




**UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK
FACULTY OF MEDICINE**

**SAFE KEEPING OF NURSING BOARD
EXAMINATION PAPERS**

Doc. No:	UniKL/RCMP/ FOM-04
Revision No:	01
Date	01 July 2017
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Prepared by:


Dalim Anak Sugan
On behalf of Examination Committee,
Nursing Programme
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, FPHS
2	01/07/17	Amendment	01	Dean, FOM



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1.0 OBJECTIVE

The objective of this procedure is to provide guideline on safe-keeping of the Nursing Board Malaysia examination question papers.

2.0 SCOPE

The scope of this procedure covers nursing programme conducted at Faculty of Medicine, UniKL, RCMP.

3.0 REFERENCES

Nil

4.0 DEFINITIONS/ABBREVIATIONS

EC	: Exam Committee
EU	: Exam Unit
FOM	: Faculty of Medicine
HC	: Head of Committee
HoP	: Head of Programme
HoU	: Head of Unit
NBM	: Nursing Board Malaysia
PC	: Programme Coordinator
QAU	: Quality Assurance Unit
UniKL	: Universiti Kuala Lumpur

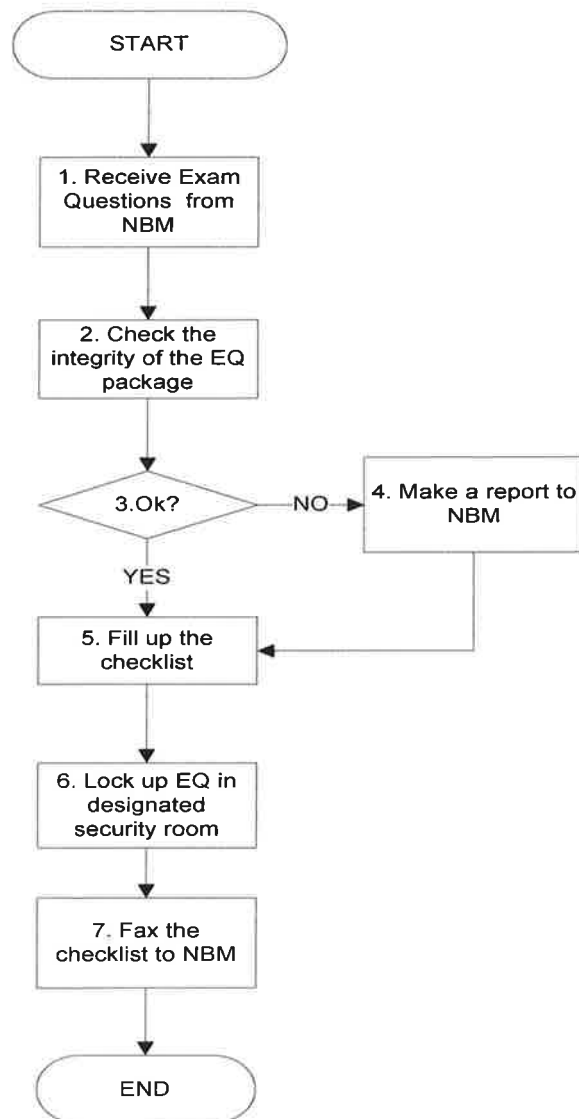
5.0 RESPONSIBILITY

- 5.1 The dean of FOM is responsible to ensure that this procedure is adhered to at Faculty level.
- 5.2 HOP, PC, HoU and Ho Care responsible to ensure that this procedure is adhered with the assistance and monitoring by the QA.
- 5.3 QAU are responsible to assist in compiling related documentation.
- 5.4 EC are responsible to ensure the process of on safe-keeping of the Nursing Board Malaysia examination question papers.



6.0 PROCEDURE

6.1 Refer to the process flow chart as below:





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7.0 DESCRIPTION

No	Description	Person in Charge	Document	Duration
1	Receive exam questions from NBM	HC	Package of Nursing Board Malaysia examination question papers	Two days before examination date
2	Checking the integrity of exam questions package. <ul style="list-style-type: none"> • Integrity of the sealed pack • Number of packages 	EC	Checklist: Senarai Semak Penerimaan Bungkusan Dokumen Peperiksaan	Two days before examination date
3	Ok? <ul style="list-style-type: none"> • If Yes, go to no. 5 • If No, go to no. 4 	-	-	Two days before examination date
4	Make a report to NBM	HoP/PC	Examination Report	Two days before examination date
5	Fill up the checklist	EC	Checklist: Senarai Semak Penerimaan Bungkusan Dokumen Peperiksaan	Two days before examination date
6	Lock up exam questions in designated security	EU	Exam questions	Two days before examination



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	room			date
7.	Fax the checklist to NBM	EC	Checklist: Senarai Semak Penerimaan Bungkusan Dokumen Peperiksaan	Two days before examination date

8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	Checklist: Senarai Semak Penerimaan Bungkusan Dokumen Peperiksaan	EC	5 years
2	Examination Report	EC	5 years