
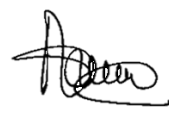

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AMENDMENT RECORDS

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, AAR
5	10/10/24	Review section 3.0 and 4.0	04	Manager, AAR
6	27/03/25	Included the latest related guidelines	05	Manager, AAR

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1.0 OBJECTIVE

- 1.1 To provide guidelines to ensure students' results are processed in a proper and systematic manner.

2.0 SCOPE

- 2.1 This procedure covers results processing for all students.

3.0 REFERENCES

- 3.1 University Academic Rules & Regulations (UTS-AAR-P01-UARR)
- 3.2 Foundation Academic Rules & Regulations (UTS-SFS-FARR)
- 3.2 Examination Handling Guidelines (UTS-AAR-P04-EHG)

4.0 DEFINITIONS / ABBREVIATIONS


HoP	: Head of Program
CC	: Course Coordinator
CL	: Course Lecturer
EGU	: Examination & Graduation Unit
EUP	: Examination Unit Personnel (Academic Affairs & Registry)
SA	: School Administrator
UBE	: University Board of Examination
UCX	: UCiL Committee of Examiners
SBX	: School Board of Examiners
ADC	: Academic Disciplinary Committee

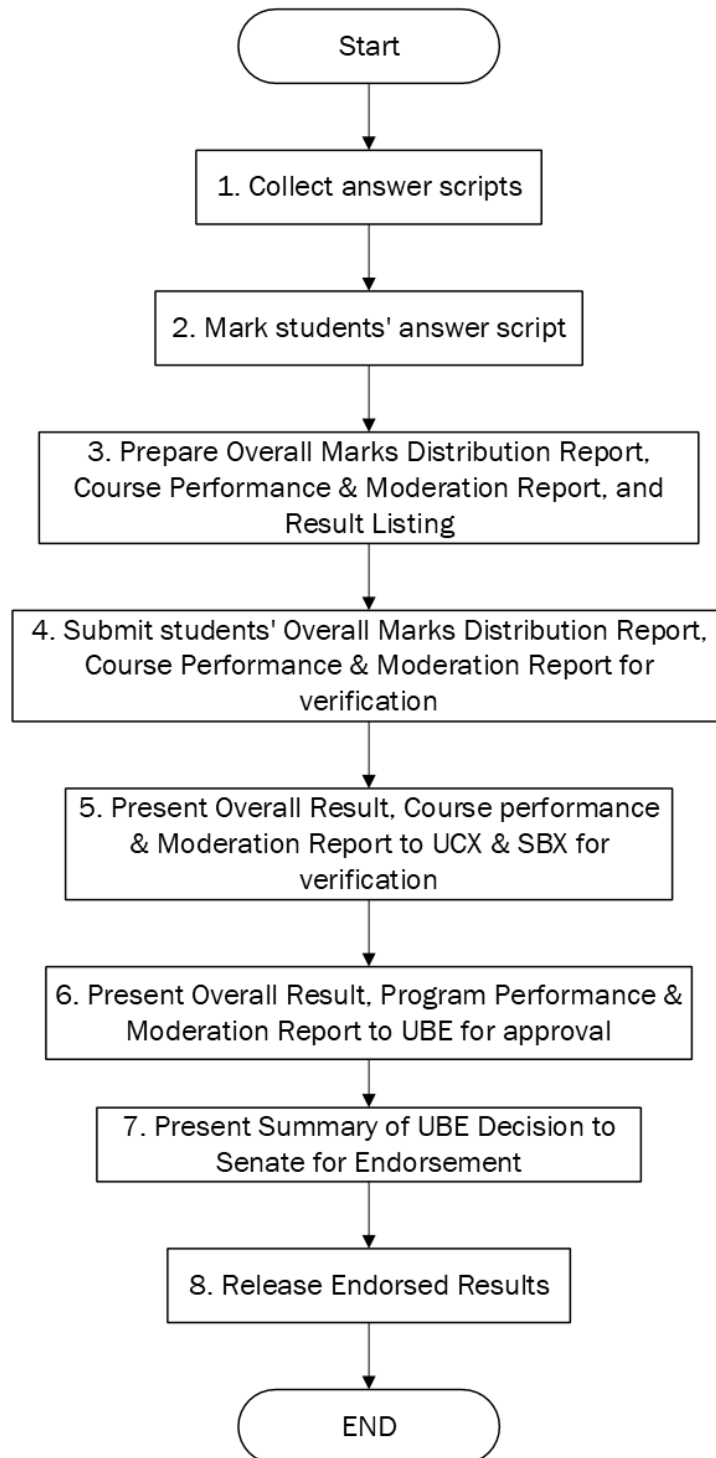
5.0 RESPONSIBILITY


- 5.1 The Dean/Director is responsible to ensure that the student results are processed in a proper manner.
- 5.2 Course Lecturers are responsible to register/record students' marks into the university online platform (oculus.uts.edu.my).
- 5.3 The EUP is responsible to ensure that records are properly moderate and verified in the online platform (oculus.uts.edu.my).

6.0 PROCEDURE

- 6.1 Refer to process flow chart


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7.0 DESCRIPTION

No.	Description	Person in charge	Documents
1	CL collects answer scripts from EGU	CL EGU	i. Examination timetable ii. Answer script
2	CL marks students' answer scripts.	CL	i. Examination timetable ii. Result entry – OCULUS (oculus.uts.edu.my)
3	CL prepare report on the course overall marks distribution, course performance and moderation report for verification.	CL	OCULUS (oculus.uts.edu.my) i. Result entry ii. Lecturer feedback iii. Improvement plan
4	CL save and submits Students' Overall Marks Report; and Course Performance & Moderation Report to CC/HoP in the OCULUS for verification. SA prepares Results Listing for CL to present at SBX	CL SA CC/HoP	i. OCULUS (oculus.edu.my) ii. SBX report
5	CL/HoP presents overall results to UCX and SBX:- i. Verify course grades and moderation where necessary ii. Confirm students' results/ status, and moderation iii. Verify and confirm 'Completed List', 'Dean's List' and 'FO list' iv. To check for GPA and CGPA calculation purposes (if required) v. Discuss course & program performance & action plans vi. Student study status	CL HoP UCiL Director Dean	i. Result analysis report ii. SBX minutes iii. SBX result Summary (oculus.uts.edu.my)
6	Dean/ HoP Presents Results to UBE (University Level):- i. Approve course grades and moderate where necessary ii. Approve 'Completed List', 'Dean's List' and 'FO list' iii. Approve list of Completed Students iv. Approve student status	CL HoP Dean	i. Course Performance & Moderation Report - OCULUS (oculus.uts.edu.my) ii. Program Performance & Moderation Report - OCULUS (oculus.uts.edu.my) iii. Study Completed List iv. Failed and Out List v. Report from ADC (if any)
7	Registrar Presents Summary of UBE decision to University Senate	VC Registrar	i. Overall Results of Programs ii. Program Performance & Moderation Report

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			iii. Course Performance & Moderation Report iv. Improvements plans by school v. Completed Study List vi. Incomplete Course Status Report (if any) vii. Examination Misconduct Report (if any)
8	EUP releases endorsed results to students via online platform (OCULUS – oculus.uts.edu.my)	EUP	i. UTS-AAR-P06-ARF (if required)

8.0 RECORDS

NO.	Titles/Records	Location/Responsibility	DURATION
1	Examination timetable	EGU File room	1 cycle