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Position : Executive, Centre for Quality Assurance



Position : Director, Centre for Quality Assurance

No.	Date	Remarks	Revision No.	Approved by
1	01/03/22	Establishment	00	Director, CQA
2	11/10/22	Review Document No.; Add on 3.0 References, & responsibility	01	Director, CQA
3	19/07/24	Review on flow chart	02	Director, CQA

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1.0 OBJECTIVE

The objective of this procedure is to provide guidelines for the exam moderation and vetting to ensure the assessments align with criteria and standards sets by university.

2.0 SCOPE

The scope of this procedure applies to all school in UTS.

3.0 REFERENCES

ISO 9001:2015 – Quality Management System

4.0 DEFINITIONS / ABBREVIATIONS

UTS	:	University of Technology Sarawak
CQA	:	Centre for Quality Assurance
SOP	:	Standard Operating Procedure
HOP	:	Head of Programme

5.0 RESPONSIBILITY


5.1 The Director of CQA is responsible to ensure this procedure is adhered to.

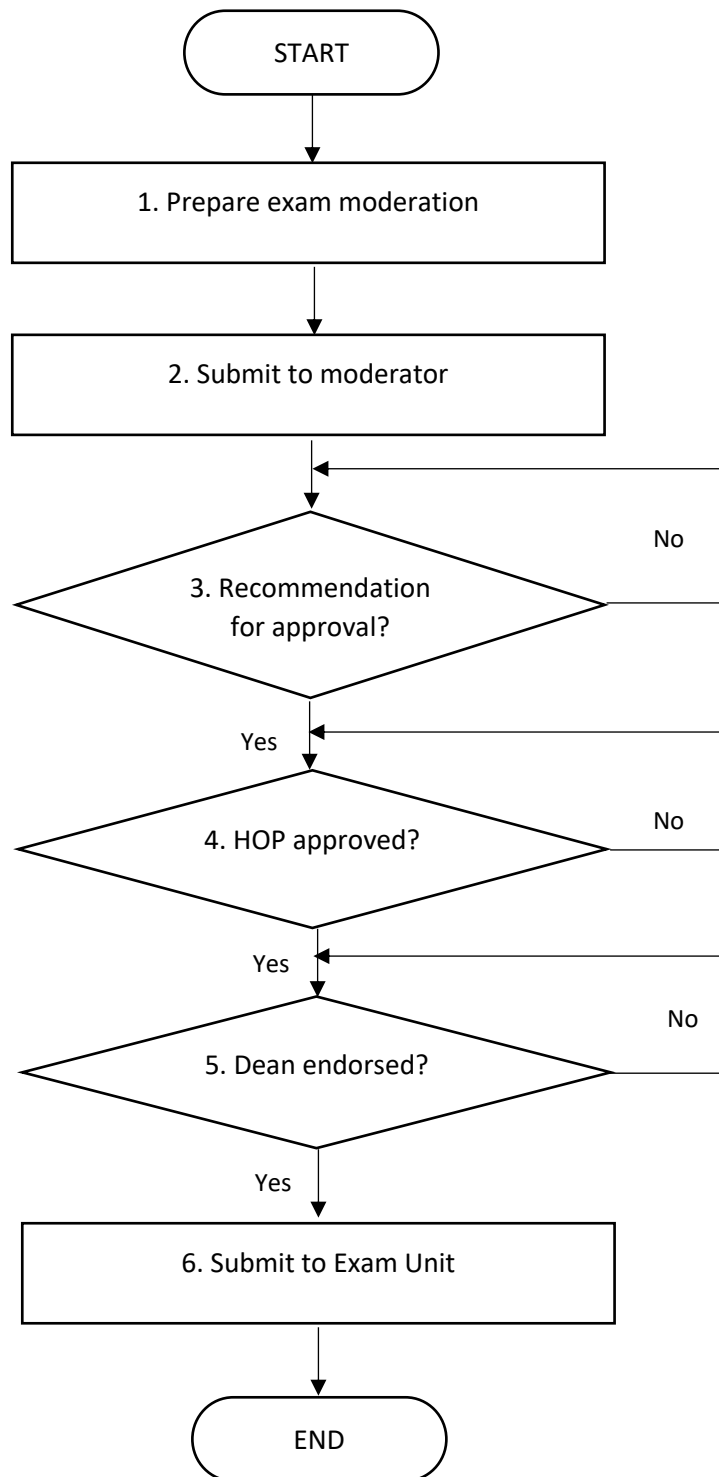
5.2 The Dean / HoP are responsible to follow and adhere to this procedure.


5.3 The Dean / HoP is responsible to ensure all related staff adhere to this procedure.

6.0 PROCEDURE

6.1 Refer to the process flow chart.


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7.0 DESCRIPTION


No	Description	Person in Charge	Document
1.	Preparation of exam moderation 1.1 HoP to inform all lecturers to prepare the exam moderation form to the assigned moderators 1.2 Lecturer need to fill in the 'Exam Moderation Form' together with a set of teaching plan, two (2) sets of final exam question paper, and two (2) sets of marking scheme.	School Admin HoP Dean Lecturer	Exam Moderation Form (UTS-CQA-P15-EMF)
2	Submit exam moderation form to the respective moderator	Respective moderator	Exam Moderation Form (UTS-CQA-P15-EMF) Teaching plan Final exam question paper Marking scheme
3	Recommendation for approval by Moderator? <ul style="list-style-type: none"> If yes, lecturer to submit the form to HoP for approval If no, lecturer to review the question paper or marking scheme based on comment and suggestions from Moderator 	Respective moderator HoP Lecturer	Exam Moderation Form (UTS-CQA-P15-EMF) Teaching plan Final exam question paper Marking scheme
4	HoP approved? <ul style="list-style-type: none"> If yes, HoP to submit the form to Dean for endorsement 	Respective moderator Dean HoP Lecturer	Exam Moderation Form (UTS-CQA-P14-EMF) Teaching plan

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	<ul style="list-style-type: none"> If no, moderator and lecturer to review based on recommendation from HoP 		Final exam question paper Marking scheme
5	Dean endorsed? <ul style="list-style-type: none"> If yes, HoP to submit two (2) complete sets of final exam question paper, and two (2) complete sets of marking scheme to exam unit* If no, HoP to advise the moderator and lecturer to review base on recommendation from Dean Note: *HoPs are advice to file the related documents	Respective moderator Dean HoP Lecturer	Exam Moderation Form (UTS-CQA-P15-EMF) Teaching plan Final exam question paper Marking scheme
6	HoP to submit two (2) complete sets of final exam question paper, and two (2) complete sets of marking scheme to exam unit	HoP Lecturer	Final exam question paper Marking scheme

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Exam Moderation Form (UTS-CQA-P15-EMF)	Respective moderator Dean HoP Lecturer	5 years
2	Teaching plan	HoP Lecturer	5 years
3	Final exam question paper	Exam Unit Respective moderator Dean HoP Lecturer	5 years
4	Marking scheme	Exam Unit	5 years

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		Respective moderator Dean HoP Lecturer	
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