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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	15/02/14	Establishment	00	Director, CQA
2	01/04/22	Usage of new logo and university name	01	Director, CQA
3	01/11/22	Review on template of the SOP	02	Director, CQA
4	05/07/24	Review the whole content	03	Manager. AARD
5	10/10/24	Review section 3.0, 4.0 and 7.0	04	Manager. AARD
6	27/03/24	Included the latest related guidelines	05	Manager, AARD

1.0 OBJECTIVE

1.1 To provide a standard procedure to ensure a proper management of examination question papers.

1.2 To ensure that examination question and related materials are handled in a proper manner.

2.0 SCOPE

2.1 This SOP covers the procedure to be carried out to ensure a proper management of examination question before, during, and after the examination day.

3.0 REFERENCES

3.1 Undergraduate Academic Rules and Regulations (UTS-AAR-P01-UARR)

3.2 Foundation Academic Rules and Regulations (UTS-SFS-FARR)

3.3 Examination Handling Guidelines (UTS-AAR-P04-EGH)

4.0 DEFINITIONS / ABBREVIATIONS

HoP : Head of Program
PC : Program Coordinator
CL : Course Lecturer
SA : School Administrator
EGU : Examination & Graduation Unit
EUP : Examination Unit Personnel (Academic Affairs & Registry)
CI : Chief Invigilator
DCI : Deputy Chief Invigilator
IoD : Invigilator on Duty
EQ : Examination Question

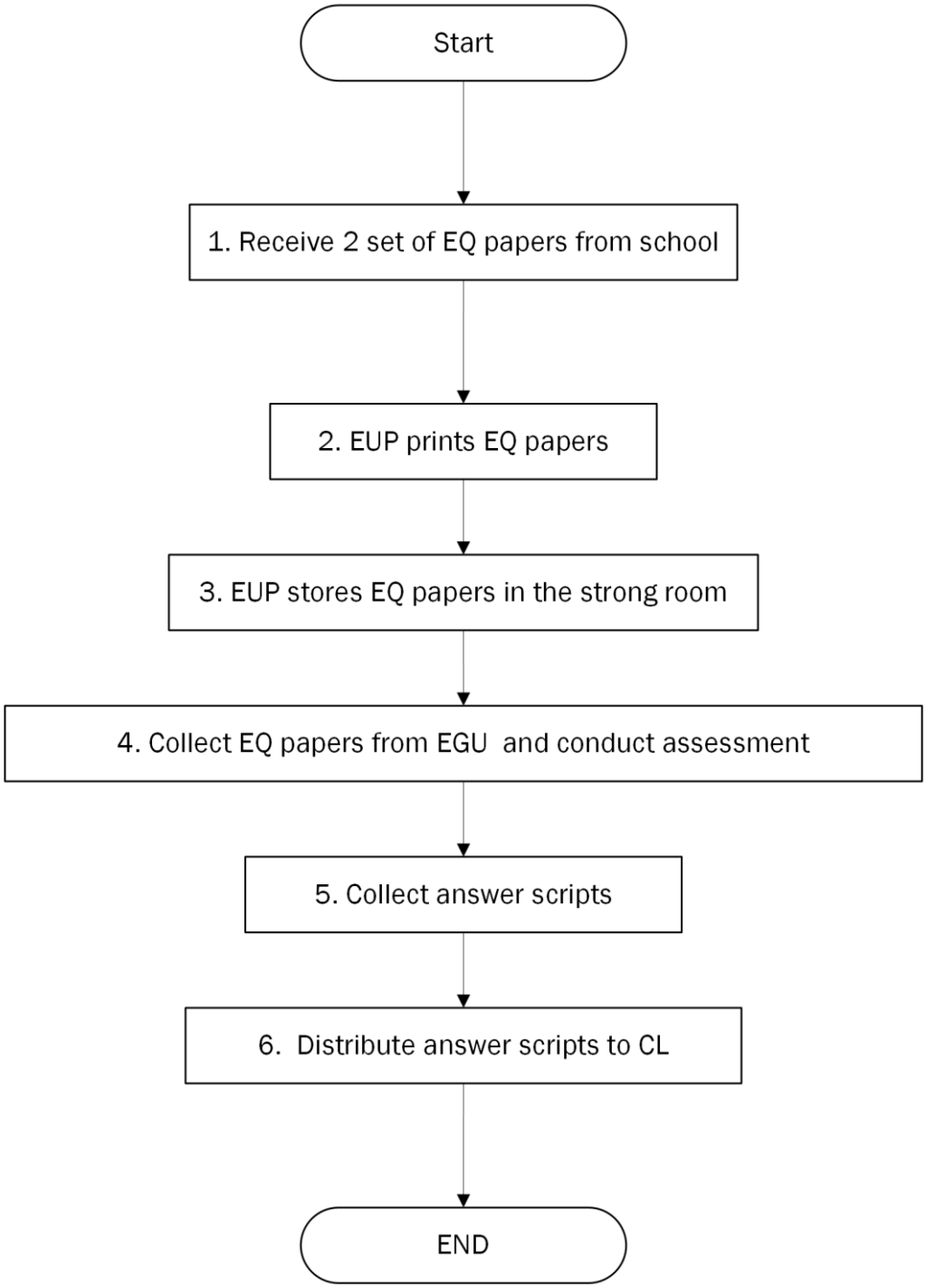
5.0 RESPONSIBILITY

5.1 The Dean; HoP; and EUP are responsible to ensure that all procedures are adhered to.

5.2 Course lecturers are responsible to ensure that examination question and relevant materials are handled in a proper manner

6.0 PROCEDURE

6.1 Refer to process flow chart


Start
1. Receive 2 set of EQ papers from school
2. EUP prints EQ papers
3. EUP stores EQ papers in the strong room
4. Collect EQ papers from EGU and conduct assessment
5. Collect answer scripts
6. Distribute answer scripts to CL
END

7.0 DESCRIPTION

No.	Description	Person In Charge	Documents
1	School submits hardcopy of EQ papers, Answer Scheme to EGU for printing (two sets)	SA PC HoP	i) EQ Master copy set ii) UTS-AAR-P04-SH
2	EUP prints EQ at 'quarantine' area	EUP	iii) EQ Papers
3	EUP stores EQ papers in the Strong-room	EUP	i) EQ Papers
4	CI/DCI/IoD collects EQ papers from the strong room and delivers them to the examination venue for distribution. • Invigilator on duty should contact the course lecturer/HoP directly id there is any mistake/error on the EQ.	CI/DCI IoD	ii) EQ Papers iii) UTS-AAR-P04-SH
5	CI/IoD collects answer scripts and EQ papers from students and delivers to EGU.	CI/DCI IoD	iv) Answer scripts v) Used EQ papers vi) UTS-AAR-P04-SH
6	EUP distributes answer scripts to CL (examiners) for marking. i. School should update the exam handling script movement and store the students' answer script in their filing room accordingly.	CL	vii) Answer scripts viii) Used EQ papers ix) UTS-AAR-P04-SH

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Question Papers master copy	Strong room, EGU	1 cycle