



School of Economics, Finance
and Banking

Universiti Utara Malaysia

GRADING CONFIRMATION PROCEDURE

Preparer's name	:	
Reviewer's name	:	

CHECKLIST

No	Document Submission List	Status		
	Course Code			
1.	Marking moderation between groups has been carried out			
2.	Marks before moderation			
3.	List of students require moderation (Print from PORTAL)			
4.	Marks transmitted to Dean (After moderation)			
5.	Statistic report			
6.	Carrymarks (EXCEL format @ others)			

Course Code	Course Name	Group	Verify that all marks have been recorded and transferred correctly into <i>ASIS</i>	
			Coursework	Final Examination

PREPARER	REVIEWER
Signature:	Signature:
Date:	Date:
Official Stamp	Official Stamp

*Please provide justification if the failure rate or number of students obtained grade A (A and A+) is 30 percent and above.
