



UMK/B01.02.15/03/2024

Tarikh Kuatkuasa: 21 April 2024

**BORANG PELAKSANAAN PEPERIKSAAN AKHIR**  
*FINAL EXAMINATION EXECUTION FORM***PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)**  
*OFFICE OF THE DEPUTY VICE-CHANCELLOR*

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**SENARAI KEHADIRAN PENGAWAS**  
**INVIGILATOR'S ATTENDANCE LIST****PEJABAT TIMBALAN NAIB CANCELOR (AKADEMIK & ANTARABANGSA)**  
**OFFICE OF THE DEPUTY VICE-CHANCELLOR****Tarikh/Date** : ..... **Tempat/Venue** : .....**Masa/Time** : ..... **Kursus/Course** : .....

| <b>No.<br/>Num.</b> | <b>Nama/<br/>Name</b>                                 | <b>Tandatangan/<br/>Signature</b> | <b>Masa Lapor Diri/<br/>Report Time</b> |
|---------------------|---|-----------------------------------|---|
| 1.                  | Ketua Pengawas<br><i>Chief Invigilator</i>            |                                   |   |
| 2.                  | Pengawas 1<br><i>Invigilator 1</i>                    |                                   |   |
| 3.                  | Pengawas 2<br><i>Invigilator 2</i>                    |                                   |   |
| 4.                  | Pengawas 3<br><i>Invigilator 3</i>                    |                                   |   |
| 5.                  | Pengawas 4<br><i>Invigilator 4</i>                    |                                   |   |
| 6.                  | Pengawas 5<br><i>Invigilator 5</i>                    |                                   |   |
| 7.                  | Pengawas 6<br><i>Invigilator 6</i>                    |                                   |   |
| 8.                  | Pembantu Pengawas 1<br><i>Assistant Invigilator 1</i> |                                   |   |
| 9.                  | Pembantu Pengawas 2<br><i>Assistant Invigilator 2</i> |                                   |   |
| 10.                 | Pembantu Pengawas 3<br><i>Assistant Invigilator 3</i> |                                   |   |
| 11.                 | Pembantu Pengawas 4<br><i>Assistant Invigilator 4</i> |                                   |   |
| 12.                 | Pembantu Pengawas 5<br><i>Assistant Invigilator 5</i> |                                   |   |
| 13.                 | Pembantu Pengawas 6<br><i>Assistant Invigilator 6</i> |                                   |   |



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**LAPORAN KETUA PENGAWAS PEPERIKSAAN AKHIR**  
**CHIEF INVIGILATOR'S FINAL EXAMINATION REPORT**

**PEJABAT TIMBALAN NAIB CENSELOR (AKADEMIK & ANTARABANGSA)**  
**OFFICE OF THE DEPUTY VICE-CHANCELLOR**

SEMESTER/ SEMESTER:.....

SESI/ SESSION: .....

- 1) **Nama/Name** : \_\_\_\_\_
- 2) **Fakulti/Faculty** : \_\_\_\_\_
- 3) **Nama & Kod Kursus>Nama & Course Code** : \_\_\_\_\_
- 4) **Tempat/Place** : \_\_\_\_\_
- 5) **Tarikh/Date** : \_\_\_\_\_
- 6) **Laporan/ Report:** \_\_\_\_\_
- 7) **Kehadiran Pengawas & Pembantu Pengawas:** \_\_\_\_\_  
*Attendance Of Invigilator and Assistant Invigilator*
- 8) **Kehadiran Pelajar/ Attendance Of Student:** \_\_\_\_\_
- 9) **Senarai Semak Keperluan Peperiksaan Akhir. Sila Tanda ( / ) atau ( x )**  
*Checklist Of Final Examination Requirements. Please Tick ( / ) or ( x )*
  - i) **Kertas Soalan/Question Papers** ( )
  - ii) **Buku Jawapan/Answer Booklet** ( )
  - iii) **Tali Pengikat/String** ( )
  - iv) **Marker Pen Papan Putih/Whiteboard Marker** ( )
  - v) **Gunting/Scissors** ( )
  - vi) **Benang/Thread** ( )

**Tandatangan Ketua Pengawas/ Chief Invigilator's signature**

\_\_\_\_\_

**Nama/Name** :

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**BORANG PENGAKUAN PELAJAR TIDAK MEMBAWA KAD PENGENALAN/ SLIP MENDUDUKI  
PEPERIKSAAN/ KAD METRIK**

*ACKNOWLEDGEMENT FORM FOR STUDENTS WHO DO NOT BRING  
IDENTIFICATION CARD/EXAMINATION SLIP/ MATRIC CARD*

**PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)  
OFFICE OF THE DEPUTY VICE-CHANCELLOR**

Adalah disahkan saya seperti nama di bawah tidak membawa Kad Pengenalan / Slip menduduki Peperiksaan / Kad Matrik adalah pelajar berdaftar di Universiti Malaysia Kelantan/ *It is certified that I do not bring the IC/ Examination Slip/ Matric Card and a registered student of Universiti Malaysia Kelantan.*

| No.<br>Num | Nama/ Name | No. Kad<br>Pengenalan/ IC No. | Kod<br>Program/<br>Programme<br>Code | Kod Kursus<br>Peperiksaan/<br>Exam Course<br>Code | Masa/ Time | Tarikh/ Date | Tempat<br>Peperiksaan/<br>Exam Venue | Tandatangan<br>Pelajar/<br>Student<br>Signature |
|------------|------------|-------------------------------|--------------------------------------|---|------------|--------------|--------------------------------------|---|
| 1          |            |                               |                                      |   |            |              |                                      |   |
| 2          |            |                               |                                      |   |            |              |                                      |   |
| 3          |            |                               |                                      |   |            |              |                                      |   |
| 4          |            |                               |                                      |   |            |              |                                      |   |
| 5          |            |                               |                                      |   |            |              |                                      |   |

Disahkan oleh Ketua Pengawas/  
*Certified by Chief Invigilator*

Nama/ Name :

Tarikh/ Date



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**BORANG PENGESAHAN IDENTITI**  
*IDENTITY VERIFICATION FORM*

**PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)**  
*OFFICE OF THE DEPUTY VICE-CHANCELLOR*

1. **Nama Pelajar/ Student Name** : \_\_\_\_\_
2. **No. Kad Pengenalan/ IC. No.** : \_\_\_\_\_
3. **Tahun/ Program** : \_\_\_\_\_  
*Year/ Programme*
4. **Nama kursus/ kod kursus** : \_\_\_\_\_  
*Course Name/ Course Code*
5. **Tarikh/ Date** : \_\_\_\_\_
6. **Tempat peperiksaan/** : \_\_\_\_\_  
*Exam Venue*
7. **Ulasan Ketua Pengawas/ Pengawas/ Chief Invigilator/ Invigilator Review.**

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**Dengan ini saya mengaku telah menjalankan proses Pengesahan Identiti kepada pelajar di atas dan pelajar adalah dibenarkan/ tidak dibenarkan menduduki peperiksaan.**

*I hereby verify that I have conducted the identity verification process towards the above student and he/she is allowed/ not allowed to sit for the exam.*

**Tandatangan Ketua Pengawas/ Pengawas** : \_\_\_\_\_  
*Chief Invigilator Signature*  
**Chief Invigilator/ Invigilator Signature**

**Nama Ketua Pengawas/ Pengawas** : \_\_\_\_\_  
*Chief Invigilator/ Invigilator Name*

**Tarikh/ Date** : \_\_\_\_\_



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**BORANG PENGESAHAN IDENTITI**  
*IDENTITY VERIFICATION FORM***PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)**  
*OFFICE OF THE DEPUTY VICE-CHANCELLOR*

**Borang ini digunakan oleh Ketua Pengawas/ Pengawas untuk mengesahkan identiti pelajar yang didapati berkeadaan mencurigakan sebelum menduduki peperiksaan. Pengesahan identiti boleh dijalankan di Bilik Operasi Peperiksaan di setiap kampus 10 minit sebelum peperiksaan bermula./**

*This form is used by the Chief Invigilator/ Invigilator to verify the identity of student with suspicious behaviour before he/ she sit for the exam. Identity Verification can be conducted at Bilik Operasi Peperiksaan at each campus 10 minutes before the exam starts.)*

**\* Jika ada sebarang masalah sila hubungi urusetia**

**\* Please contact the numbers below if any problems occur**

**UMK Bachok**En. Muhamad Hafizuddin Bin Mat Nawi  
Pn. Husnul Khatimah Binti Ghazali

-

013-9855556/  
0111-0845376**UMK Kampus Kota**En. Muhamad Hafizuddin Bin Mat Nawi  
En. Muhamad Azrul Amri Bin Mohd Yunus

-

013-9855556/  
018-9019994**UMK Kampus Jeli**En. Muhamad Hafizuddin Bin Mat Nawi  
En. Ahmad Zulfahmi Bin Ramli

-

013-9855556/  
014-9247509



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**BORANG KELUAR DAN MASUK DEWAN/ BILIK PEPERIKSAAN**  
**FORM OF EXIT AND ENTER THE HALL OF EXAM****PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)**  
**OFFICE OF THE DEPUTY VICE-CHANCELLOR**

Tempat Peperiksaan/Exam Venue : \_\_\_\_\_

Tarikh/Date : \_\_\_\_\_

| No./<br>Num | Nama Pelajar/<br>Student Name | No. Matrik.<br>Matric No. | Fakulti/<br>Faculty | Masa Keluar/<br>Going Out<br>(Time) | Masa Masuk/<br>Going In<br>(Time) | T/Tangan/<br>Signature |
|-------------|-------------------------------|---------------------------|---------------------|-------------------------------------|-----------------------------------|------------------------|
| 1           |                               |                           |                     |                                     |                                   |                        |
| 2           |                               |                           |                     |                                     |                                   |                        |
| 3           |                               |                           |                     |                                     |                                   |                        |
| 4           |                               |                           |                     |                                     |                                   |                        |
| 5           |                               |                           |                     |                                     |                                   |                        |
| 6           |                               |                           |                     |                                     |                                   |                        |
| 7           |                               |                           |                     |                                     |                                   |                        |
| 8           |                               |                           |                     |                                     |                                   |                        |
| 9           |                               |                           |                     |                                     |                                   |                        |
| 10          |                               |                           |                     |                                     |                                   |                        |
| 11          |                               |                           |                     |                                     |                                   |                        |
| 12          |                               |                           |                     |                                     |                                   |                        |
| 13          |                               |                           |                     |                                     |                                   |                        |
| 14          |                               |                           |                     |                                     |                                   |                        |
| 15          |                               |                           |                     |                                     |                                   |                        |
| 16          |                               |                           |                     |                                     |                                   |                        |
| 17          |                               |                           |                     |                                     |                                   |                        |
| 18          |                               |                           |                     |                                     |                                   |                        |
| 19          |                               |                           |                     |                                     |                                   |                        |
| 20          |                               |                           |                     |                                     |                                   |                        |



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**PERAKUAN PELAJAR YANG SAKIT SEMASA MENDUDUKI PEPERIKSAAN**  
*STUDENT'S DECLARATION OF SICK DURING EXAMINATION***PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)**  
*OFFICE OF THE DEPUTY VICE-CHANCELLOR*

Nama/Name : \_\_\_\_\_

No. Kad Pengenalan/IC No. : \_\_\_\_\_

No. Matrik/Matric No. : \_\_\_\_\_

Fakulti/Faculty : \_\_\_\_\_

Semester/ Semester : \_\_\_\_\_

Nama &amp; Kod Kursus/Name &amp; Course Code: \_\_\_\_\_

Tarikh/Date : \_\_\_\_\_

No. Meja/Desk No. : \_\_\_\_\_

Adalah disahkan bahawa saya seperti nama di atas tidak dapat meneruskan peperiksaan kerana sakit. Saya berjanji akan mendapatkan surat pengesahan daripada Pegawai Perubatan Universiti dan menyerahkan surat tersebut kepada Pejabat Pusat Pengurusan Akademik pada \_\_\_\_\_.

*It is certified that I cannot continue the examination due to sickness. I promise to get the certification letter from the university medical officer and submit the letter to the office of Centre of Academic Management on \_\_\_\_\_.*

Tandatangan Pelajar/Student Signature:

Disahkan oleh/Certified by:

\_\_\_\_\_  
Nama/Name :\_\_\_\_\_  
Ketua Pengawas/Chief Invigilator  
Pengawas/Invigilator

Tarikh/Date:

Tarikh/Date:



**LAPORAN RINGKAS KES PELAJAR YANG MELANGGAR PERATURAN  
PEPERIKSAAN**  
*BRIEF REPORT OF CASES OF STUDENT DISOBEYING THE EXAMINATION  
REGULATIONS*

**PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)**  
*OFFICE OF THE DEPUTY VICE-CHANCELLOR*

1. **Nama Pelajar/Student Name** : \_\_\_\_\_
2. **No. Kad Pengenalan/IC. No** : \_\_\_\_\_
3. **Tahun & Program/Year & Programme** : \_\_\_\_\_
4. **Alamat Luar/Blok/Bilik** : \_\_\_\_\_  
*Correspondence Address/Block/Room*
5. **Laporan Kesalahan/Offence Report**
  - a. **Tarikh Tangkapan/Date of arrest** : \_\_\_\_\_
  - b. **Masa Tangkapan/Time of arrest** : \_\_\_\_\_
  - c. **Tempat Tangkapan/Location of arrest** : \_\_\_\_\_
  - d. **Kesalahan yang dilakukan/Committed offence** :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- a. **Cara tangkapan & keadaan semasa tangkapan/methods of arrested and situation while arrested.**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. **Butir-butir Pelapor/ Details of informant**
  - a) **Tarikh terima aduan/Date of complaint received** : \_\_\_\_\_
  - b) **Nama Pelapor/Name of informant** : \_\_\_\_\_
  - c) **No. Kad Pengenalan/IC. No.** : \_\_\_\_\_
  - d) **Jawatan/Position** : \_\_\_\_\_
  - e) **Jabatan/Department** : \_\_\_\_\_
  - f) **No. Tel./Tel. No** : \_\_\_\_\_
7. **Saksi-saksi (jika ada, nyatakan butir-butir dilampiran seperti di perkara no. 5)**  
*Witnesses (if applicable, please state the details on attachment as stated in statement no.5)*
8. **Bahan bukti (Jika ada)/ Evidence (if applicable)**
9. **Pelan tempat kejadian (jika ada)/Site where incident occurs (if applicable)**
10. **Sertakan laporan terperinci mengenai kejadian di lampiran/Attach detailed report regarding the incident on attachment**

**Tandatangan pelapor/Signature of Informant** : \_\_\_\_\_

**Tarikh/Date** : \_\_\_\_\_



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**PERAKUAN PELAJAR YANG MEMUTUSKAN UNTUK MENINGGALKAN DEWAN  
PEPERIKSAAN SELEPAS SIASATAN MENGENAI PELANGGARAN  
PERATURAN PEPERIKSAAN**  
*STUDENT DECLARATION WHO DECIDED TO LEAVE THE EXAM HALL AFTER AN  
INVESTIGATION INTO THE VIOLATION OF EXAMINATION REGULATION*

**PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)**  
*OFFICE OF THE DEPUTY VICE-CHANCELLOR*

**Nama Pelajar/Student Name** : \_\_\_\_\_

**No Kad Pengenalan/IC No.** : \_\_\_\_\_ **No. Matrik/Matric No.:** \_\_\_\_\_

**Tahun & Program/ Year & Programme** : \_\_\_\_\_

**Semester** : \_\_\_\_\_

**Nama & Kursus/ Name & Course** : \_\_\_\_\_

**Kod & Kursus/ Code & Course** : \_\_\_\_\_

**Tarikh/Date** : \_\_\_\_\_

**Waktu/Time** : \_\_\_\_\_

**Tempat Peperiksaan/Exam Venue** : \_\_\_\_\_

**No Meja/ Desk No** : \_\_\_\_\_

**Saya dengan ini mengaku meninggalkan dewan/ bilik peperiksaan sebelum tamat tempoh peperiksaan sebenar tanpa sebarang paksaan oleh mana-mana pihak. Saya juga sedar akan akibat tindakan saya ini dan akan bertanggungjawab sepenuhnya terhadap apa-apa juga akibat yang timbul tanpa menyalahkan pihak lain selain dari diri saya sendiri.**

*I hereby declare leaving the examination hall/room before the real examination period ends without any force imposed by any parties. I am also aware of the consequences of my actions and will be fully responsible for any consequences resulted without blaming others other than myself.*

**Tandatangan Pelajar/Student Signature:**

**Disahkan oleh/Certified by**

.....

.....

( )

**Ketua Pengawas/Chief Invigilator**

( )

**Tarikh/Date:**

**Tarikh/Dat**



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**BORANG KAJI SELIDIK KEPUASAN PELANGGAN BAGI PELAKSANAAN  
PEPERIKSAAN AKHIR**  
*CUSTOMER SATISFACTION SURVEY FORM FOR FINAL EXAM  
EXECUTION*

**PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)**  
*OFFICE OF THE DEPUTY VICE-CHANCELLOR*

Seksyen Peperiksaan dan Pengijazahan (SPP) sedang berusaha untuk meningkatkan kualiti perkhidmatan kepada semua pelanggan bagi pelaksanaan peperiksaan akhir. Sehubungan itu, mohon kerjasama pihak tuan/puan untuk memberi maklumbalas dan cadangan/komen dengan melengkapkan borang soal selidik ini.

*SPP is working on improving our quality service to all customers on final exam execution. In doing so, we need your cooperation to give response and suggestion/ comment by completing this survey form. Please submit the completed form to the department by doing either one of these :*

**B. MAKLUMAT PENGGUNA/CUSTOMER DETAIL**

PTJ : \_\_\_\_\_

Tarikh/Date : \_\_\_\_\_

Tempat/Venue : \_\_\_\_\_

**B. KUALITI PERKHIDMATAN/SERVICE QUALITY**

Sila berikan penilaian anda berdasarkan skala berikut dengan menandakan [✓] :-

*Please state your evaluation according to the following scale by stating [✓] :-*

| 5                                    | 4                                      | 3                          | 2                                       | 1   |
|--------------------------------------|--|----------------------------|---|---|
| <b>Cemerlang</b><br><i>Excellent</i> | <b>Sangat Baik</b><br><i>Very Good</i> | <b>Baik</b><br><i>Good</i> | <b>Memuaskan</b><br><i>Satisfactory</i> | <b>Kurang Memuaskan</b><br><i>Less Satisfactory</i> |



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**BORANG KAJI SELIDIK KEPUASAN PELANGGAN BAGI PELAKSANAAN  
PEPERIKSAAN AKHIR**  
*CUSTOMER SATISFACTION SURVEY FORM FOR FINAL EXAM  
EXECUTION*

**PEJABAT TIMBALAN NAIB CANSOLOR (AKADEMIK & ANTARABANGSA)**  
*OFFICE OF THE DEPUTY VICE-CHANCELLOR*

| <b>No./<br/>Num</b> | <b>KUALITI PERKHIDMATAN YANG DIBERIKAN<br/>QUALITY OF SERVICE GIVEN</b>                              | <b>5</b> | <b>4</b> | <b>3</b> | <b>2</b> | <b>1</b> |
|---------------------|--|----------|----------|----------|----------|----------|
| <b>A</b>            | <b>KUALITI PERKHIDMATAN / SERVICE QUALITY</b>  |          |          |          |          |          |
| 1.                  | <b>Pengurusan Jadual Pengawas Peperiksaan /<br/>Management of Examination Invigilator's Schedule</b> |          |          |          |          |          |
| 2.                  | <b>Pengurusan Skrip Jawapan Peperiksaan /<br/>Management of Examination Answer Script</b>            |          |          |          |          |          |
| 3.                  | <b>Pengurusan Keperluan Peperiksaan /<br/>Management of Examination Requirement</b>                  |          |          |          |          |          |
| 4.                  | <b>Pengurusan Ruang Peperiksaan /<br/>Management of Examination Area</b>                             |          |          |          |          |          |
| <b>B</b>            | <b>Kualiti Urus Setia Peperiksaan /<br/>Quality Of Examination Secretariat</b>                       |          |          |          |          |          |
| 1.                  | <b>Keterampilan diri (berpakaian bersih &amp; kemas) /<br/>Appearance (clean and smart clothes)</b>  |          |          |          |          |          |
| 2.                  | <b>Berpengetahuan dalam hal ehwal peperiksaan /<br/>Knowledgeable in examination matters</b>         |          |          |          |          |          |
| 3.                  | <b>Berbudi bahasa / Berhemah<br/>Politeness/Manner</b>   |          |          |          |          |          |
| 4.                  | <b>Mudah dihubungi/Accessibility</b>   |          |          |          |          |          |
| 5.                  | <b>Menepati masa/Punctuality</b>   |          |          |          |          |          |
| 6.                  | <b>Mesra pelanggan/ Customer's friendly</b>  |          |          |          |          |          |
| <b>C</b>            | <b>RUANG PEPERIKSAAN / EXAMINATION AREA</b>  |          |          |          |          |          |
| 1.                  | <b>Keselesaan/Convenient</b>   |          |          |          |          |          |
| 2.                  | <b>Kebersihan dalaman dan luaran /<br/>Indoor and outdoor cleanliness</b>                            |          |          |          |          |          |
| 3.                  | <b>Keperluan peralatan peperiksaan /<br/>Need for examination equipment</b>                          |          |          |          |          |          |

**C. CADANGAN PENAMBAHBAIKAN / RECOMMENDATION FOR IMPROVEMENT**

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*Nota: Sila pastikan borang ini dilengkapkan dan dikembalikan semula kepada Pusat Pengurusan Akademik*