

FIRST CITY UNIVERSITY COLLEGE QUALITY PROCEDURE SUBMISSION OF MARKSHEETS	Document No	QP 8.9
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1.0 Purpose

This procedure describes the process to prepare, check, verify and submit course marksheets to the Examination Unit.

2.0 Scope

This procedure applies to all courses for all programmes.

3.0 Responsibilities

- 3.1 Teaching staff
- 3.2 Internal Moderator
- 3.3 PC
- 3.4 DOF/HOC
- 3.5 PIC EU

4.0 Procedure

- 4.1 The teaching staff shall key-in all coursework and final examination marks for each of the assigned course into the FCUC CIMS Marksheets within 3 working days from the date of examination.
- 4.2 The Internal Moderator shall check the marksheets in accordance with the approved Table 4. Any discrepancy shall be returned to the teaching staff for correction. The Internal Moderator shall confirm and complete the “Checked By” section of the FCUC CIMS Marksheets.
- 4.3 The PC or DOF/HOC (in the absence of the PC) shall verify the marksheets and complete the “Verified By” section within 5 working days from the last day of examinations for the programme.
- 4.4 The PC shall compile all verified marksheets for the respective programme and submit the complete set to the Examination Unit within 7 working days from the last date of the examinations for the programme.
- 4.5 The PIC EU shall check that the submitted marksheets is correctly “Keyed In By”, “Checked By” and “Verified By” and shall enter the verified marksheets in the FCUC CIMS system. The marksheets shall be locked and no amendments shall be made without approval.
- 4.6 The PIC EU shall generate the student results folio within 3 working days before the Board of Examiners Meeting.

5.0 Definition

DOF/HOC refers to Dean of Faculty/Head of Centre.

Internal Moderator refers to the teaching staff appointed to moderate the course.

PC refers to Programme Coordinator.

PIC EU refers to the assigned Registrar’s staff for Examination Unit.

CIMS refers to the First City University College Information Management System.

FCUC CIMS Marksheets refers to the official document generated from the FCUC CIMS system that records the coursework marks, final examination marks and final grades of students for a specific course of a programme.

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6.0 Attachment

- WI 8.9.1 Examination Attendance List & Mark Sheet
- FC 8.9.1 Submission of FCUC CIMS Marksheets Flow Chart

7.0 Reference

- First City University College Academic Regulations
- Examination and Assessment Policy
- ISO 9001:2015