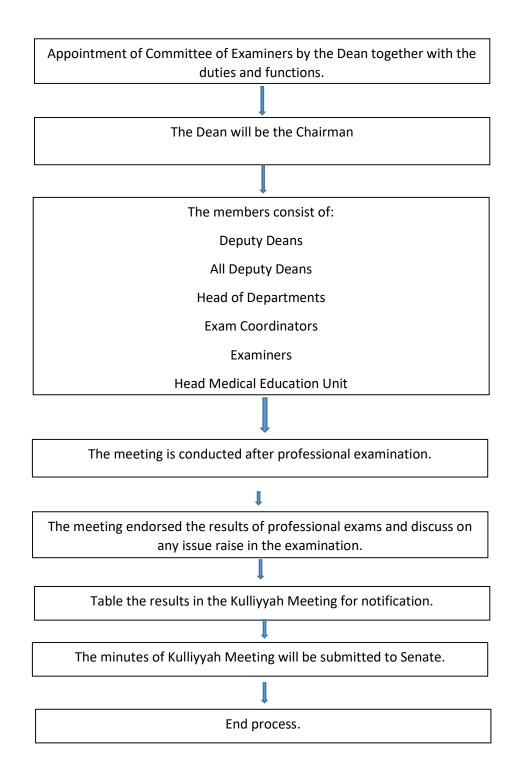
The committee shall be responsible to the Senate for the conduct of all examinations, the accuracy and validation of course results and grades. The Committee of Examiners (CoE) will have a meeting every time after the examinations for the endorsement of the results.

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

Appointment of Committee of Examiners of each Years of Study by the Dean together with the duties and functions. The Dean will be the chairman or delegate the duty as chairman to the Deputy Dean (Academic and Internationalisation) The members consist of: Deputy Dean (A&I) Head of Department or representative **Block/ Posting/Exam Coordinators** Head Units BMS or representative Head Medical Education Unit or representative. Meeting is conducted separately according to the year of study after each examination. The meeting endorsed the results for each block and discuss on any issue raise in the examination. Table the results in the Kulliyyah Meeting for notification. The minutes of Kulliyyah Meeting will be submitted to Senate. End process.

ii) Committee of Examiners for Professional Examination, MBBS



Conclusion

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

Prepared by:

Deputy Dean Academic and Internationalisation,

Kulliyyah 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), 21^{st} July 2022 (KOM Management Meeting), 29^{th} July 2022(KOM Board Meeting)

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