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| **C:\Users\This PC\Desktop\UniMAP - LOGO.jpg** | ***Tarikh kuat kuasa/ Effective Date : 3 September 2018***  **HEA (A)-04**    *Dahulunya HEA-04* |
| **BORANG PENILAIAN KERTAS SOALAN PEPERIKSAAN** *Examination Vetting Form* | | |

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| **BAHAGIAN A – PERAKUAN PENYEDIA KERTAS SOALAN / *Examiner Verification*** |

Saya dengan ini mengesahkan bahawa saya telah menyedia dan menyemak kertas soalan peperiksaan seperti butiran berikut :

*[I hereby certify that I have prepared and checked the examination paper as per the following details:]*

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| Nama Kursus : |  | | | | | | |
| *[Course Name]* | |  | | | | | |
| Kod Kursus : |  | | |  | Tempoh Peperiksaan : |  | Jam | |
| *[Course Code]* | |  |  | | *[Duration of Examination]* |  | *[Hours]* | |
| Bilangan Muka Surat Bertaip : | |  | Muka Surat | | Bilangan Soalan Perlu Dijawab : |  | Soalan | |
| *[Number of Typed Pages]* | |  | *[Pages]* | | *[Number of Questions Required to be Answered]* |  | *[Question]* | |

Saya dengan ini mengesahkan bahawa keseluruhan kertas soalan peperiksaan ini adalah teratur, betul dan sedia untuk dicetak.

*[I hereby acknowledge that the entire examination question paper is in order, correct and ready to be printed.]*

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| Nama Pemeriksa : |  | | | | |
| *[Name of Examiner]* | (HURUF BESAR) *[In Capital Letters]* | | | | |
| Pusat Pengajian/Pusat/ Institut/ Fakulti : |  | | | | |
| *[School/Centre/ Institute/ Faculty]* |  | | | | |
| Tandatangan : |  | Tarikh : | |  | |
| *[Signature]* |  | | *[Date]* | |  |

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| **NOTA** | : | **Pemeriksa yang menyediakan kertas soalan peperiksaan ini bertanggungjawab ke atas kandungan kertas soalan berkenaan.** |
| *[NOTE]* | *:* | *[Examiner who sets the question paper is responsible for its contents.]* |

**PENILAIAN (*VETTING*) PERINGKAT 1 /*LEVEL 1***

**BAHAGIAN B – PERAKUAN PENILAI KERTAS SOALAN (PERINGKAT BIDANG KEPAKARAN) / *Exam Paper Reviewer Certification (Expert Level)***

Kami telah menyemak kertas soalan peperiksaan kursus yang dinyatakan di atas dan ulasan lanjut adalah seperti berikut:-

*[We have reviewed the examination paper and would like to present the following results :- ]*

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| Kertas soalan peperiksaan itu adalah sesuai dan taraf soalan adalah **memadai dengan /tanpa pembetulan**.  *[This examination paper is appropriate and the difficulty level is acceptable* ***with/without correction****.]* | |
|
| Kertas soalan peperiksaan itu **tidak sesuai** dan taraf soalan **tidak memadai**.  *[This examination paper is inappropriate and the difficulty level is unacceptable.]* | |
|
| **Ulasan lanjut berkaitan kertas soalan peperiksaan (*untuk diisi oleh penilai*)**  *[Comments about the examination papers (to be completed by the reviewer)]* |
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**SENARAI PENILAI/*List of Reviewers***

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|  |  | (Tandatangan/*Signature*) |  | ((Tandatangan/*Signature*) |  | (Tandatangan/*Signature*) |
| Nama/*Name* | : |  |  |  |  |  |
| Tarikh/*Date* | : |  |  |  |  |  |

**BAHAGIAN C – MAKLUM BALAS PENYEDIA KERTAS SOALAN / *Examiner Feedback***

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| **Merujuk ulasan penilai di Bahagian B:**  *[With reference to reviewer’s comments in Section B:]* |
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| Nama Pemeriksa : |  | | | | |
| *[Name of Examiner]* | (HURUF BESAR) *[In Capital Letters]* | | | | |
| Tandatangan : |  | Tarikh : | |  | |
| *[Signature]* |  | | *[Date]* | |  |

**PENILAIAN (VETTING) PERINGKAT 2 /*LEVEL 2***

**BAHAGIAN D – PERAKUAN PENILAI KERTAS SOALAN (PERINGKAT EXCO & KETUA BIDANG)/ *Reviewer Verification (Exco & Expert Level)***

Kami telah menyemak kertas soalan peperiksaan kursus yang dinyatakan di atas dan mendapati kertas soalan peperiksaan itu adalah sesuai dan taraf soalan adalah **memadai dengan/ tanpa pembetulan**.

*[We have reviewed the course of examination paper mentioned above and found that the paper is appropriate and the difficulty level is acceptable with/without correction.]*

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| **Ulasan lanjut berkaitan kertas soalan peperiksaan (*untuk diisi oleh penilai*)**  *[Comments about the examination papers (to be completed by the reviewer)]* |
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**SENARAI PENILAI/*List of Reviewers***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  | (Tandatangan/*Signature*) |  | ((Tandatangan/*Signature*) |  | (Tandatangan/*Signature*) |
| Nama/*Name* | : |  |  |  |  |  |
| Tarikh/*Date* | : |  |  |  |  |  |

**BAHAGIAN E – MAKLUM BALAS PENYEDIA KERTAS SOALAN / *Examiner Feedback***

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| **Merujuk ulasan Penilai di Bahagian D:**  *[With reference to reviewer’s comments in Section D:]* |
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| Nama Pemeriksa : |  | | | | |
| *[Name of Examiner]* | (HURUF BESAR) *[In Capital Letters]* | | | | |
| Tandatangan : |  | Tarikh : | |  | |
| *[Signature]* |  | | *[Date]* | |  | |

**BAHAGIAN F – PERAKUAN PENOLONG PENDAFTAR /*Assistant Registrar Verification***

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| Saya dengan ini mengesahkan bahawa semakan format kertas soalan telah dilaksanakan dan kertas soalan mengikut format yang telah ditetapkan. |
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| Nama Penolong Pendaftar : | |  | | | | | |
|  | | | (HURUF BESAR) | | | | |
| Tandatangan : | |  | | Tarikh : | |  | |
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**BAHAGIAN G – PENGESAHAN DEKAN/PENGARAH / *Dean/Director Approval***

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| Saya dengan ini mengesahkan kertas soalan ini telah disemak dengan teliti. |
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| Tandatangan dan cop : |  | Tarikh : |  |

**Nota : Borang yang telah lengkap perlu disimpan di peringkat Pusat Pengajian/Pusat/Institut/Fakulti**

**untuk tujuan rekod.**