



ISO



OBE

Penjajaran Dokumen ISO dan OBE dalam Pengurusan Kualiti di Jabatan Pendidikan Perubatan

KURSUS INTEGRASI DOKUMEN MS ISO9001:2015 DAN OBE

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Nurhanis Syazni Roslan, Jabatan Pendidikan Perubatan, PPSP, USM



ISO



OBE

Help organizations improve performance by specifying repeatable steps that organizations consciously implement.

- to **achieve their goals and objectives**,
- to create an organizational culture that **reflexively engages in a continuous cycle of self-evaluation, correction and improvement**

- **Clarity of outcomes**
- **“Designing back” (of curriculum) - based on the designated outcomes**
- **Expanded opportunity for outcomes achievement** (by more effective teaching methods)

STEP 1

Identify Core Procedure that cover OBE items



KOMPONEN FAIL KURSUS			
1	Borang Penawaran Kursus (BPK)	Ada	Tiada
2	Pemetaan Kursus - PO	Ada	Tiada
3	Pelan Pengajaran / Pelan Kursus	Ada	Tiada
4	Senarai Pelajar (dari CLA)	Ada	Tiada
5	Senarai Kehadiran (online/manual)	Ada	Tiada
6	Nota Kuliah – hardcopy ,elearn screenshots, softcopy	Ada	Tiada
7	Instrumen Penilaian Kerja Kursus mengikut BPK	Ada	Tiada
8	Skema Jawapan Kerja Kursus Pelajar (cth: utk ujian)	Ada	Tiada
9	Sampel Kerja Kursus Pelajar	Ada	Tiada
10	Vetting		
	(i) Salinan Borang Vetting kertas peperiksaan akhir	Ada	Tiada
	a. Jadual Spesifikasi/Penentuan Ujian	Ada	Tiada
	b. Senarai Semak / Ulasan Panel Vetting	Ada	Tiada
	(ii) Skema Pemarkahan	Ada	Tiada
11	Sampel Kertas Peperiksaan Akhir		
	(i) Versi Draf	Ada	Tiada
	(ii) Versi Akhir	Ada	Tiada
12	Skema Jawapan Peperiksaan Akhir	Ada	Tiada
13	Sampel Skrip Jawapan Pelajar	Ada	Tiada
14	Analisis Kerja Kursus & Peperiksaan	Ada	Tiada
15	Penilaian Kursus		
	(i) Penilaian Pelajar terhadap kursus dan lain-lain	Ada	Tiada
	(ii) CO Attainment (jika ada)	Ada	Tiada
16	Lain-lain		
	(i) Surat Ketidakhadiran Pelajar	Ada	Tiada
	(ii) Surat Amaran	Ada	Tiada
	(iii) Surat Penghalangan Peperiksaan	Ada	Tiada
17	Peningkatan Kualiti Berterusan, CQI kursus (jika ada) – Penambahbaikan berdasarkan CO Attainment	Ada	Tiada

CP1 PG : TEACHING AND LEARNING FOR MASTER OF SCIENCE (MEDICAL EDUCATION)

AIM

1. To ensure the selection of students for Master of Science (Medical Education) programme fulfill the set procedure.
2. To ensure the process of teaching and learning for the Master of Science (Medical Education) programme is managed according to specified criteria and requirements.
3. To ensure assessments process are prepared according to the set standards and formats, and examinations sessions are carried out according to the set procedures and schedules

SCOPE

1. Procedures involved in the selection of students for Master of Science (Medical Education) programme.
2. Procedures involved in the teaching and learning in the Master of Science (Medical Education) programme.
3. Procedures involved in the assessment of the Master of Science (Medical Education) semester 1, 2 and 4.

STEP 2

Look for actions that can be supported with OBE items

Example of procedure that cannot be aligned - *continue the same*

6.1	APPROVE CANDIDATES' APPLICATION		
	6.1.1	Receive candidate application forms from PGO	HOD, PC
	6.1.2	Distribute to all lecturers	PC, OO
	6.1.3	Review and approve candidates' application	AS
	6.1.4	Conduct interview if necessary	PC
	6.1.5	Send approved candidates' application to PGO	OO
6.2	ORGANIZE DEPARTMENTAL ORIENTATION		
	6.2.1	Receive orientation schedule from PGO	PC
	6.2.2	Prepare programme for orientation day	PC, OO
	6.2.3	Meet the student as planned	AS

STEP 2

Look for actions that can be supported with OBE items

6.3		IMPLEMENT TEACHING AND LEARNING ACTIVITIES IN SEMESTER I / II / KSCP	
6.3.1	Decide module coordinators	HOD, PC	1. Borang Penawaran Kursus
6.3.2	Finalize semester I / II / KSCP schedule	HOD, PC, MC, AS	3. Pelan kursus
6.3.3	Finalize continuous assessment format	1. BPK 7. Instrument 8. Skema 9. Sampel kerja kursus.	
6.3.4	Implement teaching and learning activities	3. Pelan pengajaran 4. Senarai pelajar 5. Kehadiran 6. Nota kuliah	
6.3.5	Obtain and analyze feedback from students	PC, OO	15. Penilaian kursus 17. CQI
6.4		PLAN ASSESSMENT FOR SEMESTER I / II / KSCP	
6.4.1	Call for meeting to plan for examination	HOD, PC	10. Jadual spesifikasi ujian
	(a) Decide on examination dates, time and venue	HOD, PC	
	(b) Nominate departmental invigilators	PC	
	(c) Decide distribution of examination questions	MC	
	(d) Decide dates for vetting	PC	
6.4.2	Send assessment details to PGO	PC, OO	

STEP 2

Look for actions that can be supported with OBE items

6.5	CONSTRUCT EXAM QUESTIONS		
	6.5.1	Construct questions	AS
	6.5.2	Prepare answer key and/or model answer for each question	AS
	6.5.3	Send questions to PC	MC, AS
6.6	VET EXAM QUESTIONS		
	6.6.1	Vet and approve questions	PC, VC
	6.6.2	Compile and format all vetted questions	PC, MC
	6.6.3	Send questions and answer key to the PGO	PC, MC

11. (i) Versi draf

12. Skema pemarkahan

10. (b) Senarai semak / ulasan panel vetting

11. (ii) Versi akhir

6.7	CONDUCT EXAMINATION	
6.7.1	WRITTEN EXAMINATION	
6.7.1.1	Receive letter of appointment as invigilator from the Dean's office.	EI
6.7.1.2	Collect printed question papers and other examination documents from EO at least 30 minutes before start of examination	EI
6.7.1.3	Ensure candidates to enter examination room at least 10 minutes before start of examination	EI
6.7.1.4	Invigilate the examination according to instructions	EI
6.7.1.5	Collect the examination answer scripts at the end of the examination according to procedures	EI
6.7.1.6	Return the answer scripts to the PGO immediately after collection	EI
6.7.2	MULTIPLE MINI-VIVA EXAMINATION	
6.7.2.1	Distribute article to candidates one day before the examination	MC
6.7.2.2	Ensure candidates to be present at least 10 minutes before examination start	AEI
6.7.2.3	Conduct the examination	EI, AEI
6.7.2.3	Collect the examination form at the end of the examination	EI
6.7.2.4	Return the examination form to the PGO immediately after collection	MC

13. Sampel skrip jawapan pelajar

13. Sampel skrip jawapan pelajar

6.8	MARK ANSWER SCRIPTS	
6.8.1	Collect written answer scripts from PGO	MC
6.8.2	Distribute written answer scripts to IE	MC
6.8.3	Mark written answer scripts	IE
6.8.4	Submit written marks to MC	IE
6.8.5	Combine and tabulate all examination marks	MC, PC
6.8.6	Call for the meeting at the departmental level to discuss the results	HOD, PC
6.8.7	Submit results to PGO	PC

14. Analisis kerja kursus & peperiksaan
(dari mesyuarat Majlis Pemeriksa)

15. Penilaian kursus

6.9	IMPLEMENT TEACHING AND LEARNING ACTIVITIES IN SEMESTER III & IV	
6.9.1	Conduct proposal presentation for students' major project at the departmental level	
6.9.2	Approve students' major project draft proposal	
6.9.3	Nominate and appoint main and co-supervisors for students' major project	
6.9.4	Monitor students' progress	
6.10	PLAN ASSESSMENT OF MAJOR PROJECT	
6.10.1	Appoint examiners	
	a) Call a meeting to discuss and nominate internal & external examiners	PC
	b) Contact internal & external examiners for acceptance	HOD, PC
	c) Send letter to PGO regarding appointment of internal & external examiners	
6.10.2	Supervise project implementation	PC, MS
	a) Arrange for students' presentation of major project to the department	MS, CS
	b) Advise student regarding write up based on the feedback from the presentation	MS, CS
	c) Get three monthly project progress report from student	MS, CS
	d) Provide feedback based on the report	
6.10.3	Receive the corrected version of major project report from the student	MS, CS
6.11	EXAMINE STUDENT IN VIVA	
6.11.1	Brief student about viva defense	PC, MS
6.11.2	Participate in the viva defense	EE, IE, MS, CS

Currently OBE items are not suitable for thesis. Pending amendment.

For the time being, continue the same

STEP 3

Modify CP - add action to cover unaddressed OBE items

KOMPONEN FAIL KURSUS	
1	Borang Penawaran Kursus (BPK)
2	Pemetaan Kursus - PO
3	Pelan Pengajaran / Pelan Kursus
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9	Sampel Kerja Kursus Pelajar
10	Vetting <ul style="list-style-type: none">(i) Salinan Borang Vetting kertas peperiksaan akhir<ul style="list-style-type: none">a. Jadual Spesifikasi/Penentuan Ujianb. Senarai Semak / Ulasan Panel Vetting(ii) Skema Pemarkahan
11	Sampel Kertas Peperiksaan Akhir <ul style="list-style-type: none">(i) Versi Draf(ii) Versi Akhir
12	Skema Jawapan Peperiksaan Akhir
13	Sampel Skrip Jawapan Pelajar
14	Analisis Kerja Kursus & Peperiksaan
15	Penilaian Kursus <ul style="list-style-type: none">(i) Penilaian Pelajar terhadap kursus dan lain-lain(ii) CO Attainment (jika ada)
16	Lain-lain <ul style="list-style-type: none">(i) Surat Ketidakhadiran Pelajar(ii) Surat Amaran(iii) Surat Penghalangan Peperiksaan
17	Peningkatan Kualiti Berterusan, CQI kursus (jika ada) – Penambahbaikan berdasarkan CO Attainment

STEP 3

Modify CP - add action to cover unaddressed OBE items

6.2	ORGANIZE DEPARTMENTAL ORIENTATION		
	6.2.1	Receive orientation schedule from PGO	PC
	6.2.2	Prepare programme for orientation day	PC, OO
	6.2.3	Meet the student as planned	AS



6.2	ORGANIZE DEPARTMENTAL ORIENTATION		
	6.2.1	Review BPK and course mapping	HOD, PC, MC
	6.2.2	Receive orientation schedule from PGO	PC
	6.2.3	Prepare programme for orientation day	PC, OO
	6.2.4	Meet the student as planned	AS

1. BPK 2. Pemetaan kursus -PO

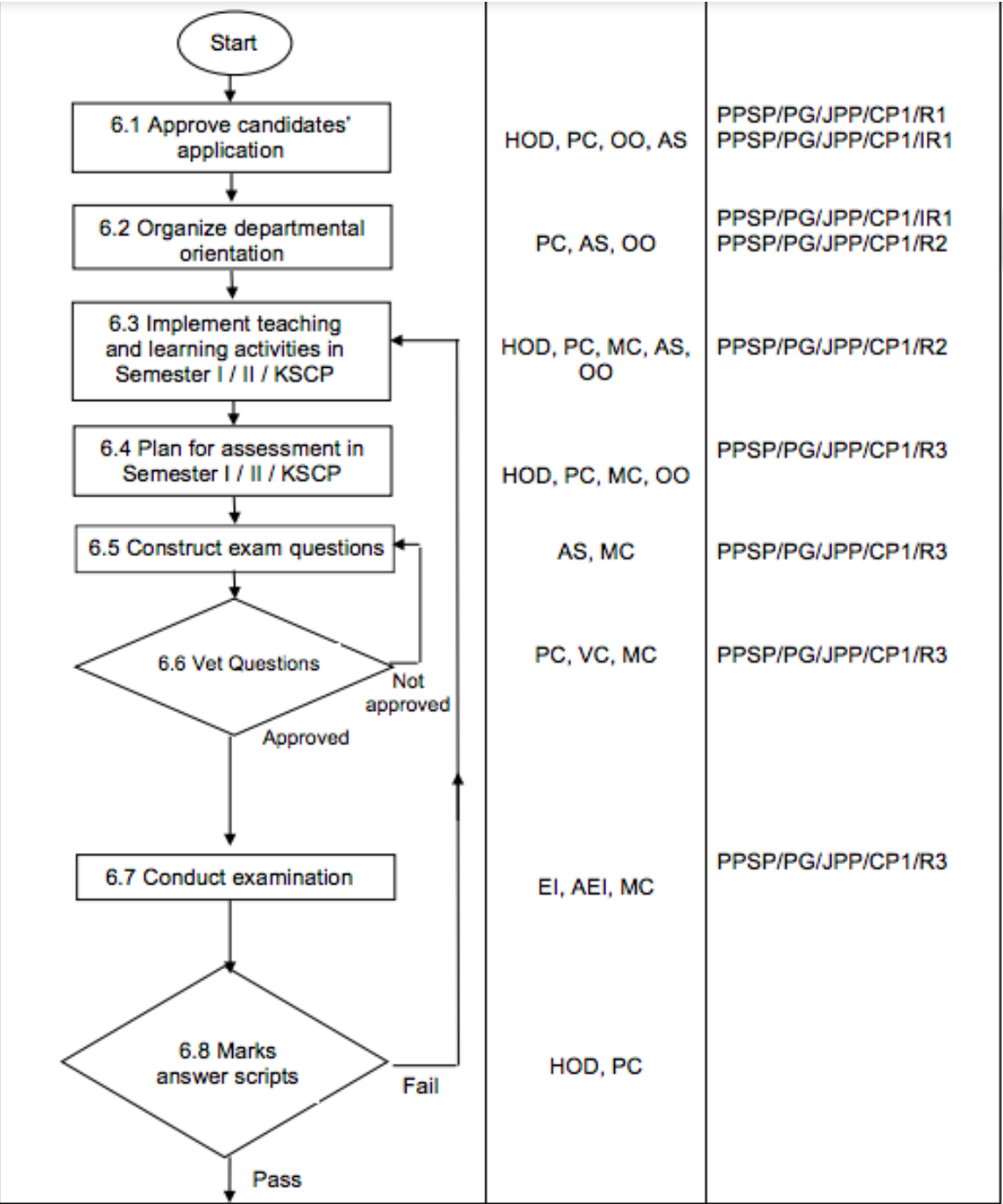
STEP 4

Revise record / reference

Records	Reference No.	Storage		
		Duration	Location	Responsible Person
Students selection	PPSP/PG/JPP/CP1/R1	3 years	Department	DC
Teaching and Learning	PPSP/PG/JPP/CP1/R2	3 years	Department	DC
Assessment	PPSP/PG/JPP/CP1/R3	3 years	Department	DC

STEP 5

Revise flowchart



HOD, PC, OO, AS	PPSP/PG/JPP/CP1/R1 PPSP/PG/JPP/CP1/IR1
PC, AS, OO	PPSP/PG/JPP/CP1/IR1 PPSP/PG/JPP/CP1/R2
HOD, PC, MC, AS, OO	PPSP/PG/JPP/CP1/R2
HOD, PC, MC, OO	PPSP/PG/JPP/CP1/R3
AS, MC	PPSP/PG/JPP/CP1/R3
PC, VC, MC	PPSP/PG/JPP/CP1/R3
EI, AEI, MC	PPSP/PG/JPP/CP1/R3
HOD, PC	

PPSP/PG/JPP/CP1/R1,2,4-13

**some evidence provided by OBE files*

PPSP/PG/JPP/CP1/R4-13

**fully replaced by OBE files*

PPSP/PG/JPP/CP1/R3-13

**some evidence provided by OBE files*

PPSP/PG/JPP/CP1/R3-13

**some evidence provided by OBE files*

PPSP/PG/JPP/CP1/R3-13

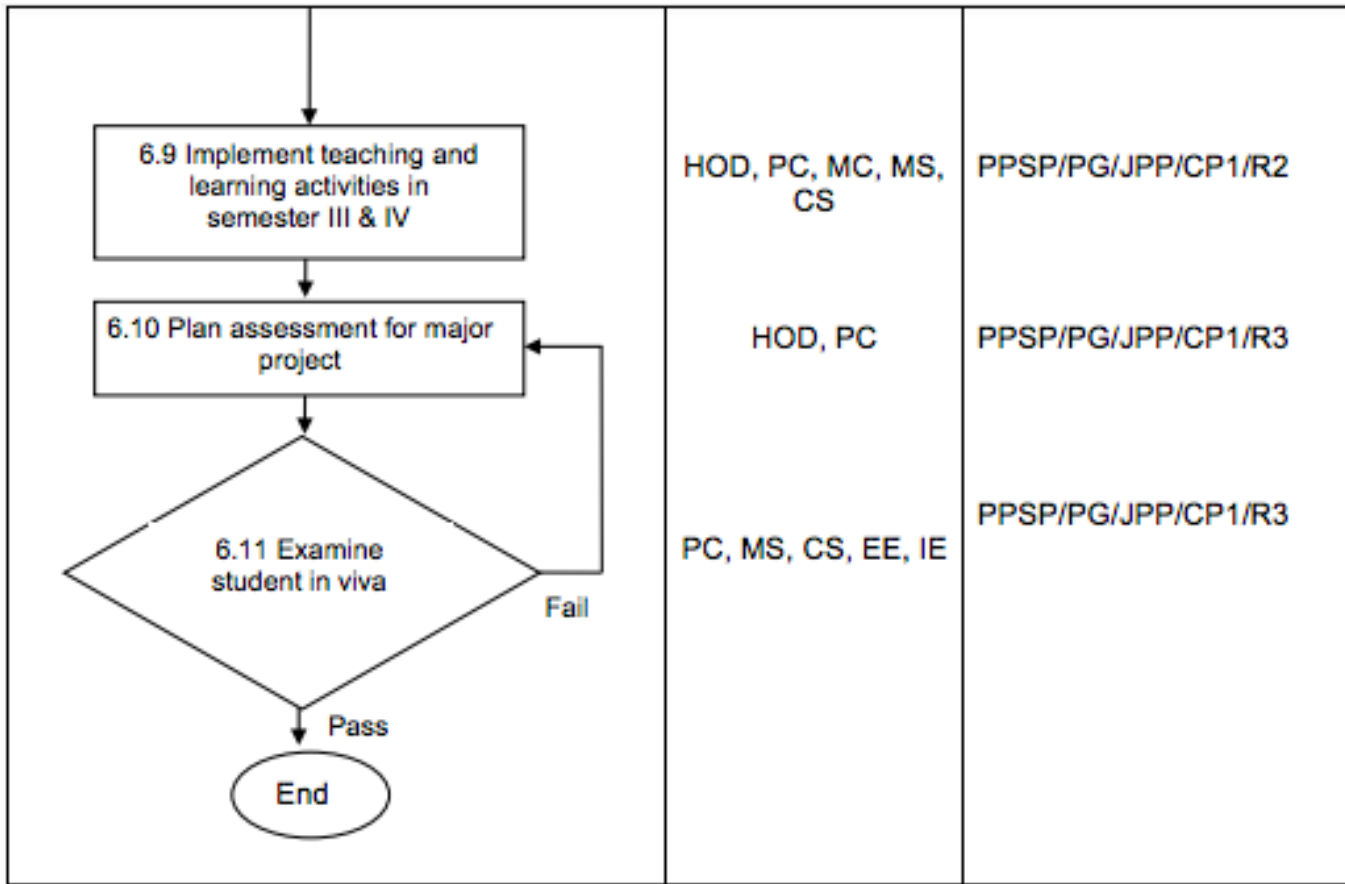
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**some evidence provided by OBE files*



STEP 5

Revise flowchart

ISO



CP1
Student selection



CP1
Teaching & learning



CP1
Assessment

OBE



GPT501



GPT502



GPT503



GPT504



GPT505



GPT506



GPT507



GPT508



GPM501



GPM504



ISO



CP1
Student selection



CP1
Teaching & learning



CP1
Assessment



OBE



GPT501



GPT502



GPT503



GPT504



GPT505



GPT506



GPT507



GPT508



GPM501



GPM504

5 steps to integrate OBE into ISO

