



# PREPARATION OF FINAL EXAMINATION QUESTIONS HANDBOOK

Examination Unit

Faculty of Engineering  
Universiti Malaysia Sarawak



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## PREFACE

This handbook is a reference for the academic and administration staff on the functions of *Unit Peperiksaan Fakulti Kejuruteraan (UPFK)*, procedures in preparing final examination papers and the teaching evaluation exercise practiced at Faculty of Engineering, UNIMAS. The handbook serves as a valuable guide for the faculty to assist the academic staff in issues related to final examination preparation and teaching evaluation.

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## GLOSSARY

### ACRONYMS

UPFK : Unit Peperiksaan Fakulti Kejuruteraan

### DEFINITIONS

- Bloom taxonomy : **Bloom's Taxonomy** is a classification of learning objectives within education proposed in 1956 by a committee of educators chaired by Benjamin Bloom who also edited the first volume of the standard text, *Taxonomy of educational objectives: the classification of educational goals*<sup>1</sup>
- Vetting committee : **Vetting** committee consist appointed lecturers to examine and evaluate, generally referring to performing an exam paper draft checking before examination week is conducted.

## **1.0 INTRODUCTION TO *UNIT PEPERIKSAAN FAKULTI KEJURUTERAAN (UPFK)***

### **1.1 WHAT IS UPFK?**

UPFK is abbreviation for *Unit Peperiksaan Fakulti Kejuruteraan* .

### **1.2 WHAT IS THE FUNCTIONS OF UPFK?**

UPFK was established to ensure that final examination is carried out in accordance to academic regulations set by the university and Faculty of Engineering, UNIMAS.

## **2.0 MY ROLES AS A LECTURER**

### **2.1 WHEN SHOULD I PREPARE THE FINAL EXAMINATION PAPER?**

Every semester, academic staff is required to prepare the examination papers before or by the end of week 7 and submit them to respective program coordinators for moderation.

### **2.2 WHAT ARE THE DOCUMENTS THAT I NEED TO PREPARE?**

The documents that I need to prepare together with the question paper are as follow;

- i. the checklist preparation of final examination papers,
- ii. answers schemes,
- iii. bloom taxonomy schemes.

Please refer to **APPENDIX 1** for samples of the documents.

All question papers must follow the format provided by UPFK as shown in **APPENDIX 1**.

### **2.3 WHERE CAN I GET THE DOCUMENTS?**

For the softcopy, please refer to UPFK or Programme Coordinators.

### **2.4 WHAT GUIDELINES SHOULD I FOLLOW IN PREPARING MY QUESTION PAPER?**

Guidelines of the formatting of the final examination paper are as shown in **APPENDIX**

**1**. Meanwhile the guidelines on the procedures and work flow of preparing the question paper are available in **APPENDIX 2** and **APPENDIX 3**.

## 2.5 WHAT SHOULD I DO BEFORE I SUBMIT THE QUESTIONS PAPER?

### *BEFORE DEPARTMENTAL VETTING MEETING*

- i. make sure the questions are relevant to Course Outcomes (CO) outlined in Course Plan by checking the;
  - a. relevancy of the question: questions are assessing the intended course outcomes.
  - b. coverage of the breadth and depth of the course: use the bloom taxonomy form to monitor the breadth and depth of the questions covered.
- ii. check the mark distribution and ensure the mark are evenly distributed according to the taxonomy level
- iii. prepare the marking schemes

### *AFTER DEPARTMENTAL VETTING MEETING*

- i. ensure the corrections are amended based on the comments from moderators
- ii. record the amendments in the moderation form
- iii. immediately, received confirmation from moderators on the amendments
- iv. submit the hardcopy of all documents in Section 2.2 to Programme Coordinators for verification
- v. submit the softcopy of all documents in Section 2.2 to UPPK before the dateline together with the hardcopy of the verified moderation form

## 2.6 WHAT IS MODERATION FORM?

Moderation form is a form to verify that the proper moderation process has been carried out by the department.

Refer to **APPENDIX 1(ii)** for sample of the form. The form is attached together with the Checklist of Preparation of Final Exam form.



**2.7 WHO CAN MODERATE MY QUESTION PAPER?**

Any lecturers amongst the department who are considered as experts of the course are eligible to be appointed as the first moderator. In the case where amendments are required, there is necessity of appointing a second moderator who is also expert of the course.

**2.8 HOW SHOULD I SUBMIT THE QUESTIONS PAPER TO AVOID LEAK?**

To avoid question leak, question paper must be submitted in softcopy and submitted directly to UPFK. Submission of final examination question by e-mail is **NOT PERMITTED**.

**2.9 WHAT SHOULD I DO IF ANY TRACE OF LEAK IS FOUND?**

If any trace of question leak is discovered before the final examination, lecturer is required to prepare a new set of question papers and go through the moderation process once again.

### **3.0 TEACHING EVALUATION (*BORANG PENILAIAN PENGAJARAN*)**

#### **3.1 WHAT IS TEACHING EVALUATION FORM (*BORANG PENILAIAN PENGAJARAN*)?**

Teaching evaluation form is a survey conducted at the end of every semester for all courses offered in the faculty. The survey aims to assess the effectiveness of the teaching and learning activities of each lecturer. The form is **different** from the **Student Survey** (refer to OBE Handbook) in which the Student Survey is a form for the students to self-assessing themselves on what they have learnt in the course. However both evaluations can be conducted together.

#### **3.2 WHEN IS THE EVALUATION CONDUCTED?**

The evaluation is conducted between week 11 to 14 of lecture week every semester. Each lecturer can choose their preferable date to conduct the evaluation by arranging an appointment with the Teaching Evaluation Committee. Every semester the committee will send a reminder e-mail before the evaluation is conducted.

#### **3.3 WHO IS THE RESPONDENT OF THE EVALUATION FORM?**

The respondents of the evaluation are all students enrolling the course.

#### **3.4 WHO WILL CONDUCT THE EVALUATION PROCESS?**

Technical staff that has been appointed by Dean's Office conducts the evaluation.

#### **3.5 WHAT ARE THE EVALUATION CRITERIA?**

Evaluation is made on 4 key aspects:

- a. Delivery
- b. Interaction
- c. Professionalism
- d. Overall

**3.6 WHO WILL ANALYZE THE EVALUATION FORMS?**

The forms will be analyzed by Teaching Evaluation Committee chaired by the Deputy Dean (Undergraduate & Student Development) and consist of all Head of Departments and Programme Coordinators.

**3.7 WHEN CAN I GET THE RESULT OF THE EVALUATION?**

The result is available two weeks before the start of the following semester.

**3.8 HOW CAN I GET THE RESULT OF THE EVALUATION?**

The result can be viewed at UPFK two weeks before the following semester starts.

An official letter of the result will be issued by the Dean's Office for lecturer's reference.

**3.9 WHAT IS THE IMPORTANCE OF THE EVALUATION RESULT?**

The evaluation result is important to assess the effectiveness of teaching and learning activities conducted during the semester. It also serves as a tool for lecturers to identify any opportunities for improvement and continuously improve their teaching and learning techniques.

## 4.0 APPENDICES

- 4.1 **Appendix 1** :  
i. format of question paper  
ii. checklist preparation of final examination papers,  
iii. answers schemes cover page,  
iv. bloom taxonomy schemes.
- 4.2 **Appendix 2&3** : Flow Chart of Procedures in Preparing Final Examination Question