FINAL MARK VERIFICATION FORM

Faculty	
Name of Programme	
Course Code	
Course Name	
Semester/Session Offered	
Name of Lecturer	

A. DOCUMENT CHECKLIST FOR LECTURER

Please attach the following documents with this form for the review process.

NO.	DOCUMENTS	MARK WITH A TICK (√)
1.	Continuous Quality Improvement (CQI) form	
2.	Detailed Course Information (DCI)	
3.	List of students from *Portal Pengurusan Pelajar* > Course Registration Report > Student Attendance	
4.	Assessment Management list from *Portal Pengurusan Pelajar* > Assessment Management	
5.	Minimum of nine (9) answer script or final assessment rubric samples • 3-highest • 3-moderate • 3-lowest	

B. INSTRUCTION TO REVIEWER

Please write your evaluation on this form by marking (√) in the specified statements and providing comments (if any) in the designated comments section.

NO.	ITEM	YES	NO	COMMENTS
	ANSWER SCRIPT/RUBRIC SAMPLES			
1.	Minimum of nine (9) answer script or final assessment rubric samples were selected from the total answer scripts /rubrics. • 3-highest • 3-moderate • 3-lowest			
2.	The total marks on each of the answer script/rubric samples are correct. If there is an error, the lecturer is required to recheck the marks for all answer scripts/rubrics.			
	CQI FORM			
3.	The mapping of MQF domain for each CLO in the CQI form is aligned with the MQF domain in the DCI.			
4.	The percentage of each assessment marks in the CQI form is aligned with the percentage of assessment marks in the DCI.			
5.	The percentage of marks for each CLO in the CQI form is aligned with the percentage of marks for each CLO in the DCI.			
6.	The calculation of CQI marks are correct.			

	CROSS VALIDATION			
7.	The marks from answer script/rubric samples are aligned with the CQI form.			
8.	The marks from OMR results are aligned with the CQI form (if applicable).			
9.	The marks in the CQI form are aligned with the marks in Assessment Management list from *Portal Pengurusan Pelajar* > Assessment Management.			
	REVIEWER'S VERIFICATION OF DOCUMENTS			
10.	Reviewer has signed and officially stamped every verified answer script/rubric.			
11.	Reviewer has signed and officially stamped CQI documents: • *Senarai Markah* • *Borang Pengisian CQI* • *Laporan CQI*			
12.	Reviewer has signed and officially stamped Assessment Management list from *Portal Pengurusan Pelajar* > Assessment Management.			

C. ADDITIONAL COMMENTS

Overall performance:

Suggestions (if any):

D. APPROVAL AND VERIFICATION

Reviewer must ensure that corrections (if applicable) have been made before signing this form.

Checked by:	Verified by:
_____ (Signature & Official Stamp) Reviewer Date:	_____ (Signature & Official Stamp) Head of Department Date: