



UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK
FACULTY OF MEDICINE

PROCESSING RESULTS OF MBBS
PROFESSIONAL EXAMINATIONS

Doc. No:	UniKL/RCMP /FOM-01
Revision No:	01
Date	01 July 2017
Page No:	Page 1 of 5

Prepared by:

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Faculty of Medicine, UniKL RCMP
Date : 22 June 2017

Approved by:

Name: Assoc. Prof. Dr. Syed Rahim bin
Syed Hamid
Position: Dean, Faculty of Medicine
Date : 22 June 2017

AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	09/05/14	Establishment	00	Dean, FOM
2	01/07/17	Amendment	01	Dean, FOM



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Revision No:	01
Date	01 July 2017
Page No:	Page 2 of 5

1.0 OBJECTIVE

The objective of this procedure is to provide guidelines for processing the results of MBBS Professional examinations.

2.0 SCOPE

The scope of this procedure covers MBBS Professional examinations.

3.0 REFERENCES

- 3.1 Academic Rules & Regulations, Faculty of Medicine
- 3.2 University Rules and Regulations, UniKL

4.0 DEFINITIONS/ABBREVIATIONS

UniKL	:	Universiti Kuala Lumpur
FOM	:	Faculty of Medicine
RCMP	:	Royal College of Medicine Perak
Exam	:	Examination
EU	:	Examination Unit
UAC	:	University Academic Committee
CONASS	:	Continuous Assessment
SUPP EXAM	:	Supplementary Examination

5.0 RESPONSIBILITY

- 5.1 Dean of FOM is responsible to ensure that this procedure is adhered to at Faculty level.
- 5.2 Deputy Dean / Examination Committee / Year Coordinator / Examiners / External Examiner are responsible to ensure that this procedure is adhered to.
- 5.3 EU is responsible to assist in compiling related documents.

6.0 PROCEDURE

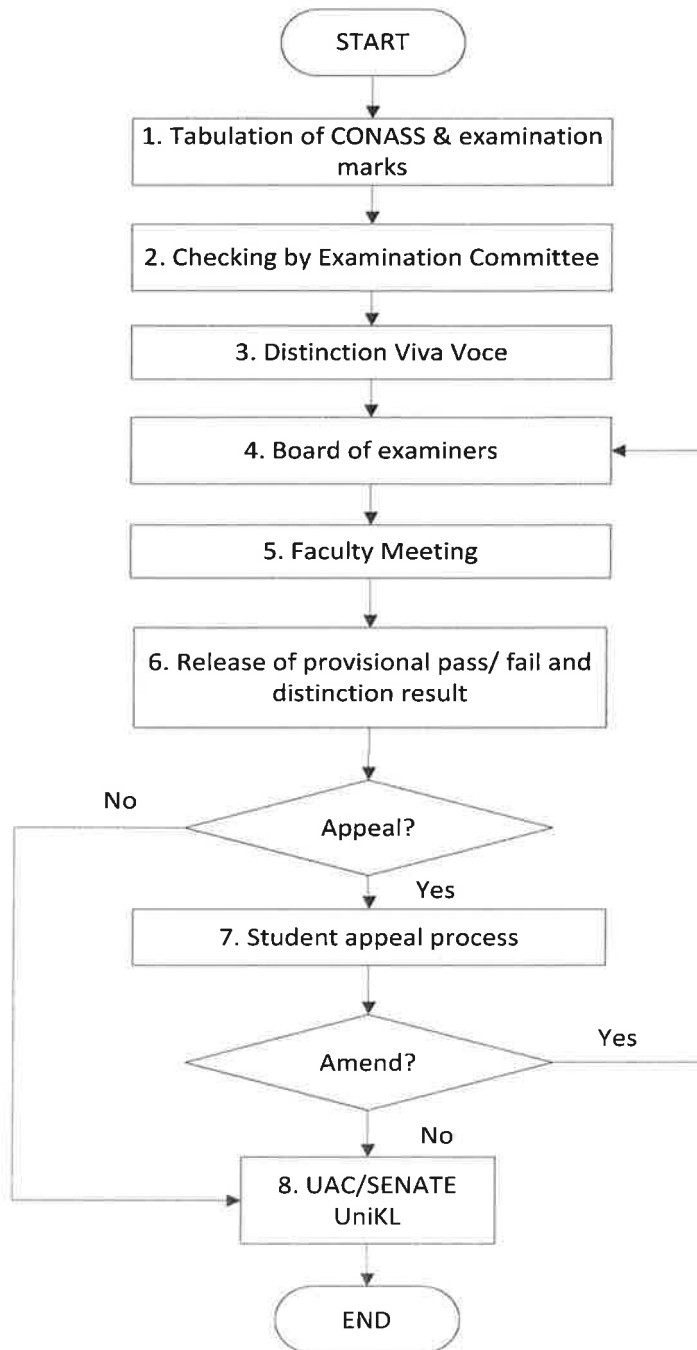
- 6.1 Refer to the process flow chart as below.



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Date	01 July 2017
Page No:	Page 3 of 5





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Revision No:	01
Date	01 July 2017
Page No:	Page 4 of 5

7.0 DESCRIPTION

No	Description	Person in Charge	Document	Duration
1	Compilation of students' marks in all the examination papers including CONASS	Examination Unit Year Coordinator	Table of final examination results	Within 2 working days after last exam paper.
2	Final Check of tabulated Examination & CONASS results and selection of students : Distinction VIVA VOCE for Professional Examination	Examination Committee	Table of Final Examination Results Reports of Program Assessors of students performance during Viva Voce	Within 2 working days after last exam paper.
3	Distinction VIVA	Panel appointed by Examination Committee	Viva scoring scheme	Within 2 working days after last exam paper.
4	Endorsement of Results by Board of Examiners	Dean / Deputy Dean	Examination result report	Within 2 working days after last exam paper.
5	Endorsement of Results by Faculty – all members of the Faculty	Dean / Deputy Dean	Examination result report	Upon endorsement of Results by Board of Examiners.



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Revision No:	01
Date	01 July 2017
Page No:	Page 5 of 5

6	Release of Provisional Examination exam results	Dean / Deputy Dean	Professional Exam Result	Upon endorsement of Results by faculty on the same day
7	Appeal of exam results by student	Examination Unit Secretariat	Appeal letter & proof of payment	Within 7 working days after result release
8	Approval and Endorsement of Examination Results by UAC and Senate	Dean / Deputy Dean / Exam Unit	Examination result report	The following UAC / Senate meeting if no appeal

8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	Board of Meeting Result Endorsement	Exam Unit	5 years