

FIRST CITY UNIVERSITY COLLEGE FLOW CHART SUBMISSION OF FCUC CIMS MARKSHEETS FLOW CHART	Document No	FC8.9.1
	Revision No	00
	Effective Date	01.10.2026
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Process	Description	Timeline	PIC	Record / Reference
<pre> graph TD Start([Start]) --> KeyIn[Key-in Marks] KeyIn --> Check[Check Marksheets] Check --> Verify[Verify Marksheets] Verify --> Submit[Submit Verified Marksheets] Submit --> Lock[Check, Enter and Lock Marksheets] Lock --> Generate[Generate Student Results Folio] Generate --> End([End]) </pre>	1. Teaching staff shall key-in all coursework and final examination marks for the assigned course into the FCUC CIMS Marksheets.	Within 3 working days from the date of examination	Teaching Staff	WI 8.9.1 Examination Attendance List & Mark Sheet
	2. Internal Moderator shall check the marksheets against the approved Table 4. Any discrepancy shall be returned to the teaching staff for correction. Internal Moderator shall complete the “Checked By” section.	After marksheets are keyed in	Internal Moderator, Teaching Staff	WI 8.9.1 Examination Attendance List & Mark Sheet, MQA Table 4
	3. PC or DOF/HOC (in the absence of PC) shall verify the marksheets and complete the “Verified By” section.	Within 5 working days from the last day of examinations	PC / DOF/HOC	WI 8.9.1 Examination Attendance List & Mark Sheet
	4. PC shall compile all verified marksheets for the programme and submit the complete set to the Examination Unit.	Within 7 working days from the last date of examinations	PC	WI 8.9.1 Examination Attendance List & Mark Sheet
	5. PIC EU shall check that the marksheets are properly “Keyed In By”, “Checked By” and “Verified By”, enter the verified marksheets into FCUC CIMS, and lock the marksheets. No amendment shall be made without approval.	Upon receipt of verified marksheets	PIC EU	WI 8.9.1 Examination Attendance List & Mark Sheet
	6. PIC EU shall generate the student results folio for the Board of Examiners Meeting.	Within 3 working days before the Board of Examiners Meeting	PIC EU	Student Results Folio