



Attendance Sheet for Examiners of Theory Exam
Faculty of Medicine, UiTM

Date: _____

Time: _____

Title of Exam Paper: _____

Name of Coordinator/ Head Examiner: _____

To the Coordinator/ Head Examiner, please ensure that all examiners read these instructions before they start to mark the papers.

- 1) Strict confidentiality shall be adhered to throughout exam.
- 2) Attendance, including time of starting and finishing must be documented.
- 3) Marks awarded and calculation of marks should be clarified by a second examiner.
- 4) Marks awarded should follow the answer scheme.
- 5) If there are other answers not stated in the answer scheme, the group of examiners can deliberate and decide to accept the answers and the respective marks. The new answers and marks must be included in the original answer scheme and informed to the Academic staff by the head examiner.
- 6) If the question papers/ answer schemes/ students answer sheets **MUST** be taken out from the vicinity of the Strong Room, please complete *Borang Kebenaran Membawa Skrip Jawapan Peperiksaan Keluar Dari Fakulti Perubatan UiTM* from the Academic Staff.

We shall abide to all instructions above.

No	Name of examiners	DU/DM	Starting time	Finishing time	Signature

Please ensure that this attendance sheet is completed as it may be used as evidence of teaching and learning activities and a tool for audit.