



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

**VETTING OF PROFESSIONAL  
EXAMINATION QUESTIONS**

Doc. No:	UniKL/RCMP /FOM-04(WI)
Revision No:	01
Date	01 July 2017
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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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### **1.0 OBJECTIVE**

The objective of this procedure is to provide a guideline for the smooth implementation of the vetting process at various levels.

### **2.0 SCOPE**

The scope of this procedure covers the Professional (First & Final) examinations conducted in FOM, UniKL RCMP.

### **3.0 REFERENCES**

- 3.1 COPPA (assessment) 3.3.1 Benchmark Standards
- 3.2 Tomorrow's Doctors
- 3.3 Guideline for the Accreditation of Malaysian Undergraduate Medical Education Program 2015.
- 3.4 Faculty of Medicine, Academic Rules & Regulations

### **4.0 DEFINITIONS/ABBREVIATIONS**

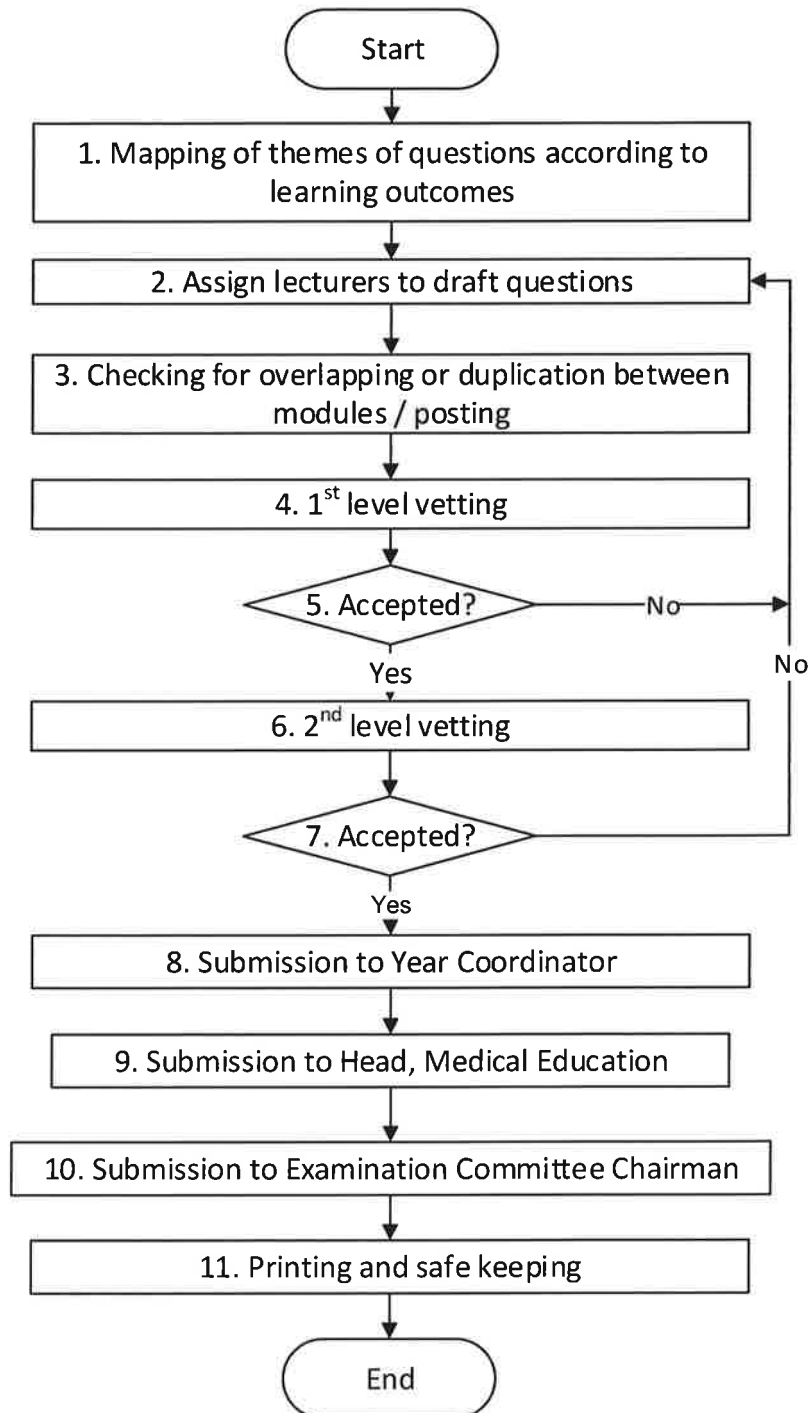
UniKL	:	Universiti Kuala Lumpur
RCMP	:	Royal College of Medicine Perak
FOM	:	Faculty of Medicine
SOP	:	Standard Operating Procedure
Exam	:	Examination
COPPA	:	Code of Practice of Programme Accreditation

### **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 (Academic)/ Head, MED/ Year Coordinator/ Module Coordinator/Lecturers are responsible to ensure that this procedure is adhered strictly.

### **6.0 PROCEDURE**

- 6.1 Refer to the process flow chart as in the next page.





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**7.0 DESCRIPTION**

No	Description	Person in Charge	Document	Duration
1	Preparing TOS or Mapping and distribution of themes of questions according to learning outcomes and according to lower or higher order thinking skills	Module Coordinators	Module map	Within 3 months of the commencement of the academic year
2	Assignment of lecturers to draft/prepare questions	Module Coordinators	Module map	Within 4 months of commencement of the academic year.
3	Checking for overlapping or duplication of questions (TOS/Blueprint)	Year Coordinators	Module map	Within 5 months of commencement of the academic year.
4	Vetting of questions at module level to check appropriateness as to language, syntax, punctuations, model answer, learning outcomes and level of difficulty (1 <sup>st</sup> level vetting)	Module Coordi <sup>Yes</sup> 3 / Assigned Lecturer	Module questions	4 months before the examination
5	If rejected, send question back to No. 2 for rewriting or redoing or change the question  If accepted, submission to year/module coordinator	Module Coordinators / Assigned Lecturer  Module Coordinators	Module questions  Module questions	3 months before the examination  3 months before the examination



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6	Collection of questions from all module coordinators (2 <sup>nd</sup> level vetting)	Year/Module Coordinators	Complete set of exam questions within module	3 months before the examination
7	If not appropriate, send question back to No. 2 for rewriting or redoing or change the question  If accepted, submission to year/module coordinator	Year/Module Coordinators  Assigned Lecturer	Complete set of exam questions	2 months before the examination  2 months before the examination
8	Collection and submission of whole set of questions to year/module coordinator	Year/Module Coordinators	Complete set of exam questions	5 weeks before the examination
9	Submission of complete & vetted sets of Exam papers to Head, MED to check appropriateness of questions as to language, syntax, punctuations, model answers, learning outcomes and level of difficulty.	Head, MED	Complete set of exam questions	4 weeks before the examination
10	Submission of complete and vetted sets of Exam papers to Examination Committee Chairman/Dean	Chairman, Examination Committee	Complete set of exam questions	3 weeks before the examination
11	Submission to examination unit for printing & storage	Exam Unit	Complete set of exam questions	2 weeks before the examination



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## 8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	Examination Questions Submission Form	Exam Unit	5 years