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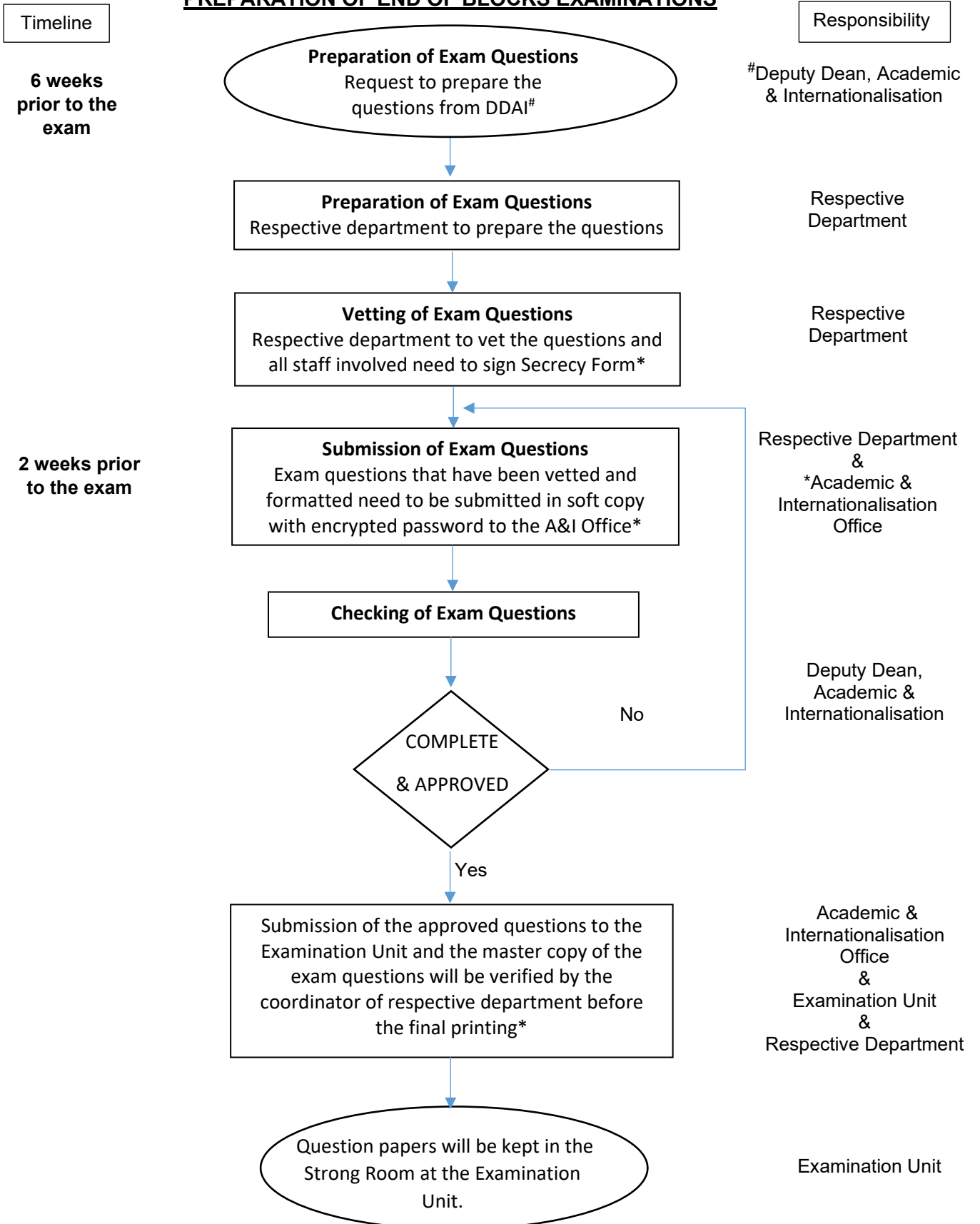
The standard operating procedure (SOP) in preparation of exam questions for end blocks and professional examinations of MBBS programme, KOM are as below:

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

PREPARATION OF END OF BLOCKS EXAMINATIONS

Timeline		Responsibility

6 weeks prior to the exam

Preparation of Exam Questions
Request to prepare the questions from DDAI#

#Deputy Dean, Academic & Internationalisation

Preparation of Exam Questions
Respective department to prepare the questions

Respective Department

Vetting of Exam Questions
Respective department to vet the questions and all staff 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

Checking of Exam Questions

COMPLETE & APPROVED

No

Yes

Deputy Dean, Academic & Internationalisation

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.
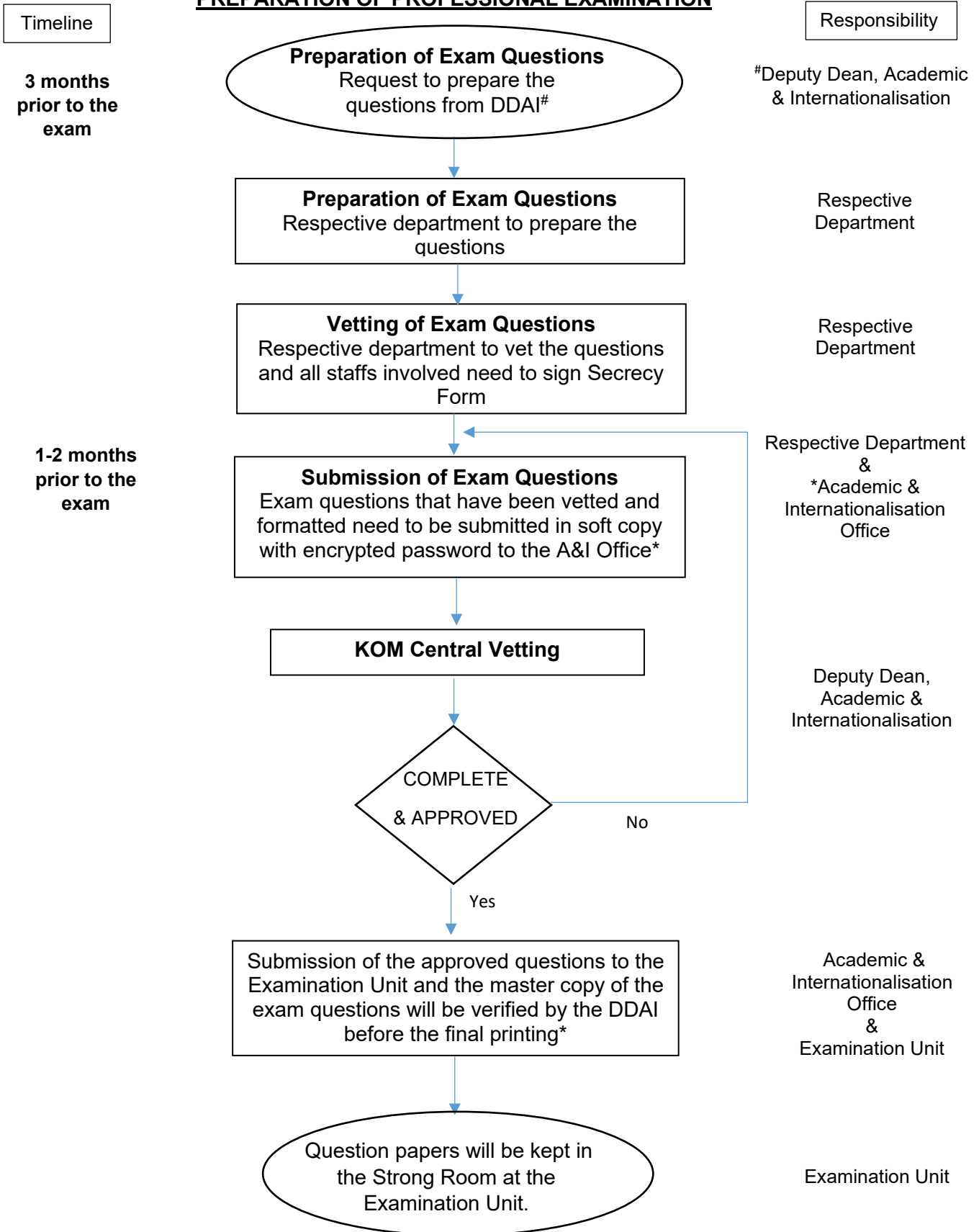
Examination Unit

*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 - 3 months 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	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

Timeline		Responsibility

3 months prior to the exam

Preparation of Exam Questions
Request to prepare the questions from DDAI#

#Deputy Dean, Academic & Internationalisation

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

1-2 months 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

KOM Central Vetting

COMPLETE & APPROVED

No

Deputy Dean, Academic & Internationalisation

Yes

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

Academic & Internationalisation Office & Examination Unit

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

Examination Unit

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** - 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

Generate marks within 3 days and analysis within 5 days of the questions after examination

↓

Distribute marks and analysis to respective department

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Conduct Examiners Committee (EC) meeting in the department level

↓

Submit final results/marks together with summary report, analysis of the examination and student's feedback

↓

COMPLETED

No → (returns to Submit final results/marks)

Yes ↓

Proceed with the COE Kulliyyah's level for endorsement

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

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┌─────────────────────────────────────────────────────────┐
│  Appointment of Committee of Examiners of each Years of  │
│  Study by the Dean together with the duties and          │
│  functions.                                              │
└─────────────────────────────────────────────────────────┘
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                            ▼
┌─────────────────────────────────────────────────────────┐
│  The Dean will be the chairman or delegate the duty as   │
│  chairman to the Deputy Dean (Academic and               │
│  Internationalisation)                                   │
└─────────────────────────────────────────────────────────┘
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                            ▼
┌─────────────────────────────────────────────────────────┐
│                  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.                                           │
└─────────────────────────────────────────────────────────┘
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                            ▼
┌─────────────────────────────────────────────────────────┐
│  The minutes of Kulliyyah Meeting will be submitted to   │
│  Senate.                                                 │
└─────────────────────────────────────────────────────────┘
                            │
                            ▼
┌─────────────────────────────────────────────────────────┐
│                      End process.                        │
└─────────────────────────────────────────────────────────┘
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ii)   Committee of Examiners for Professional Examination, MBBS

Appointment of Committee of Examiners by the Dean together with the duties and functions.

⬇

The Dean will be the Chairman

⬇

The members consist of:

Deputy Deans

All Deputy Deans

Head of Departments

Exam Coordinators

Examiners

Head Medical Education Unit

⬇

The meeting is conducted after professional examination.

⬇

The meeting endorsed the results of professional exams 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.

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), 21st July 2022 (KOM Management Meeting), 29th July 2022(KOM Board Meeting)

Updated on 23rd June 2023 (Kulliyyah Board Meeting)