

GARIS PANDUAN PENJANAAN JADUAL PEPERIKSAAN

INSTITUT PENGAJIAN SISWAZAH UNIVERSITI PENDIDIKAN SULTAN IDRIS

- 1. Mengeluarkan memo kepada Fakulti status kursus yang tiada peperiksaan akhir.
- 2. Mengemas kini status di dalam IMS kursus yang mempunyai peperiksaan akhir berdasarkan maklum balas Fakulti dan rangka kursus.

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2.1 Klik Exam Scheduling dan No Final Exam.

2.2 Pilih kursus yang terlibat dan klik di kotak Final Exam.

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3. Menetapkan sesi peperiksaan.

3.1 Klik Exam Session

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3.2 Isi maklumat di setiap ruang yang ditetapkan.

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4. Menjana jadual peperiksaan.

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4.1 Klik Exam Scheduling dan Exam Schedule.

4.2 Isi maklumat di setiap ruang yang ditetapkan.

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5. Mengeluarkan memo lantikan dan menjana jadual Pengawas Peperiksaan

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5.1 Klik Exam Schedule dan klik Invigilator Schedule

- 5.2 Isi maklumat yang diperlukan seperti nama Ketua Pengawas, Pengawas Peperiksaan dan sesi peperiksaan yang terlibat.
- 5.3 Memo lantikan dikeluarkan empat (4) minggu sebelum peperiksaan bermula.

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6. Mengeluarkan surat lantikan dan jadual Pembantu Peperiksaan Sambilan.

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6.1 Klik Exam Scheduling dan klik Exam Assistant Profile

6.2 Isi maklumat Pembantu Peperiksaan Sambilan yang berjaya di ruang yang disediakan.

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6.3 Klik Exam Assistant Setup.

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6.4 Menjana id Pembantu Peperiksaan Sambilan.

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6.5 Klik Exam Assistant Schedule.

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6.6 Menetapkan kursus yang perlu dikendalikan oleh Pembantu Peperiksaan Sambilan.

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4 28-12-2013 14:30 17:30 3 BIS6014 Issues In Teaching and Learning of Literature	
5 03-01-2014 20:30 23:30 4 SKP6014 Curriculum Design and Instruction in Chemistry	
6 04-01-2014 09:00 12:00 5 SBF6024 Animal Metabolism and Adaptation	
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7. Menjana kedudukan calon peperiksaan melalui sistem IMS

7.1 Klik Exam Seating

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IMS / SIS / Postgraduate - Windows Internet Explorer https://mysis.upsi.edu.mys890/ims/student/postgrad/frame1.html IMS Setup Admission And Records Registration Courses Imetable Image: A student information -Postgraduate	Exam Scheduling Besuit Besearch Student Train Exam Setup No Final Exam Final Exam Question Submission Exam Schedule Processing (by Faculty By Type) Exam Schedule Processing Manual Schedule Entry (Faculty) Exam Schedule Entry (Faculty) Exam Schedule by Course (Query) Exam Schedule by Course (Query) Exam Schedule by Course (Query) Exam Sthedule Exam Schedule by Course (Query) Exam Streation Setup Exam Stip Exam Barring Invigilator Schedule (Faculty) Invigilator Schedule Invigilator Schedule Invigilator Schedule Query	ning Graduation Bobe Management Window	
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- 7.2 Pilih Semester, Sesi dan Pusat Peperiksaan.
- 7.3 Menjana kedudukan peperiksaan dengan menekan butang Generate

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7.4 Mengeluarkan jadual peperiksaan kepada Fakulti dan pelajar.