

**FIRST CITY UNIVERSITY COLLEGE
FLOW CHART**

FCST TABLE OF SPECIFICATION AND COURSE MODERATION FLOW CHART

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Process	Description	Timeline	PIC	Record / Reference
<pre> graph TD Start([Start]) --> DevToS[Develop ToS] DevToS --> Submit[Submit ToS and Draft Assessment] Submit --> Review{Review by IM} Review -- No --> DevToS Review -- Yes --> CheckPC[Check by PC] CheckPC --> Approve{Approve by DOF/HOC} Approve -- No --> DevToS Approve -- Yes --> Implement[Implement ToS] Implement --> End([End]) </pre>	1. Table of Specification (ToS) Development – Course Leader shall prepare ToS using the FBC Table of Specification and Course Moderation Form. Map topics to CLOs, Bloom’s/Dave’s taxonomy levels, item types, marks and weightage.	At least 4 weeks before commencement of academic session	CL	QF 9.1B.1 FCST Table of Specification and Course Moderation Form
	2. ToS Submission and Draft Assessment – Course Leader shall submit draft ToS together with draft assessment paper and marking scheme/rubric to the Internal Moderator.	At least 3 weeks before commencement of academic session	CL	QF 9.1B.1 FCST Table of Specification and Course Moderation Form
	3. Internal Moderator Review – Moderator shall check policy compliance, CLO–PLO alignment, Bloom’s/Dave’s taxonomy distribution, and syllabus coverage. If amendment is required, return to CL for amendment. If no amendment, forward to PC.	Within 2 working days	IM	QF 9.1B.1 FCST Table of Specification and Course Moderation Form
	4. Programme Coordinator Verification – PC shall verify document completeness, version control, signatures, and consistency across course groups. If needed, forward to EE or internal second marker for advisory review.	Within 3 working days	PC, EE	QF 9.1B.1 FCST Table of Specification and Course Moderation Form
	5. Approval – Dean of Faculty shall review and approve the ToS. Only approved ToS shall proceed for assessment implementation.	At least 2 weeks before commencement of academic session	DOF/HOC	QF 9.1B.1 FCST Table of Specification and Course Moderation Form
	6. Implementation – Course Leader shall conduct the assessment based on the approved ToS and marking scheme.	From the START to END of the Academic Session	CL	QF 9.1B.1 FCST Table of Specification and Course Moderation Form