



MAJLIS PEPERIKSAAN MALAYSIA
MALAYSIAN EXAMINATIONS COUNCIL



LAPORAN TAHUNAN 2011 ANNUAL REPORT

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PERUTUSAN PENERUSI

Chairman's Statement



PERUTUSAN PENGGERUSI

Chairman's Statement

Assalamualaikum dan salam sejahtera

Bagi pihak Majlis, saya dengan sukacitanya membentangkan Laporan Tahunan Majlis Peperiksaan Malaysia (MPM) dan Penyata Kewangannya yang telah diaudit bagi tahun kewangan yang berakhir pada 31 Disember 2011.

Terlebih dahulu saya ingin mengambil kesempatan ini untuk merakamkan ucapan terima kasih atas perlantikan saya sebagai Pengerusi MPM yang kesembilan. Ucapan penghargaan dan terima kasih juga saya tujukan khas kepada Y. Bhg. Prof. Tan Sri Dato' Dzulkifli bin Abdul Razak yang telah tamat perkhidmatan daripada jawatan Naib Canselor, Universiti Sains Malaysia (USM), sekali gus juga tamat perkhidmatannya daripada jawatan Pengerusi MPM. Selain daripada itu, saya ingin merakamkan ucapan setinggi-tinggi terima kasih kepada Tuan Haji Omar bin Abu Bakar yang telah tamat perkhidmatannya daripada jawatan Ketua Eksekutif MPM pada 18 Disember 2011.

Dalam masa yang sama, saya juga merakamkan penghargaan dan terima kasih kepada Y. Bhg. Prof. Tan Sri Datuk Dr. Nik Mustapha bin R. Abdullah, bekas Naib Canselor Universiti Putra Malaysia (UPM); Y. Bhg. Prof. Dato' Dr. Aminah binti Ayob, bekas Naib Canselor Universiti Pendidikan Sultan Idris (UPSI); dan Tuan Haji Sufa'at bin Tumin, bekas Pengarah Peperiksaan, Lembaga Peperiksaan, atas sumbangan yang telah diberikan semasa menganggotai Majlis.

Saya juga mengalu-alukan kehadiran Y. Bhg. Prof. Dato' Ir. Dr. Radin Umar bin Radin Sohadi, Naib Canselor UPM; Y. Bhg. Prof. Dato' Dr. Zakaria bin Kasa, Naib Canselor UPSI; Y. Bhg. Prof. Dato' Dr. Omar bin Osman, Naib Canselor USM; dan Y. Bhg. Dr. Naimah binti Ishak, Pengarah Peperiksaan, Lembaga Peperiksaan, sebagai Ahli Majlis yang baharu.

Assalamualaikum and greetings.

On behalf of the Council, it is my pleasure to present the Annual Report and the Audited Financial Statements of the Malaysian Examinations Council (MEC) for the financial year ended 31 December 2011.

First and foremost, I would like to take this opportunity to express gratitude for my appointment as the 9th Chairman of MEC. My appreciation and thanks are also dedicated to Y. Bhg. Prof. Tan Sri Dato' Dzulkifli bin Abdul Razak who had completed his term of service as the Vice Chancellor of Universiti Sains Malaysia, and thus, also ended his term as the Chairman of MEC. In addition, I would like to express my heartfelt gratitude to Tuan Haji Omar bin Abu Bakar, who had completed his term of service as Chief Executive on 18 December 2011.

I would also like to express my gratitude and thanks to Y. Bhg. Prof. Tan Sri Datuk Dr. Nik Mustapha bin R. Abdullah, former Vice-Chancellor of Universiti Putra Malaysia (UPM); Y. Bhg. Prof. Dato' Dr. Aminah binti Ayob, former Vice-Chancellor of Universiti Pendidikan Sultan Idris (UPSI); and Tuan Haji Sufa'at bin Tumin, former Director of Examinations, Examinations Syndicate, for their contributions when they were members of the Council.

I also would like to welcome Y. Bhg. Prof. Dato' Ir. Dr. Radin Umar bin Radin Sohadi, Vice-Chancellor of UPM; Y. Bhg. Prof. Dato' Dr. Zakaria bin Kasa, Vice-Chancellor of UPSI; Y. Bhg. Prof. Dato' Dr. Omar bin Osman, Vice-Chancellor of USM; and Y. Bhg. Dr. Naimah binti Ishak, Director of Examinations, Examinations Syndicate, as new members of the Council.

PENGENDALIAN PEPERIKSAAN DAN UJIAN TAHUN 2011

Saya ingin memanjatkan kesyukuran ke hadrat Allah S.W.T. kerana semua peperiksaan dan ujian yang dipertanggungjawabkan kepada MPM pada tahun 2007 telah dapat dilaksanakan dengan lancar dan jayanya. Untuk itu, saya ucapkan syabas kepada semua warga MPM atas kejayaan mengendalikan peperiksaan ini. Selain itu, saya juga ingin merakamkan ucapan terima kasih dan penghargaan ini kepada semua pihak yang telah membantu MPM dalam urusan pengendalian peperiksaan, terutamanya kepada Jabatan Pelajaran Negeri (JPN) dan Pejabat Pelajaran Daerah (PPD). Tanpa kerjasama yang erat dan bersepadu dari pihak-pihak yang berkenaan, tidak mungkin MPM dapat mengendalikan peperiksaan dan ujian berkenaan dengan begitu sempurna.

Dari segi prestasi peperiksaan dan ujian berkenaan, ternyata prestasi calon amat membanggakan saya. Untuk itu, saya mengucapkan tahniah kepada semua calon peperiksaan yang berjaya. Saya percaya kejayaan ini tercapai hasil gabungan usaha gigih calon, guru, dan pihak pentabiran sekolah, di samping galakan dan doa restu daripada ibu bapa calon. Syabas sekali lagi daripada saya kepada semua yang terlibat.

TANGGUNGJAWAB PENDIDIKAN

Selaras dengan aspirasi Program Transformasi Pendidikan, MPM akan melakukan penjenamaan semula sistem pentaksiran STPM. Usaha ke arah ini bermula pada tahun 2006 dengan cadangan untuk merombak sistem peperiksaan STPM yang sedia ada kepada sistem pentaksiran baharu STPM. Cadangan ini, Insya Allah, akan dilaksanakan mulai sesi pengambilan pelajar Tingkatan Enam Bawah 2012.

Perubahan ini dianggap sebagai satu anjakan paradigma yang perlu dilakukan dalam usaha

ADMINISTRATION OF TESTS AND EXAMINATIONS IN 2011

I am grateful to Allah S.W.T. upon his blessings, MEC was able to shoulder its responsibilities to conduct the 2007 tests and examinations efficiently and successfully. Congratulations to all MEC staff on the success of managing these tests and examinations. In addition, I also wish to express my gratitude to all who have helped MEC in the administration of the tests and examinations, especially to the State Education Departments and District Education Offices. Without the close cooperation and rapport from these parties, MEC would not have been able to conduct the administration of the tests and examinations efficiently.

I am proud of the candidates' performance in the tests and examinations. Congratulations to all successful candidates. I believe their success is achieved due to the combined efforts and diligence of the candidates, teachers, and school administrators, as well as the encouragement and prayers from candidates' parents. My congratulations once again to everyone involved.

EDUCATIONAL RESPONSIBILITY

In line with the aspiration of the Education Transformation Programme, MEC will be re-branding the STPM assessment system. The efforts began in 2006 with the proposal to revamp the current STPM system to the new STPM assessment system. God willing, this proposal will be implemented beginning from the 2012/2013 Lower Six student intake.

This change is considered a paradigm shift which has to be carried out to enhance the form six education programme, in line with its status as pre-university education serving to

untuk memperkasakan program pendidikan tingkatan enam selaras dengan statusnya sebagai pendidikan prauniversiti yang berperanan memperlengkapkan pelajar untuk menuntut ilmu dalam persekitaran institusi pengajian tinggi.

Perubahan sistem pentaksiran ini juga diharapkan akan dapat mengangkat martabat pengajian prauniversiti di tingkatan enam supaya lebih berkualiti dan menarik serta dapat mentransformasikan pentaksiran dan penilaian peperiksaan STPM yang lebih holistik.

PEMBANGUNAN MODAL INSAN

Sebagai agensi yang dipertanggungjawabkan dalam bidang pentaksiran dan penilaian, MPM sedar akan kesan pembangunan modal insan terhadap kejayaan sesuatu organisasi. Dengan demikian, MPM telah menerapkan Dasar Latihan Sumber Manusia Sektor Awam yang menetapkan setiap penjawat awam perlu mengikuti latihan sekurang-kurangnya tujuh hari dalam setahun. Hasilnya, hampir keseluruhan warga MPM telah menjalani latihan purata sebanyak 13 hari. Selain latihan dan kursus dalaman, MPM juga turut menghantar warganya mengikuti latihan dan kursus di luar yang diusahakan oleh agensi lain.

Selain menyediakan ruang latihan untuk warga sendiri, MPM juga turut menerima penjawat awam dari jabatan dan agensi lain, termasuk dari luar negara, melalui lawatan dan program khas. Kehadiran mereka ini untuk menjadikan MPM sebagai penanda aras dan mempelajari pengalaman MPM dalam bidang pentaksiran dan penilaian.

Di samping itu, MPM juga telah menaja beberapa orang warganya mengikuti pengajian yang lebih tinggi, iaitu di peringkat ijazah sarjana muda, sarjana, dan kedoktoran. Sebanyak lima orang warga MPM menerima tajaan Skim Hadiah Latihan MPM.

prepare students for studies in institutions of higher learning.

The change in assessment system is aimed to raise the status of form six studies, for it to be of better quality, to be more appealing and to transform STPM assessment and evaluation for it to be more holistic in nature.

HUMAN CAPITAL DEVELOPMENT

As an agency responsible for assessment and evaluation, MEC is aware of the importance of human capital development towards the success of the organisation. Thus, MEC adopts the Public Sector Human Resources Training Policy which makes it compulsory for civil servants to attend courses for a minimum of seven days in a year. As a result, almost the entire MEC staff have undergone courses for an average of 13 days. Besides training and in-house courses, MEC also sends its staff for external courses organised by other agencies.

Besides providing training for its staff, MEC had visits from civil servants from other departments and agencies as well as those from abroad. These visits set MEC as a benchmark to benefit from MEC's experience in the field of assessment and evaluation.

In addition, MEC also sponsored a few staff to pursue higher degrees at the bachelors, masters and doctoral levels. A total of five staff have received sponsorship through MEC's Training Reward Scheme.

PRESTASI KEWANGAN

Perspektif pengurusan kewangan tahun 2011 mencatatkan prestasi baik. Hasil daripada pengurusan kewangan yang cekap dan berhemat serta langkah penjimatan yang diamalkan oleh urus setia MPM sepanjang tahun 2011, MPM telah memperoleh lebih pendapatan bagi tahun 2011 sebanyak RM8,108,094.

Pendapatan keseluruhan yang diperoleh pada tahun 2011 adalah sebanyak RM39,298,694, iaitu menurun pada kadar 15% berbanding dengan tahun 2010.

Sebanyak RM31,190,600 telah dibelanjakan untuk membiayai kos operasi pada tahun 2011, iaitu penurunan sebanyak 18% berbanding dengan tahun 2010. Secara keseluruhannya, faktor utama kepada penurunan pendapatan dan perbelanjaan adalah disebabkan oleh pemansuhan peperiksaan Penilaian Tahap Kecekapan (PTK).

Dengan demikian, saya berasa bangga dengan pengurusan kewangan MPM yang berlandaskan perbelanjaan berhemat hasil daripada usaha berterusan untuk mengawal perbelanjaan.

PROSPEK MASA DEPAN

Pengenalan sistem pentaksiran baharu STPM adalah bertepatan dengan hasrat Kementerian Pelajaran Malaysia (KPM) untuk memantapkan sistem pentaksiran dan penilaian negara agar lebih holistik. Sistem ini menitik beratkan pendidikan berasaskan hasil (outcome based) yang lebih berpusatkan pelajar. Dengan ini juga, saya yakin pendidikan tingkatan enam akan lebih menarik dan ramai pelajar akan lebih berminat memasuki tingkatan enam dan mengambil peperiksaan STPM.

Selain daripada itu, selaras dengan Program Transformasi Pendidikan yang memberi fokus

FINANCIAL PERFORMANCE

The 2011 financial management perspective recorded good performance. As a result of prudent and efficient financial management, and austerity measures adopted by the MEC secretariat in 2011, MEC acquired a surplus income amounting to RM8,108,094 for 2011.

The total income earned in 2011 amounted to RM39,298,694, a decrease of 15% compared to 2010.

A total of RM31,190,600 was spent to cover operation costs in 2011, a decrease of 18% compared to 2010. Overall, the main factor for the reduction of income and expenses is due to the abolition of the Competency Level Assessment (PTK) examination.

Thus, I am proud of the financial management of MEC which is based on discretionary spending as ongoing efforts to control expenses.

FUTURE PROSPECTS

The introduction of the new STPM assessment system is in line with the objective of the Ministry of Education Malaysia (MOE), to make the nation's assessment and evaluation system more holistic. This system emphasises outcome based learning, which is more student-centred. With this, I am confident that the form six education will be more attractive and that more students will enrol for form six and take the STPM examination.

In accordance with the Education Transformation Programme which focuses on the quality and

kepada kualiti dan kompetensi pelajar, MPM akan terus berusaha meningkatkan kualiti perkhidmatannya dalam bidang pentaksiran pendidikan. MPM akan terus berusaha mencari kaedah dan amalan yang terbaik dalam menjalankan tugas yang diamanahkan dan bersedia menghadapi cabaran masa depan.

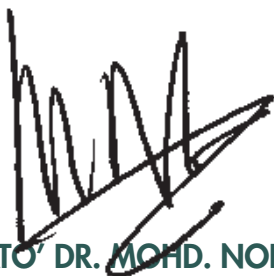
PENGHARGAAN

Pada keseluruhannya, saya amat berpuashati dengan pencapaian dan kejayaan MPM sepanjang tahun 2011. Saya percaya, pencapaian, serta kejayaan yang dikecapi ini tidak mungkin dapat direalisasikan tanpa kerjasama, sokongan padu, dan semangat yang jitu daripada seluruh kepimpinan dan warga MPM. Oleh yang demikian, saya ingin mengambil kesempatan ini untuk mengucapkan setinggi-tinggi penghargaan dan terima kasih kepada semua Ahli Majlis atas kerjasama dan nasihat yang diberikan. Saya juga mengucapkan terima kasih kepada semua warga MPM atas perkhidmatan mereka yang dedikasi dan usaha yang berterusan untuk mempertingkatkan perkhidmatan sehingga ke hari ini. Saya memohon dan berharap agar sokongan penuh mereka ini dapat diteruskan pada tahun-tahun akan datang.

Selain daripada itu, saya juga ingin merakamkan penghargaan dan terima kasih kepada semua pihak yang telah memberikan kerjasama kepada MPM, terutama KPM, JPN, PPD, universiti-universiti tempatan, dan pihak-pihak lain atas kerjasama dan sokongan yang diberikan sepanjang tahun 2011.

Sekian, terima kasih.

Wassalam.



PROF. DATO' DR. MOHD. NOH BIN DALIMIN

Pengerusi/ Chairman

Majlis Peperiksaan Malaysia/ Malaysian Examinations Council

competency of students, MEC will strive to improve its quality of service in the area of educational assessment. MEC will continue to seek the best methods and practices to carry out the tasks entrusted and prepare for future challenges.

APPRECIATION

On the whole, I am very satisfied with the achievements and the success of MEC in the year 2011. I believe the success and achievements would not have been possible without the cooperation and high morale close support, of the staff of MEC and its leaders. I would also like to take this opportunity to express my appreciation and gratitude to all members of the Council for the cooperation and advice given. I would also like to thank all MEC staff for their dedication and continuous efforts to enhance their services up to the present. I hope that they will continue to give their full support in the years to come.

In addition, I would like to express gratitude to all who have given their cooperation to MEC, especially the Ministry of Education, State Education Departments, State District Education Departments, local universities and other parties for their cooperation and support throughout 2011.

Thank you.

Wassalam.

LATAR BELAKANG MPM

Background of MEC

Latar Belakang MPM | Background of MEC

Majlis Peperiksaan Malaysia (MPM) yang ditubuhkan pada 1 Februari 1980 di bawah Akta Majlis Peperiksaan Malaysia [Akta 225] ialah sebuah badan berkanun yang beroperasi di bawah naungan Kementerian Pelajaran Malaysia (KPM). Majlis perasmian penubuhan MPM telah disempurnakan oleh Menteri Pelajaran Malaysia pada ketika itu, iaitu Y. B. Dato' Musa bin Hitam pada 22 April 1980. Matlamat penubuhan MPM adalah untuk mengelolakan peperiksaan-peperiksaan tertentu dan semua perkara lain yang perlu atau bersampingan dengan peperiksaan-peperiksaan itu. Peperiksaan yang diwartakan ialah peperiksaan Sijil Tinggi Persekolahan Malaysia (STPM) yang mula dilaksanakan pada tahun 1982 untuk menggantikan peperiksaan Higher School Certificate (HSC) dan Sijil Tinggi Persekolahan (STP) yang dikendalikan oleh University of Cambridge Local Examinations Syndicate (UCLES).

Selepas pengambilalihan kedua-dua peperiksaan tersebut oleh MPM, nama peperiksaan STP dan HSC telah ditukar kepada peperiksaan STPM. Selain itu, penubuhan MPM juga bertujuan untuk merealisasikan pengendalian peperiksaan tersebut dalam Bahasa Malaysia sepenuhnya. Hal ini bersesuaian dengan pelaksanaan dasar menggunakan Bahasa Malaysia sebagai bahasa pengantar dalam sistem pendidikan negara dari peringkat pendidikan rendah hingga peringkat pendidikan pra universiti, iaitu tingkatan enam.

Di samping itu, pihak UCLES sendiri yang tidak dapat mengendalikan peperiksaan HSC/STP di Malaysia berikutan dengan perubahan dasar penggunaan bahasa pengantar telah menyebabkan perlunya sebuah badan peperiksaan, iaitu MPM, ditubuhkan untuk mengambil alih fungsi UCLES itu. Selepas beberapa siri rundingan dengan KPM, pihak UCLES telah menyerahkan tanggungjawab kepada KPM untuk mengendalikan peperiksaan tersebut sepenuhnya mulai tahun 1982. Selepas 29 tahun berlalu, MPM masih

The Malaysian Examinations Council (MEC), which was established on 1 February 1980 under the Malaysian Examinations Council Act (Act 225), is a statutory body which operates under the aegis of the Ministry of Education. It was officially launched on 22 April 1980 by the then Minister of Education, Dato' Musa bin Hitam. The objectives of the establishment of MEC are to conduct specified examinations and all other matters necessary or related to such examinations. The examinations gazetted are the Sijil Tinggi Persekolahan Malaysia (STPM), which was first implemented in 1982 to replace the Higher School Certificate (HSC) and Sijil Tinggi Persekolahan (STP) examinations which were conducted by the University of Cambridge Local Examinations Syndicate (UCLES).

After the takeover of the STP and HSC examinations by MEC, the names of these examinations were changed to STPM. MEC was also established to realise the aim of conducting the examination wholly in the Malay language. This is in line with the implementation of the policy to use Malay language as the medium of instruction in the national education system from the primary level to the pre-university level, namely the sixth form.

In addition, UCLES was not able to conduct the HSC/STP examination in Malaysia following the change in the medium of instruction, thus necessitating the establishment of an examination body, MEC, to take over the functions of UCLES. After a series of negotiations with the Ministry of Education, UCLES handed over the responsibility of conducting the examination to the Ministry of Education with effect from 1982. 29 years have passed and MEC still maintains close relations and co-operation with UCLES in the form of consultancy services for the setting of STPM standards.

mengekalkan hubungan kerjasama dengan UCLES, iaitu dalam bentuk khidmat nasihat bagi penetapan standard STPM.

Keanggotaan Majlis

MPM diurus oleh lembaga pengelola yang disebut “Majlis”. Keahlian Majlis terdiri daripada semua naib cancellor universiti awam tempatan, Ketua Setiausaha Kementerian Pelajaran Malaysia, Ketua Pengarah Pelajaran Malaysia, Pengarah Peperiksaan, Ketua Eksekutif Majlis Peperiksaan Malaysia, dan lima orang ahli yang dilantik oleh Seri Paduka Baginda Yang di-Pertuan Agong. Pengerusi Majlis dilantik oleh Seri Paduka Baginda Yang di-Pertuan Agong daripada kalangan naib cancellor. Keanggotaan Majlis kini berjumlah 28 orang.

Pada tahun 1980, terdapat lima buah universiti yang naib cancellornya dilantik sebagai ahli Majlis, iaitu Naib Cancellor Universiti Malaya, Y. M. Prof. Diraja Ungku Abdul Aziz bin Ungku Abdul Hamid; Naib Cancellor Universiti Sains Malaysia (USM), Y. Bhg. Tan Sri Dato’ Haji Hamdan bin Sheikh Tahir; Naib Cancellor Universiti Kebangsaan Malaysia (UKM), Y. Bhg. Dato’ Prof. Awang Had bin Salleh; Naib Cancellor Universiti Pertanian Malaysia (kini Universiti Putra

Membership of the Council

MEC is managed by a board of governors called “the Council”. Members of the Council consist of the vice-chancellors of all local public universities, the Secretary-General of the Ministry of Education, the Director-general of Education, the Director of Examinations, the Chief Executive of MEC and five members appointed by the Yang di-Pertuan Agong. The chairman of the Council is appointed by the Yang di-Pertuan Agong from among the vice-chancellors. At present the membership of the Council totals 28.

In 1980, vice-chancellors from five universities were appointed as members of the Council, namely the Vice-Chancellor of Universiti Malaya, Royal Prof. Ungku Abdul Aziz bin Ungku Abdul Hamid; the Vice Chancellor of Universiti Sains Malaysia (USM), Tan Sri Dato’ Haji Hamdan bin Sheikh Tahir; the Vice-Chancellor of Universiti Kebangsaan Malaysia (UKM), Dato’ Prof. Awang Had bin Salleh; the Vice-

Majlis Peperiksaan Malaysia (MPM) yang ditubuhkan pada 1 Februari 1980 di bawah Akta Majlis Peperiksaan Malaysia [Akta 225] ialah sebuah badan berkanun yang beroperasi di bawah naungan Kementerian Pelajaran Malaysia.

The Malaysian Examinations Council (MEC), which was established on 1 February 1980 under the Malaysian Examinations Council Act (Act 225), is a statutory body which operates under the aegis of the Ministry of Education.



bidang tugas MPM yang pada mulanya hanya mengendalikan peperiksaan STPM telah diperluas

Since its establishment, the MEC's scope of responsibilities has expanded from its initial function of conducting only the STPM examination

Malaysia (UPM), Y. Bhg. Tan Sri Prof. Dr. Mohd Rashdan bin Haji Baba; dan Naib Canselor Universiti Teknologi Malaysia (UTM), Y. Bhg. Tan Sri Ainuddin bin Abdul Wahid. Selain naib canselor universiti tempatan, terdapat tiga orang lagi ahli ex-officio yang lain, iaitu Ketua Setiausaha Kementerian Pelajaran Malaysia, Y. Bhg. Dato' Haji Othman bin Abdul Malik; Ketua Pengarah Pelajaran Malaysia, Y. Bhg. Tan Sri Dato' Haji Murad bin Mohd. Noor; dan Pengarah Peperiksaan, Encik Omar bin Mohd. Hashim.

Untuk memenuhi kehendak Akta Majlis Peperiksaan Malaysia 1980, Seri Paduka Baginda Yang di-Pertuan Agong telah berkenan melantik Y. M. Prof. Diraja Ungku Abdul Aziz bin Ungku Abdul Hamid, Naib Canselor Universiti Malaya, sebagai Pengerusi Majlis yang pertama pada 1 Februari 1980. Beliau memimpin MPM hingga 27 Februari 1988. Jawatan Pengerusi seterusnya disandang oleh Y. Bhg. Prof. Tan Sri Dato' Dr. Nayan bin Ariffin, Naib Canselor Universiti Pertanian Malaysia, sebagai Pengerusi Majlis yang kedua dari 28 Februari 1988 hingga 4 Jun 1994. Pengerusi yang ketiga ialah Y. Bhg. Tan Sri Dato' Musa bin Mohamad, Naib Canselor Universiti Sains Malaysia (5 Jun 1994 hingga 30 September 1995), Pengerusi yang keempat ialah Y. Bhg. Prof. Dato' Dr. Mohd. Sham bin Mohd. Sani, Naib Canselor Universiti Kebangsaan Malaysia (1 Oktober 1995 hingga 25 Mac 1998), Pengerusi yang kelima ialah Y. Bhg. Prof. Tan Sri Dato' Dr. Syed Jalaludin bin Syed Salim, Naib Canselor Universiti Putra Malaysia (26 Mac 1998 hingga 25 Mac 2001), Pengerusi yang keenam ialah Y. Bhg. Prof. Datuk Dr. Anwar bin Ali, Naib Canselor Universiti Kebangsaan Malaysia (26 Mac 2001 hingga 31 Mei 2003), Pengerusi yang ketujuh ialah Y. Bhg. Tan Sri Datuk Seri Panglima Prof. Dr. Abu

Chancellor of Universiti Pertanian Malaysia (now Universiti Putra Malaysia (UPM), Tan Sri Prof. Dr. Mohd Rashdan bin Hj Baba; and the Vice-Chancellor of Universiti Teknologi Malaysia (UTM), Tan Sri Ainuddin bin Abdul Wahid. Apart from the vice-chancellors from local universities, there were three other ex-officio members, i.e. the Secretary-General of the Ministry of Education, Dato' Hj Othman bin Abdul Malik; the Director-General of Education, Tan Sri Dato' Haji Murad bin Mohd Noor; and the Director of Examinations, Encik Omar bin Mohd Hashim.

To fulfil the requirements of the Malaysian Examinations Council Act 1980, the Yang di-Pertuan Agong gave his consent to appoint Royal Prof. Ungku Abdul Aziz bin Ungku Abdul Hamid, Vice-Chancellor of Universiti Malaya, as the first Chairman of the Council on 1 February 1980. He led MEC until 27 February 1988. The position was later held by Tan Sri Dato' Dr. Nayan bin Ariffin, Vice-Chancellor of Universiti Pertanian Malaysia, from 28 February 1988 until 4 June 1994. The third Chairman was Tan Sri Dato' Musa bin Mohamad, Vice-Chancellor of Universiti Sains Malaysia (5 June 1994 until 30 September 1995). The fourth Chairman was Prof. Dato' Dr. Mohd Sham bin Mohd Sani, Vice-Chancellor of Universiti Kebangsaan Malaysia (1 October 1995 until 25 March 1998). The fifth Chairman was Prof. Tan Sri Dato' Dr. Syed Jalaludin bin Syed Salim, Vice-Chancellor of Universiti Putra Malaysia (26 March 1998 until 25 March 2001). The sixth Chairman was Prof. Datuk Dr. Anwar bin Ali, Vice-Chancellor of Universiti Kebangsaan Malaysia (26 March 2001 until 31 May 2003). The seventh Chairman was Tan Sri Datuk Seri Panglima Prof. Dr. Abu Hassan bin Othman, Vice-Chancellor of Universiti Malaysia Sabah (1 June 2003 until 17 March 2005). The eight Chairman was Prof



Hassan bin Othman, Naib Canselor Universiti Malaysia Sabah (1 Jun 2003 hingga 17 Mac 2005), Pengerusi yang kelapan ialah Y. Bhg. Prof. Tan Sri Dato' Dzulkifli bin Abdul Razak, Naib Canselor Universiti Sains Malaysia (17 Mac 2005 hingga 27 September 2011), dan Pengerusi Majlis yang kesembilan ialah Y. Bhg. Prof. Dato' Mohd. Noh bin Dalimin, Naib Canselor Universiti Tun Hussein Onn Malaysia (mulai 9 Disember 2011).

Urus Setia Majlis

Operasi MPM dilaksanakan oleh Urus Setia Majlis yang bertanggungjawab kepada Majlis. Urus Setia Majlis diketuai oleh Ketua Eksekutif (sebelum tahun 2002 digelar Setiausaha Agung) yang menjadi ketua pegawai eksekutif, ketua pegawai pentadbir, dan ketua pegawai akademik. Setiausaha Agung MPM yang pertama telah disandang oleh Y. Bhg. Dato' Syed Abu Bakar bin Dato' Syed Ahmad Barakbah dari 1 Ogos 1980 hingga 3 April 1995. Beliau telah digantikan oleh Tuan Haji Abdul Rahman bin Mohd. Ali sebagai Setiausaha Agung yang kedua dari 12 Jun 1995 hingga 11 Jun 1997. Y. Bhg. Dato' Haji Termuzi bin Hj. Abdul Aziz telah menjadi Setiausaha Agung/Ketua Eksekutif MPM yang ketiga dari 12 Jun 1997 hingga 31 Mac 2005, manakala Tuan Haji Omar bin Abu Bakar menjadi Ketua Eksekutif MPM yang keempat dari 1 April 2005 hingga 19 Disember 2011. Ketua Eksekutif MPM yang kelima (mulai 28 Disember 2011) ialah Puan Maziyan binti Hamzah.

Tan Sri Dato' Dzulkifli bin Abdul Razak, Vice-Chancellor of Universiti Sains Malaysia (17 March 2005 until 27 September 2011) and the ninth Chairman is Y. Bhg. Prof. Dato' Mohd. Noh bin Dalimin, Vice-Chancellor of Universiti Tun Hussein Onn Malaysia (since 9 December 2011).

Council Secretariat

The operations of MEC are carried out by the Secretariat which is responsible to the Council. The Secretariat is headed by the Chief Executive (prior to 2002, known as the Secretary-General) who is the chief executive, chief administrative and chief academic officer. The first Secretary-General of MEC was Dato' Syed Abu Bakar bin Dato' Syed Ahmad Barakbah from 1 August 1980 until 3 April 1995. He was replaced by Tuan Haji Abdul Rahman bin Mohd Ali, who held the post from 12 June 1995 until 11 June 1997. Dato' Haji Termuzi bin Haji Abdul Aziz was the third Secretary-General/Chief Executive of MEC from 12 June 1997 until 31 March 2005, while Tuan Haji Omar bin Abu Bakar was the fourth Chief Executive of MEC from 1 April 2005 until 19 December 2011. The fifth Chief Executive of MEC is Mrs Maziyan binti Hamzah (from 28 December 2011).

Premis MPM

Pada tahun 1980, MPM memulakan operasinya di tingkat 9, Bangunan Lembaga Peperiksaan di Jalan Duta. Apabila MPM semakin berkembang, premis MPM berpindah ke Bangunan KUWASA di Jalan Raja Laut pada bulan Disember 1984, dan kemudian berpindah ke Wisma Mirama di Jalan Wisma Putra pada bulan Mei 1995. Hasrat MPM untuk mempunyai bangunan sendiri sejak akhir tahun 1980-an tercapai apabila Bangunan MPM di atas sebidang tanah seluas 2.43 hektar di Bandar Baru Selayang siap dibina pada bulan Mei 1998 dan mula diduduki pada bulan Julai 1998. Bangunan MPM telah disempurnakan perasmianya oleh Y. B. Dato' Seri Hishammuddin bin Tun Hussein, Menteri Pelajaran Malaysia, pada 14 September 2004.

Premises of MEC

In 1980, MEC began its operations on the 9th floor of the Examinations Sydicate Building in Jalan Duta. As MEC expanded, it was relocated to the KUWASA Building in Jalan Raja Laut in December 1984, and subsequently to Wisma Mirama in Jalan Wisma Putra in May 1995. The aspiration of MEC since the late 1980s to have its own building was realized when the MEC Building was completed on a 2.43 hectare piece of land in Bandar Baru Selayang in May 1998. Occupancy of the building began in July 1998. It was officially opened by Dato' Seri Hishammuddin bin Tun Hussein, Minister of Education, on 14 September 2004.

Ujian psikometri yang diadakan dua kali setahun ini bertujuan untuk menilai sahsiah pelajar dan graduan yang ingin mengikuti program pengajian pendidikan untuk menjadi pendidik.

This psychometric test is held twice a year to assess the personality of students and graduates who wish to pursue educational programmes to become educators.

Fungsi MPM

Sejak MPM ditubuhkan, bidang tugas MPM yang pada mulanya hanya mengendalikan peperiksaan STPM telah diperluas. Pada tahun 1999, MPM telah dipertanggungjawabkan untuk mengendalikan Malaysian University English Test (MUET) yang diadakan dua kali setahun. Ujian ini wajib diduduki oleh semua pelajar yang ingin melanjutkan pelajaran ke institusi pengajian tinggi awam (IPTA). Mulai tahun 2003 pula, MPM telah diamanahkan untuk mengendalikan peperiksaan Penilaian Tahap Kecekapan (PTK) bagi anggota perkhidmatan pelajaran Kementerian Pelajaran Malaysia di bawah Sistem Saraan Malaysia (SSM) sehingga peperiksaan ini dimansuhkan pada

Functions of MEC

Since its establishment, the MEC's scope of responsibilities has expanded from its initial function of conducting only the STPM examination. In 1999, it was tasked with conducting the Malaysian University English Test (MUET) which is held twice a year. This test is compulsory for all students who intend to further their studies in public institutions of higher learning. In 2003, MEC was entrusted to conduct the Competency Level Assessment (PTK) examination for staff of the Ministry of Education under the Malaysian Remuneration System (SSM). This examination was abolished on 1 January 2011. In addition, MEC also conducts the Malaysian Information

1 Januari 2011. Di samping itu, MPM juga telah mengendalikan Malaysian Information Technology Examination (MITPE) bagi pihak Multimedia Technology Enhancement Operations Sdn. Bhd. (METEOR). Peperiksaan ini membolehkan para graduan dan golongan profesional IT mendapat pengiktirafan dalam kemahiran IT di seluruh dunia. Mulai tahun 2008, MPM mengelolakan ujian Malaysian Educators Selection Inventory (MEdSI) bagi pihak Kementerian Pengajian Tinggi. Ujian psikometri yang diadakan dua kali setahun ini bertujuan untuk menilai sahsiah pelajar dan graduan yang ingin mengikuti program pengajian pendidikan untuk menjadi pendidik. Mulai tahun 2009 pula, MPM mengelolakan ujian Malaysian University Selection Yearly Inventory (MUnSYI) bagi pihak Universiti Sains Malaysia. Pada tahun 2010, MPM telah menandatangani memorandum perjanjian dengan Malaysian Financial Planning Council (MFPC) untuk mengendalikan peperiksaan bagi pihaknya, iaitu Shariah Registered Financial Planner (Shariah RFP), Shariah Registered Financial Planner Capstone, dan Shariah Registered Financial Planner Adhoc PNBi (Shariah RFP Adhoc PNBi). Aktiviti yang dilaksanakan oleh MPM dalam mengendalikan peperiksaan adalah seperti yang berikut:

- Menyediakan peraturan dan skema peperiksaan
- Mengkaji, mengemaskinikan, dan menggubal sukatan pelajaran peperiksaan
- Menggubal dan menyediakan kertas soalan dan bahan peperiksaan
- Menyelaraskan pendaftaran calon peperiksaan
- Menyelaraskan pengendalian peperiksaan dan pemarkahan skrip jawapan calon
- Memproses dan menyemak keputusan peperiksaan
- Menetapkan standard kertas dan mata pelajaran serta menganugerahkan keputusan peperiksaan
- Mentafahus rayuan calon tentang keputusan peperiksaan

Technology Professional Examination (MITPE) on behalf of Multimedia Technology Enhancement Operations Sdn Bhd (METEOR). This examination enables IT graduates and professionals to secure worldwide recognition in the field of IT. From 2008, the MEC conducted the Malaysian Educators Selection Inventory (MEdSI) test for the Ministry of Higher Education. This psychometric test is held twice a year to assess the personality of students and graduates who wish to pursue educational programmes to become educators. From 2009, the MEC conducted the Malaysian University Selection Yearly Inventory (MUnSYI) test on behalf of Universiti Sains Malaysia. In 2010, MEC signed a Memorandum of Understanding with the Malaysian Financial Planning Council (MFPC) to conduct Shariah Registered Financial Planner (Shariah RFP), Shariah Registered Financial Planner Capstone (Shariah RFP Capstone), and Shariah Registered Financial Planner Ad-hoc PNBi (Shariah RFP Adhoc PNBi) examinations. The activities carried out by MEC in conducting examinations are as follows:

- Preparing regulations and examinations schemes
- Studying, revising and designing examination syllabuses
- Setting and preparing question papers and examination materials
- Coordinating the registration of examination candidates
- Coordinating the administration of examinations and the marking of candidates' answer scripts
- Processing and checking examination results
- Setting standards for papers and subjects and awarding examination results
- Reviewing candidates' enquiries of examination results

- Melatih kakitangan Urus Setia dan penjawat yang dilantik oleh MPM
- Mengkaji dan menyelidik perilaku calon dan hal-hal lain yang berkaitan dengan peperiksaan
- Training the staff of the Secretariat and officers appointed by MEC
- Studying and researching the behaviour of candidates and other matters related to examinations

Pengiktirafan

Untuk memastikan supaya perkhidmatan yang diberikan kepada pelanggannya berkualiti, MPM telah memperoleh Sijil Pendaftaran Sistem Kualiti MS ISO 9001:1994 Perkhidmatan Awam Malaysia pada 31 Disember 2000 dan Sijil Pendaftaran Sistem Kualiti MS ISO 9001:2000 bagi peperiksaan STPM pada 3 Mac 2005 daripada SIRIM QAS International Sdn. Bhd. Skop pendaftaran sistem kualiti ini ialah pengurusan dan pentadbiran peperiksaan STPM yang merangkumi pembinaan, pencetakan, dan pengedaran kertas soalan.

Untuk melaksanakan sistem pengurusan kualiti yang lebih menyeluruh di MPM, skop pendaftarannya telah diperluas. MPM telah menyediakan dua prosedur kualiti yang berasingan bagi peperiksaan STPM dan MUET. Skop yang diperluas bagi prosedur kualiti peperiksaan STPM meliputi penggubalan sukatan pelajaran, pembinaan, pencetakan, dan pengedaran kertas soalan, penyediaan peraturan dan skema peperiksaan, pendaftaran calon, pembekalan alat tulis, pentadbiran peperiksaan, pemeriksaan skrip jawapan, pemprosesan markah, penetapan standard, pengeluaran keputusan, dan pengeluaran sijil. Skop bagi prosedur kualiti MUET pula meliputi penggubalan spesifikasi ujian, pembinaan, pencetakan, dan pengedaran kertas soalan, pendaftaran calon, pembekalan alat tulis, pentadbiran ujian, pemeriksaan skrip jawapan, pemprosesan markah, pengesahan keputusan, dan pengeluaran slip keputusan. Sistem pengurusan kualiti yang diperluas bagi peperiksaan STPM dan MUET ini mula dilaksanakan pada 11 September 2007. MPM telah memperoleh Sijil Pendaftaran Sistem Pengurusan Kualiti ISO 9001:2000 bagi

Recognition

To ensure the services offered to its clients are of quality, MEC obtained the Malaysian Civil Service MS ISO 9001:1994 Quality System Registration Certificate on 31 December 2000 and the MS ISO 9001:2000 Quality System Registration Certificate for the STPM examination on 3 March 2005 from SIRIM QAS International Sdn. Bhd. The scope of registration of this quality system is the management and administration of the STPM Examination which encompasses the design, printing and distribution of question papers.

In order to implement a more comprehensive quality management system in MEC, its scope of registration has been expanded. MEC has prepared two separate quality procedures for the STPM examination and MUET. The expanded scope covers examination syllabuses design, the construction, printing and distribution of question papers, the preparation of regulations and examination schemes, registration of candidates, supply of stationery, administration of examination, marking of answer scripts, processing of marks, setting of standards, release of results and issue of certificates. The scope for the MUET quality procedure encompasses the formulation of test specifications, the construction, printing and distribution of question papers, registration of candidates, supply of stationery, administration of the test, marking of answer scripts, processing of marks, confirmation of results and the release of result slips. The expanded quality management system for the STPM examination and MUET was implemented on 11 September 2007. MEC received the ISO 9001:2000 Quality Management System Registration Certificate for the enhanced scope

peluasan skop peperiksaan STPM (nombor sijil AR3576) pada 16 Disember 2008 dan Sijil Pendaftaran Sistem Pengurusan Kualiti ISO 9001:2008 bagi MUET (nombor sijil AR4761) daripada SIRIM QAS International Sdn. Bhd. dan The International Certification Network (IQNet) pada 9 Oktober 2009.

MPM sememangnya sentiasa berusaha untuk menaikkan taraf sistem pengurusan kualitinya agar relevan dengan kehendak semasa. Pada tahun 2009, MPM telah memperoleh pensijilan baharu Sistem Pengurusan Kualiti ISO 9001:2008 bagi pengurusan MUET daripada SIRIM QAS International Sdn. Bhd. dan the International Certification Network (IQNet) (nombor sijil AR4761) pada 9 Oktober 2009 dan sijil ini sah hingga 11 Disember 2011.

Pada tahun 2010 pula, MPM telah memperoleh pensijilan baharu Sistem Pengurusan Kualiti ISO 9001:2008 bagi pengurusan STPM daripada SIRIM QAS International Sdn. Bhd. dan the International Certification Network (IQNet) (nombor sijil AR3576) pada 6 Julai 2010 dan sijil ini sah hingga 2 Mac 2011. Di samping itu, MPM telah memperoleh Sijil Pendaftaran Sistem Pengurusan Kualiti ISO 9001:2008 bagi peperiksaan PTK (nombor sijil AR5312) daripada organisasi yang sama pada 26 November 2010.

of the STPM examination (certificate number AR3576) on 16 December 2008 and the ISO 9001:2008 Quality Management System Registration Certificate for MUET (certificate number AR4761) from SIRIM QAS International Sdn. Bhd. and the International Certification Network (IQNet) on 9 October 2009.

MEC continuously strives to upgrade the quality of its management system to be relevant to current needs. In 2009, MEC obtained a new certification, ISO 9001:2008 Quality Management System Registration certificate for the administration of MUET (certificate number AR4761) from SIRIM QAS International Sdn. Bhd. and the International Certification Network (IQNet) on 9 October 2009 and this certificate is valid until 11 December 2011.

In 2010, MEC received yet another new certification for the management of STPM, ISO 9001:2008 Quality Management System (certificate number AR3576) from SIRIM QAS International Sdn. Bhd. and the International Certification Network (IQNet) on 6 July 2010 and this certificate is valid until 2 March 2011. Besides that, MEC also received the ISO 9001:2008 Quality Management System Registration Certificate for the PTK examination (certificate number AR5312) from the same organization on 26 November 2010.

MPM sememangnya sentiasa berusaha untuk menaikkan taraf sistem pengurusan kualitinya agar relevan dengan kehendak semasa.

MEC continuously strives to upgrade the quality of its management system to be relevant to current needs.



Pada tahun 2011 pula, MPM telah menggabungkan Sistem Pengurusan Kualiti ISO STPM dengan Sistem Pengurusan Kualiti ISO MUET. MPM telah memperoleh pensijilan baharu gabungan Sistem Pengurusan Kualiti ISO 9001:2008 bagi pengurusan STPM dan MUET daripada SIRIM QAS International Sdn. Bhd. dan "The International Certification Network" (IQNet) (nombor sijil AR4761) pada 1 Ogos 2011 dan sijil ini sah hingga 31 Julai 2014.

Pemantapan Sistem Pengurusan Maklumat

Dalam usaha memantapkan pengendalian peperiksaan STPM dan peperiksaan-peperiksaan yang lain, MPM telah menggantikan sistem komputer *mainframe* yang digunakan sejak tahun 1986 dengan sistem *client server* pada tahun 1994. Sistem ini menggunakan sistem pengurusan pangkalan data yang lebih cekap. Pada tahun 1995, MPM menyediakan kemudahan Internet dan emel untuk meningkatkan lagi kecekapan komunikasi antara kakitangan dan antara MPM dengan Jabatan Pelajaran Negeri.

Untuk meningkatkan mutu perkhidmatan kepada pelanggan, semakan maklumat pendaftaran dan maklumat keputusan peperiksaan melalui sistem mesej singkat (SMS) telah diperkenalkan pada tahun 2005 dan secara dalam talian pada tahun 2006. Selain itu, keupayaan perkakasan komputer juga ditingkatkan dari semasa ke semasa mengikut keperluan. Sistem pendaftaran dan sistem pemprosesan keputusan peperiksaan diperkemas juga dari semasa ke semasa untuk memberikan perkhidmatan yang terbaik kepada pelanggan.

In 2011, MEC combined the STPM ISO Quality Management System and MUET ISO Quality Management System. MEC received the ISO 9001:2008 Quality Management System Registration certificate for the administration of both STPM and MUET from SIRIM QAS International Sdn. Bhd. and the International Certification Network (IQNet) (certificate number AR4761) on 1 August 2011 and this certificate is valid until 31 July 2014.

Enhancement of the Information Management System

In efforts to improve the administration of the STPM examination and other examinations, MEC replaced the mainframe computer system used since 1986 with a client server system in 1994. This system uses a more efficient database management system. In 1995, MEC provided Internet and email access to enhance communication among its staff and between MEC and the State Education Departments.

In order to enhance its quality of service to clients, the checking of registration details and examination results via short messaging system (SMS) was introduced in 2005 and via online in 2006 respectively. In addition, the computer hardware was also upgraded from time to time to meet requirements. The systems for the registration and processing of results were also upgraded from time to time in order to provide excellent services to clients.

Bagi mengekalkan persaingan dalam dunia digital masa kini, MPM telah mula membangunkan satu sistem ICT bersepadu yang dinamakan MPM e-Service Platform (MeSP). Dalam MeSP, semua proses kerja yang melibatkan pelanggan dan penjawat MPM telah ditambah baik dan capaian oleh pengguna dalaman dan luaran dimudahkan. MeSP juga dijangka akan dapat menambahkan lagi kualiti dari segi penghantaran barangan dan perkhidmatan kepada pelanggan. Semua modul yang dicadangkan untuk dibangunkan akan mula beroperasi sepenuhnya pada pertengahan tahun 2013.

To sustain competition in this digital era, MEC has begun setting up an ICT system named MEC e-Service Platform (MeSP). In MeSP, all processes which involve customers and MEC staff are upgraded. Access by internal and external users is also simplified. MeSP is expected to improve the quality of parcel delivery of materials and customer service. All proposed modules will start operations fully in mid 2013.



The background is a solid teal color. A white geometric line design is present, consisting of a vertical line on the right side and a horizontal line that intersects it, with a small square notch at the intersection point.

MAKLUMAT KORPORAT

Corporate Information



CERTIFICATE

IQNet and SIRIM QAS International hereby certify that

MAJLIS PEPERIKSAAN MALAYSIA
BANGUNAN MPM, PERSIARAN 1
BANDAR BARU SELAYANG
68100 BATU CAVES
SELANGOR DARUL EHSAN
MALAYSIA

has implemented and maintains a

QUALITY MANAGEMENT SYSTEM

which fulfils the requirements of the following standard

ISO 9001 : 2008

for the following activities

- 1) DESIGN AND DEVELOPMENT OF CURRICULUMS OF SIJIL TINGGI PERSEKOLAHAN MALAYSIA (STPM) AND MALAYSIAN UNIVERSITY ENGLISH TEST (MUET);
- 2) MANAGEMENT OF SIJIL TINGGI PERSEKOLAHAN MALAYSIA (STPM) AND MALAYSIAN UNIVERSITY ENGLISH TEST (MUET) EXAMINATIONS.

Issued on : 01 August 2011
Validity date : 31 July 2014
Certification Number : MY-AR 4761



Michael Drechsel
Michael Drechsel
President of IQNet

Khaidah Mustafa
Khaidah Mustafa
Managing Director
SIRIM QAS International Sdn Bhd



IQNet Partners*:
AENOR Spain AFNOR Certification France AIB-Vingotte International Belgium ANCE Mexico APCER Portugal CCC Cyprus
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TEST St Petersburg Russia TSE Turkey YUQS Serbia
IQNet is represented in the USA by: AFNOR Certification, CISQ, DQS Holding GmbH and NSAI Inc.
* The list of IQNet partners is valid at the time of issue of this certificate. Updated information is available under www.iqnet-certification.com

Sijil Sistem Pengurusan Kualiti ISO 9001:2008 bagi
pengurusan STPM dan MUET daripada The International Certification
Network (IQNet)

Certificate of Quality Management Systems ISO 9001:2008 for STPM and MUET Management from
The International Certification Network (IQNet)



CERTIFICATE



SIRIM QAS International hereby certifies that

**MAJLIS PEPERIKSAAN MALAYSIA
BANGUNAN MPM, PERSIARAN 1
BANDAR BARU SELAYANG
68100 BATU CAVES
SELANGOR DARUL EHSAN
MALAYSIA**



has implemented a Quality Management System complying with

ISO 9001 : 2008

Quality Management Systems - Requirements



Scope of Certification

- 1) DESIGN AND DEVELOPMENT OF CURRICULUMS OF SIJIL TINGGI PERSEKOLAHAN MALAYSIA (STPM) AND MALAYSIAN UNIVERSITY ENGLISH TEST (MUET);
- 2) MANAGEMENT OF SIJIL TINGGI PERSEKOLAHAN MALAYSIA (STPM) AND MALAYSIAN UNIVERSITY ENGLISH TEST (MUET) EXAMINATIONS.



Issue date

: 01 August 2011

Validity period

: 01 August 2011 - 31 July 2014

Certification No.

: AR 4761

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<http://www.malaysianuniversity.com.my>

Khalidah Mustafa

**Khalidah Mustafa
Managing Director
SIRIM QAS International Sdn. Bhd.**

This certificate is granted subject to the terms and conditions as stated in the Certification Agreement.

Sijil Sistem Pengurusan Kualiti ISO 9001:2008 bagi
pengurusan STPM dan MUET daripada SIRIM QAS International Sdn. Bhd.

Certificate of Quality Management Systems ISO 9001:2008 for STPM and MUET Management from SIRIM
QAS International Sdn. Bhd.

VISI

Visi kami adalah untuk menjadi badan pentaksiran yang menjanakan pentaksiran jitu yang dapat mengukur potensi seseorang insan secara holistik bersesuaian dengan nilai dan norma murni sejagat menjelang tahun 2025.

Vision

Our vision is to become an assessment body that generates accurate assessment which can measure the potential of an individual in a holistic manner in line with universal values and norms by the year 2025.



MISI

Misi kami adalah untuk membangun dan mengurus pelbagai bentuk pentaksiran yang menyumbang kepada pembangunan modal insan yang berwibawa, versatil, dan berdaya maju.

Mission

Our mission is to develop and manage various forms of assessment which contribute to the development of credible, versatile and competitive human capital.





STPM

MUET

OBJEKTIF MPM

Objectives of MEC

- Menyediakan dan menerbitkan sukatan pelajaran peperiksaan dan spesifikasi ujian yang lengkap dan sesuai bagi peperiksaan/ujian STPM dan MUET.
- Menyediakan kertas peperiksaan/ujian yang jitu, sah, boleh dipercayai, saksama, dan adil bagi peperiksaan/ujian STPM, MUET, MEdSI, MUnSyl, Shariah RFP, Shariah RFP Capstone dan Shariah RFP Adhoc PNBi.
- Mendaftarkan calon bagi peperiksaan/ujian STPM dan MUET dengan cekap.
- Mentadbir peperiksaan/ujian STPM, MUET, MEdSI, MUnSyl, MITPE, Shariah RFP, Shariah RFP Capstone dan Shariah RFP Adhoc PNBi dengan cekap dan adil.
- Mengeluarkan keputusan peperiksaan/ujian STPM, MUET, MEdSI, MUnSyl, MITPE, Shariah RFP, Shariah RFP Capstone, dan Shariah RFP Adhoc PNBi yang standardnya diiktiraf oleh institusi penerima lulusan.
- To prepare and publish comprehensive and appropriate examination syllabuses and test specifications for the STPM examination and MUET.
- To prepare examination/test papers that are accurate, valid, reliable and equitable for the STPM, MUET, MEdSI, MUnSyl, Shariah RFP, Shariah RFP Capstone, and Shariah RFP Adhoc PNBi examinations/tests.
- To register candidates for the STPM and MUET examinations/tests efficiently.
- To administer the STPM, MUET, MEdSI, MUnSyl, MITPE, Shariah RFP, Shariah RFP Capstone, and Shariah RFP Adhoc PNBi examinations/tests efficiently and fairly.
- To issue the STPM, MUET, MEdSI, MUnSyl, MITPE, Shariah RFP, Shariah RFP Capstone, and Shariah RFP Adhoc PNBi examination/test results of which the standards are recognised by receiving institutions.

MUnSyI

MEdSI

Shariah
RFP

DASAR KUALITI

Quality Policy

Pihak pengurusan tertinggi MPM mempunyai komitmen untuk membangunkan dan melaksanakan sistem pengurusan kualiti berdasarkan International Standard ISO 9001 serta senantiasa menambah baik keberkesanan sistem tersebut untuk mencapai objektif MPM dalam reka bentuk dan pembangunan kurikulum serta pengurusan peperiksaan/ujian bagi STPM dan MUET.

Pihak pengurusan tertinggi MPM akan memastikan bahawa dasar kualiti MPM:

- (a) bersesuaian dengan objektif MPM;
- (b) merangkumi komitmen untuk mematuhi keperluan dan senantiasa menambah baik keberkesanan sistem pengurusan kualiti;
- (c) menyediakan kerangka kerja untuk mewujudkan dan mengkaji semula objektif kualiti;
- (d) disampaikan dan difahami oleh warga MPM;
- (e) dikaji semula supaya senantiasa sesuai dengan objektif MPM.

The top management of MEC is committed to developing and implementing a quality management system based on International Standard ISO 9001. It is also continuously improving the effectiveness of the system to achieve the objectives of MEC, in the design and development of the curriculum, and the management of the STPM and MUET examination/test.

The top management of MEC shall ensure that the quality policy of MEC:

- (a) is in line with the objectives of MEC;
- (b) includes the commitment to comply with the requirements of the quality management system and continuously improving its effectiveness;
- (c) provides a framework to establish and review the quality objectives;
- (d) is communicated to and understood by MEC staff;
- (e) is reviewed so that it is continually in line with the objectives of MEC.

PIAGAM PELANGGAN

Client's Charter

Komitmen kami adalah untuk menyediakan sukatan pelajaran dan mengendalikan peperiksaan dengan cekap dan teratur. Dalam melaksanakan tugas ini, kami akan memastikan yang berikut:

- Peraturan dan skema peperiksaan serta sukatan pelajaran peperiksaan STPM dikeluarkan dalam tempoh 18 bulan sebelum peperiksaan.
- Peraturan, spesifikasi, dan format ujian bagi MUET dikeluarkan 18 bulan sebelum ujian.
- Keputusan peperiksaan STPM dikeluarkan dalam tempoh 15 minggu selepas tarikh akhir peperiksaan.
- Keputusan MUET dikeluarkan dalam tempoh 10 minggu selepas tarikh akhir ujian.
- Sijil STPM dikeluarkan selewat-lewatnya pada bulan Jun.
- Penyata keputusan peperiksaan STPM dan penyata keputusan MUET yang dipohon melalui pos akan dikirimkan kepada pemohon dalam tempoh satu hari bekerja selepas permohonan diterima oleh MPM, dan yang dipohon di kaunter akan disediakan dalam tempoh 30 minit selepas permohonan diterima.
- Salinan Sijil STPM yang dipohon melalui pos akan dikirimkan kepada pemohon dalam tempoh satu hari bekerja selepas permohonan diterima oleh MPM, dan yang dipohon di kaunter akan disediakan dalam tempoh dua jam selepas permohonan diterima.

Our commitment is to prepare syllabuses and conduct examinations in an efficient and organised manner. In carrying out these tasks, we shall ensure the following:

- STPM regulations and examination schemes and syllabuses are produced 18 months before the examination.
- MUET regulations, specifications and test format are produced 18 months before the test.
- STPM examination results are released within 15 weeks after the last date of the examination.
- MUET results are released within 10 weeks after the last date of the test.
- STPM certificates are issued by June.
- STPM and MUET statements of results which are requested by post are sent to applicants within one working day after the applications are received by MEC, and within 30 minutes for over-the-counter applications.
- Copies of STPM certificates which are requested by post will be sent to applicants within one working day after the applications are received by MEC, and within two hours for over-the counter applications.



TADBIR URUS KORPORAT

Corporate Governance

KEANGGOTAAN MAJLIS TAHUN 2011

2011 Members of the Council

PENGERUSI • Chairman

**Y. BHG. PROF DATO' DR.
MOHD. NOH BIN DALIMIN**

Naib Canselor/ *Vice-Chancellor*
Universiti Tun Hussein Onn Malaysia
(mulai 9 Disember 2011/ *from 9 December 2011*)



**Y. BHG. PROF. TAN SRI DATO'
DZULKIFLI BIN ABDUL RAZAK**

Naib Canselor/ *Vice-Chancellor*
Universiti Sains Malaysia
(hingga 27 September 2011/
until 27 September 2011)



AHLI MAJLIS • Members of the Council



**Y. BHG. DATO' DR. ROSLI BIN
MOHAMED**

Ketua Setiausaha/ *Secretary General*
Kementerian Pelajaran Malaysia/
Ministry of Education



**Y. BHG. TAN SRI DATO'
ABD. GHAFAR BIN MAHMUD**

Ketua Pengarah/ *Director General*
Kementerian Pelajaran Malaysia/
Ministry of Education



**Y. BHG. PROF. TAN SRI DATO'
DR. SHARIFAH HAPSAH BINTI
SYED HASAN SHAHABUDIN**

Naib Canselor/ *Vice-Chancellor*
Universiti Kebangsaan Malaysia



**Y. BHG. DATO' PROF. DR. ALIAS
BIN DAUD**

Naib Canselor/ *Vice-Chancellor*
Universiti Sultan Zainal Abidin



**Y. BHG. PROF. DATO' IR. DR.
ZAINAI BIN MOHAMED**

Naib Canselor/ *Vice-Chancellor*
Universiti Malaysia Kelantan
(hingga 30 Ogos 2011)
(until 30 August 2011)



**Y. BHG. BRIG. JEN. DATO' PROF.
DR. KAMARUDIN BIN HUSSIN**

Naib Canselor/ *Vice-Chancellor*
Universiti Malaysia Perlis



**Y. BHG. PROF. DATO' DR.
AMINAH BINTI AYOB**

Naib Canselor/ *Vice-Chancellor*
Universiti Pendidikan Sultan Idris
(hingga 31 Ogos 2011)
(until 31 August 2011)



**Y. BHG. PROF. DATO' DR.
ZAKARIA BIN KASA**

Naib Canselor/ *Vice-Chancellor*
Universiti Pendidikan Sultan Idris
(mulai 1 September 2011)
(from 1 September 2011)



**Y. BHG. PROF. DATUK DR.
KHAIRUDDIN BIN AB. HAMID**

Naib Canselor/ *Vice-Chancellor*
Universiti Malaysia Sarawak



**Y. BHG. DATO' PROF. DR. DAING
MOHD. NASIR BIN DAING IBRAHIM**

Naib Canselor/ *Vice-Chancellor*
Universiti Malaysia Pahang



**Y. BHG. PROF. DATUK DR. AHMAD
YUSOFF BIN HASSAN**

Naib Canselor/ *Vice-Chancellor*
Universiti Teknikal Malaysia Melaka



**Y. BHG. BRIG JEN. PROF.
DATUK SERI PANGLIMA DR.
KAMARUZAMAN BIN
HAJI AMPON**

Naib Canselor/ [Vice-Chancellor](#)
Universiti Malaysia Sabah



**Y. BHG. DATO' PROF. IR. DR.
ZAINI BIN UJANG**

Naib Canselor/ [Vice-Chancellor](#)
Universiti Teknologi Malaysia



**Y. BHG. TAN SRI DR. GHAUTH
BIN JASMON**

Naib Canselor/ [Vice-Chancellor](#)
Universiti Malaya



**Y. BHG. PROF. DATO' DR.
AZIZ BIN DERAMAN**

Naib Canselor/ [Vice-Chancellor](#)
Universiti Malaysia Terengganu



**Y. BHG. PROF. DATO' DR.
MUHAMAD BIN MUDA**

Naib Canselor/ [Vice-Chancellor](#)
Universiti Sains Islam Malaysia



**Y. BHG. DATO' PROF. IR. DR.
SAHOL HAMID BIN ABU BAKAR**

Naib Canselor/ [Vice-Chancellor](#)
Universiti Teknologi MARA



**Y. BHG. LT. JEN. DATO' WIRA
ALLATIF BIN MOHD NOOR**

Naib Canselor/ [Vice-Chancellor](#)
Universiti Pertahanan Nasional
Malaysia



**Y. BHG. PROF. DATO' DR.
MOHAMED MUSTAFA BIN
ISHAK**

Naib Canselor/ [Vice-Chancellor](#)
Universiti Utara Malaysia



**Y. BHG. DATO' IR. DR.
RADIN UMAR BIN RADIN
SOHADI**

Naib Canselor/ [Vice-Chancellor](#)
Universiti Putra Malaysia



Y. BHG. PROF. DATO' DR. OMAR BIN OSMAN

Naib Canselor/ **Vice-Chancellor**
Universiti Sains Malaysia
(mulai 28 September 2011)
(from 28 September 2011)



Y. BHG. TUAN HAJI SUFA'AT BIN TUMIN

Pengarah Peperiksaan/
Director of Examination
Lembaga Peperiksaan
Examinations Syndicate
(hingga 31 Julai 2011)
(until 31 July 2011)



Y. BHG. DR. NAI'MAH BINTI ISHAK

Pengarah Peperiksaan/
Director of Examination
Lembaga Peperiksaan
Examinations Syndicate
(mulai 1 Ogos 2011)
(from 1 August 2011)



ENCIK M. SOCKALINGAM



ENCIK GOH KEAT SENG



Y. BHG. DATIN MARIAM BINTI TAN SRI ABDUL KADIR



Y. BHG. DATU HAJI MISNU BIN HAJI TAHA



Y. BHG. DATUK KAMAL D.E. QUADRA



TUAN HAJI OMAR BIN ABU BAKAR

Ketua Eksekutif/ **Chief Executive**
Majlis Peperiksaan Malaysia
Malaysian Examinations Council
(hingga 19 Disember 2011)
(until 19 December 2011)



PUAN MAZIYAN BINTI HAMZAH

Ketua Eksekutif/ **Chief Executive**
Majlis Peperiksaan Malaysia
Malaysian Examinations Council
(mulai 28 Disember 2011)
(from 28 December 2011)

AHLI GILIR KEPADA NAIB CANSOLOR

Alternate Members to Vice-Chancellors



**Y. BHG. PROF. DR. HASHIM
BIN SAIM**

Dekan Fakulti Sains, Sastera,
dan Warisan
Dean of Faculty of Science,
Arts and Heritage
Universiti Tun Hussein Onn Malaysia



**Y. BHG. PROF. DATO' IR. DR.
HASSAN BIN BASRI**

Timbalan Naib Canselor (Hal Ehwal
Akademik dan Antarabangsa)
Deputy Vice-Chancellor
(Academic & International Affairs)
Universiti Kebangsaan Malaysia
(hingga 18 Ogos 2011)
(until 18 August 2011)



**Y. BHG. PROF. DATUK DR.
NOOR AZLAN BIN GHAZALI**

Timbalan Naib Canselor (Hal Ehwal
Akademik dan Antarabangsa)
Deputy Vice-Chancellor
(Academic & International Affairs)
Universiti Kebangsaan Malaysia
(mulai 19 Ogos 2011)
(from 19 August 2011)



**Y. BHG. PROF. DR. MOHD.
AFANDI BIN MUHAMAD**

Timbalan Naib Canselor
(Akademik dan Antarabangsa)
Deputy Vice-Chancellor
(Academic & International)
Universiti Sultan Zainal Abidin



**Y. BHG. PROF. DATO' DR. HAJI
MORTAZA BIN MOHAMED**

Timbalan Naib Canselor
(Hal Ehwal Pelajar dan Alumni)
Deputy Vice-Chancellor
(Student Affairs & Alumni)
Universiti Malaysia Kelantan



**Y. BHG. PROF. DR. SAZALI
BIN YACOB**

Timbalan Naib Canselor
(Akademik dan Antarabangsa)
Deputy Vice-Chancellor
(Academic & International)
Universiti Malaysia Perlis
(hingga 25 Mei 2011)
(until 25 May 2011)



**Y. BHG. PROF. DR. ZUL
AZHAR BIN ZAHID JAMAL**

Timbalan Naib Canselor
(Akademik dan Antarabangsa)
Deputy Vice-Chancellor
(Academic & International)
Universiti Malaysia Perlis
(mulai 26 Mei 2011)
(from 26 May 2011)



**Y. BHG. PROF. DR. ZAKARIA BIN
KASA**

Naib Canselor/ *Vice-Chancellor*
Universiti Pendidikan Sultan Idris
(hingga 31 Ogos 2011)
(until 31 August 2011)



**Y. BHG. PROF. DR. FATIMAH
BINTI ABANG**

Timbalan Naib Canselor
(Akademik dan Antarabangsa)
Deputy Vice-Chancellor
(Academic & International)
Universiti Malaysia Sarawak



**Y. BHG. PROF. DR.
BADHRULHISHAM BIN ABDUL AZIZ**

Timbalan Naib Canselor
(Akademik dan Antarabangsa)
Deputy Vice-Chancellor
(Academic & International)
Universiti Malaysia Pahang



**Y. BHG. DATO' PROF. DR. MOHD
NOR BIN HUSAIN**

Timbalan Naib Canselor
(Akademik dan Antarabangsa)
Deputy Vice-Chancellor
(Academic & International)
Universiti Teknikal Malaysia Melaka



**Y. BHG. PROF. DR. AMRAN
BIN AHMED**

Timbalan Naib Canselor
(Hal Ehwal Pelajar dan Alumni)
Deputy Vice-Chancellor
(Student Affairs & Alumni)
Universiti Malaysia Sabah



**Y. BHG. PROF. IR. DR. MOHD
AZRAAI BIN KASIM**

Timbalan Naib Canselor
(Akademik dan Antarabangsa)
Deputy Vice-Chancellor
(Academic & International)
Universiti Teknologi Malaysia



**Y. BHG. PROF. DATO' DR.
MOHD. JAMIL BIN MAAH**

Timbalan Naib Canselor
(Akademik dan Antarabangsa)
Deputy Vice-Chancellor
(Academic & International)
Universiti Malaya



**Y. BHG. PROF. DR. NOOR
AZHAR BIN MOHAMED SHAZILI**

Timbalan Naib Canselor
(Akademik dan Antarabangsa)
Deputy Vice-Chancellor
(Academic & International)
Universiti Malaysia Terengganu



**Y. BHG. PROF. DR. MUSA
BIN AHMAD**

Timbalan Naib Canselor
(Akademik dan Antarabangsa)
Deputy Vice-Chancellor
(Academic & International)
Universiti Sains Islam Malaysia



**Y. BHG. PROF. DR. AZNI
BINTI ZAIN AHMED**

Timbalan Naib Canselor
(Akademik dan Antarabangsa)
Deputy Vice-Chancellor
(Academic & International)
Universiti Teknologi MARA



**Y. BHG. PROF. DR.
RADUAN BIN CHE ROSE**

Timbalan Naib Canselor
(Akademik dan Antarabangsa)
Deputy Vice-Chancellor
(Academic & International)
Universiti Pertahanan Nasional
Malaysia
(mulai 22 Mac 2011)
(from 22 March 2011)



**Y. BHG. PROF. DR. ROSNA BINTI
AWANG HASHIM**

Timbalan Naib Canselor
(Akademik dan Antarabangsa)
Deputy Vice-Chancellor
(Academic & International)
Universiti Utara Malaysia



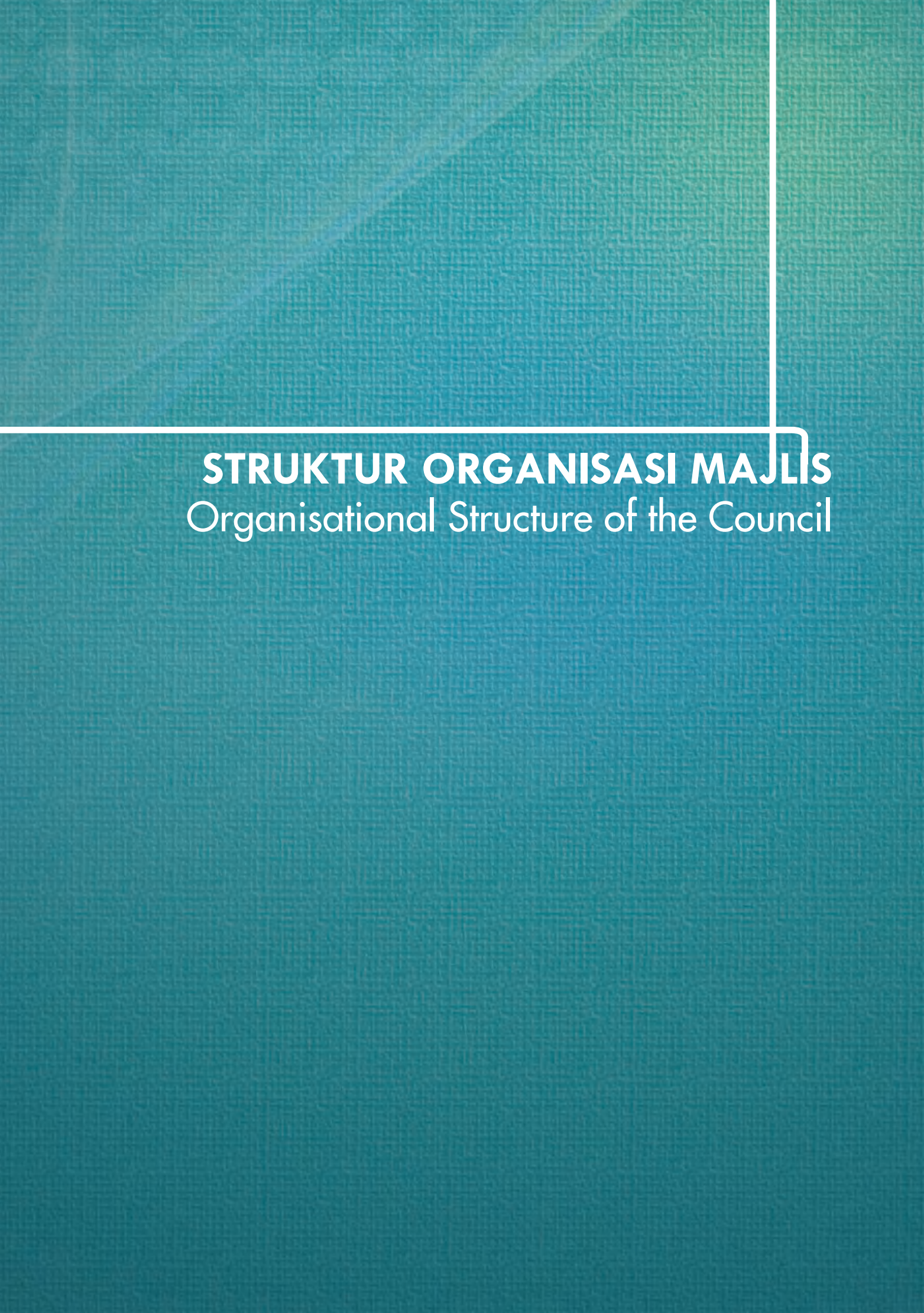
**Y. BHG. DATO' PROF. DR.
ABU BAKAR BIN SALLEH**

Timbalan Naib Canselor
(Penyelidikan dan Inovasi)
Deputy Vice-Chancellor
(Research & Innovation)
Universiti Putra Malaysia



**Y. BHG. PROF. AHMAD SHUKRI
MUSTAPA KAMAL**

Timbalan Naib Canselor
(Hal Ehwal Akademik dan
Antarabangsa)
Deputy Vice-Chancellor
(Academic & International
Affairs)
Universiti Sains Malaysia

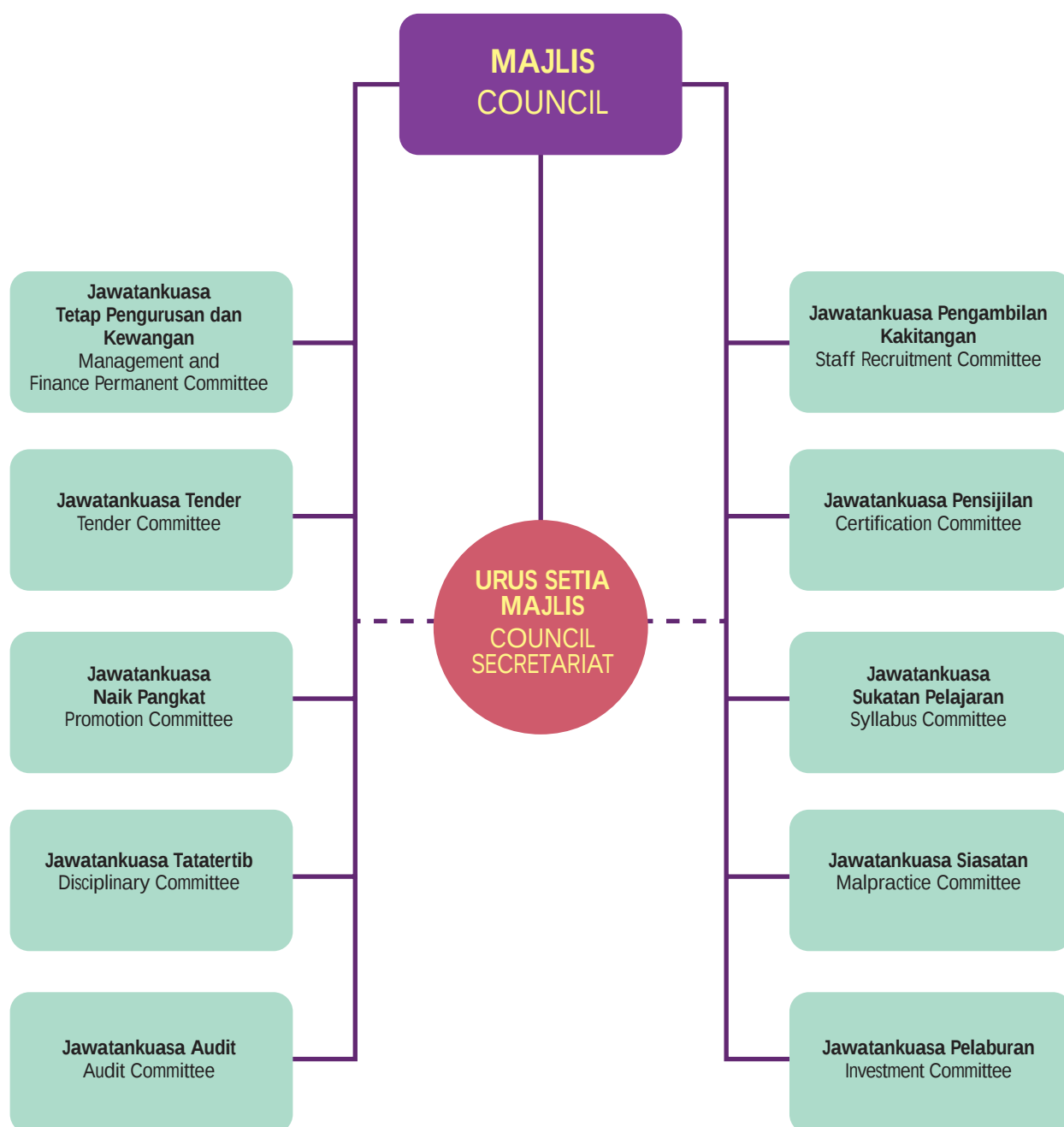


STRUKTUR ORGANISASI MAJLIS

Organisational Structure of the Council

STRUKTUR ORGANISASI MAJLIS

Organisational Structure of the Council



JAWATANKUASA MAJLIS

Council Committees

JAWATANKUASA TETAP PENGURUSAN DAN KEWANGAN Management and Finance Permanent Committee

Pengerusi | Chairman

- **Y. BHG. PROF. TAN SRI DATO' DZULKIFLI BIN ABDUL RAZAK**
Naib Canselor | Vice-Chancellor
Universiti Sains Malaysia
hingga 27 September 2011 | until 27 September 2011

Pengerusi | Chairman

- **Y. BHG. PROF. DATO' DR. MOHD NOH BIN DALIMIN**
Naib Canselor | Vice-Chancellor
Universiti Tun Hussein Onn Malaysia
mulai 9 Disember 2011 | from 9 December 2011

Ahli | Members

- **ENCIK M. SOCKALINGAM**
Ahli Majlis | Council Member
- **Ketua Setiausaha | Wakil | Secretary General | Representative**
Kementerian Pelajaran Malaysia | Ministry of Education
- **Wakil Perbendaharaan Malaysia | Representative of the Malaysian Treasury**
- **Wakil Jabatan Perkhidmatan Awam | Representative of the Public Service Department**
- **TUAN HAJI OMAR BIN ABU BAKAR**
Ketua Eksekutif | Chief Executive
Majlis Peperiksaan Malaysia | Malaysian Examinations Council
hingga 19 Disember 2011 | until 19 December 2011
- **PUAN MAZIYAN BINTI HAMZAH**
Ketua Eksekutif | Chief Executive
Majlis Peperiksaan Malaysia | Malaysian Examinations Council
mulai 28 Disember 2011 | from 28 December 2011
- **Setiausaha | Secretary**
- **Setiausaha Bahagian (Pengurusan Kewangan) | Head of Division (Financial Management)**
Majlis Peperiksaan Malaysia | Malaysian Examinations Council

JAWATANKUASA TENDER

Tender Committee

Pengerusi | **Chairman**

- **Y. BHG. TAN SRI DR. GHAUTH BIN JASMON**

Naib Canselor | **Vice-Chancellor**

Universiti Malaya

Ahli | **Members**

- **Wakil Perbendaharaan Malaysia | Representative of the Malaysian Treasury**

- **Ketua Setiausaha | Wakil | Secretary General | Representative**

Kementerian Pelajaran Malaysia | **Ministry of Education**

- **TUAN HAJI OMAR BIN ABU BAKAR**

Ketua Eksekutif | **Chief Executive**

Majlis Peperiksaan Malaysia | **Malaysian Examinations Council**

hingga 19 Disember 2011 | **until 19 December 2011**

- **PUAN MAZIYAN BINTI HAMZAH**

Ketua Eksekutif | **Chief Executive**

Majlis Peperiksaan Malaysia | **Malaysian Examinations Council**

mulai 28 Disember 2011 | **from 28 December 2011**

Setiausaha/ **Secretary**

- **Setiausaha Bahagian (Pengurusan Kewangan) | Head of Division (Financial Management)**

Majlis Peperiksaan Malaysia | **Malaysian Examinations Council**

JAWATANKUASA NAIK PANGKAT

Promotion Committee

Pengerusi | **Chairman**

- **Y. BHG. BRIG JEN. PROF. DATUK SERI PANGLIMA DR. KAMARUZAMAN BIN HAJI AMPON**

Naib Canselor | **Vice-Chancellor**

Universiti Malaysia Sabah

Ahli | **Members**

- **Setiausaha Bahagian | Undersecretary**

Bahagian Pengurusan Sumber Manusia | **Human Resource Management Division**

Kementerian Pelajaran Malaysia | **Ministry of Education**

- **TUAN HAJI OMAR BIN ABU BAKAR**

Ketua Eksekutif | **Chief Executive**

Majlis Peperiksaan Malaysia | **Malaysian Examinations Council**

hingga 19 Disember 2011 | **until 19 December 2011**

- **PUAN MAZIYAN BINTI HAMZAH**

Ketua Eksekutif | **Chief Executive**

Majlis Peperiksaan Malaysia | **Malaysian Examinations Council**

mulai 28 Disember 2011 | **from 28 December 2011**

Setiausaha | **secretary**

- **Pegawai Tadbir | Administrative Officer**

Bahagian Pengurusan Personel dan Pentadbiran | **Personnel Management and Administration Division**

Majlis Peperiksaan Malaysia | **Malaysian Examinations Council**

JAWATANKUASA TATATERTIB

Disciplinary Committee

A. Tindakan Tatatertib dengan Tujuan Buang Kerja atau Turun Pangkat | Disciplinary Action for the Purpose of Termination or Demotion

- (i) Ketua Eksekutif, Timbalan Ketua Eksekutif, Kumpulan Pengurusan Tertinggi, dan Kumpulan Pengurusan dan Profesional | Chief Executive, Deputy Chief Executive, Top Management Category and Management and Professional Group

Pengerusi | Chairman

- **Y. BHG. PROF. TAN SRI DATO' DZULKIFLI BIN ABDUL RAZAK**

Naib Canselor | Vice-Chancellor

Universiti Sains Malaysia

hingga 27 September 2011 | until 27 September 2011

- **Y. BHG. PROF. DATO' DR. MOHD NOH BIN DALIMIN**

Naib Canselor | Vice-Chancellor

Universiti Tun Hussein Onn Malaysia

mulai 9 Disember 2011 | from 9 December 2011

Ahli | Members

- **Ketua Setiausaha | Secretary General**

Kementerian Pelajaran Malaysia | Ministry of Education

- **Y. BHG. DATO' PROF. DR. MOHAMED MUSTAFA BIN ISHAK**

Naib Canselor | Vice Chancellor

Universiti Utara Malaysia

- **ENCIK GOH KEAT SENG**

Ahli Majlis | Council Member

Setiausaha | Secretary

- **Pegawai Tadbir | Administrative Officer**

Bahagian Pengurusan Personel dan Pentadbiran | Personnel Management and Administration Division

Majlis Peperiksaan Malaysia | Malaysian Examinations Council

(ii) Kumpulan Sokongan | Support Group

Pengerusi | Chairman

- **TUAN HAJI OMAR BIN ABU BAKAR**

Ketua Eksekutif | Chief Executive

Majlis Peperiksaan Malaysia | Malaysian Examinations Council

hingga 19 Disember 2011 | until 19 December 2011

- **PUAN MAZIYAN BINTI HAMZAH**

Ketua Eksekutif | Chief Executive

Majlis Peperiksaan Malaysia | Malaysian Examinations Council

mulai 28 Disember 2011 | from 28 December 2011

Ahli | **Members**

- **Timbalan Ketua Setiausaha (Pengurusan) | Deputy Secretary General (Management)**
Kementerian Pelajaran Malaysia | **Ministry of Education**

- **Penasihat Undang-undang | Legal Advisor**
Kementerian Pelajaran Malaysia | **Ministry of Education**

- **Y. BHG. DATO' PROF. DR. MOHAMED MUSTAFA BIN ISHAK**
Naib Canselor | **Vice-Chancellor**
Universiti Utara Malaysia

Setiausaha | **Secretary**

- **Pegawai Tadbir | Administrative Officer**
Bahagian Pengurusan Personel dan Pentadbiran | **Personnel Management and Administration Division**
Majlis Peperiksaan Malaysia | **Malaysian Examinations Council**

B. Tindakan Tatatertib Bukan dengan Tujuan Buang Kerja atau Turun Pangkat | **Disciplinary Action Not for the Purpose of Termination or Demotion**

(i) Ketua Eksekutif, Timbalan Ketua Eksekutif, dan Kumpulan Pengurusan Tertinggi | **Chief Executive, Deputy Chief Executive and Top Management Group**

Pengerusi | **Chairman**

- **Y. BHG. PROF. TAN SRI DATO' DZULKIFLI BIN ABDUL RAZAK**
Naib Canselor | **Vice-Chancellor**
Universiti Sains Malaysia
hingga 27 September 2011 | **until 27 September 2011**

- **Y. BHG. PROF. DATO' DR. MOHD NOH BIN DALIMIN**
Naib Canselor | **Vice-Chancellor**
Universiti Tun Hussein Onn Malaysia
mulai 9 Disember 2011 | **from 9 December 2011**

Ahli | **Members**

- **Ketua Setiausaha | Secretary General**
Kementerian Pelajaran Malaysia | **Ministry of Education**

- **Y. BHG. DATO' PROF. DR. MOHAMED MUSTAFA BIN ISHAK**
Naib Canselor | **Vice-Chancellor**
Universiti Utara Malaysia

Setiausaha | **Secretary**

- **Pegawai Tadbir | Administrative Officer**
Bahagian Pengurusan Personel dan Pentadbiran | **Personnel Management and Administration Division**
Majlis Peperiksaan Malaysia | **Malaysian Examinations Council**

(ii) Kumpulan Pengurusan dan Profesional | Management and Professional Group

Pengerusi | Chairman

- **TUAN HAJI OMAR BIN ABU BAKAR**

Ketua Eksekutif | Chief Executive

Majlis Peperiksaan Malaysia | Malaysian Examinations Council
hingga 19 Disember 2011 | until 19 December 2011- **PUAN MAZIYAN BINTI HAMZAH**

Ketua Eksekutif | Chief Executive

Majlis Peperiksaan Malaysia | Malaysian Examinations Council
mulai 28 Disember 2011 | from 28 December 2011

Ahli | Members

- **Timbalan Ketua Setiausaha (Pengurusan) | Deputy Secretary General (Management)**

Kementerian Pelajaran Malaysia | Ministry of Education

- **Y. BHG. DATO' PROF. DR. MOHAMED MUSTAFA BIN ISHAK**

Naib Canselor | Vice-Chancellor

Universiti Utara Malaysia

- **ENCIK GOH KEAT SENG**

Ahli Majlis | Council Member

Setiausaha | Secretary

- **Pegawai Tadbir | Administrative Officer**Bahagian Pengurusan Personel dan Pentadbiran | Personnel Management and
Administration Division

Majlis Peperiksaan Malaysia | Malaysian Examinations Council

(iii) Kumpulan Sokongan | Support Group

Pengerusi | Chairman

- **PUAN MAZIYAN BINTI HAMZAH**

Timbalan Ketua Eksekutif 2 | Deputy Chief Executive 2

Majlis Peperiksaan Malaysia | Malaysian Examinations Council
hingga 8 Ogos 2011 | until 8 August 2011- **TUAN HAJI MOHD. FAUZI BIN HAJI MOHD. KASSIM**

Timbalan Ketua Eksekutif 2 | Deputy Chief Executive 2

Majlis Peperiksaan Malaysia | Malaysian Examinations Council
mulai 9 Ogos 2011 | from 9 August 2011

Ahli | Members

- **Setiausaha Bahagian | Undersecretary**Bahagian Pengurusan Sumber Manusia | Human Resource Management Division
Kementerian Pelajaran Malaysia | Ministry of Education- **Penasihat Undang-undang | Legal Advisor**

Kementerian Pelajaran Malaysia | Ministry of Education

- **Y. BHG. DATO' PROF. DR. MOHAMED MUSTAFA BIN ISHAK**

Naib Canselor | Vice-Chancellor
Universiti Utara Malaysia

- **ENCIK GOH KEAT SENG**

Ahli Majlis | Council Member

Setiausaha | Secretary

- **Pegawai Tadbir | Administrative Officer**

Bahagian Pengurusan Personel dan Pentadbiran | Personnel Management and
Administration Division

Majlis Peperiksaan Malaysia | Malaysian Examinations Council

JAWATANKUASA RAYUAN TATATERTIB

Disciplinary Appeal Committee

A. Tindakan Tatatertib dengan Tujuan Buang Kerja atau Turun Pangkat
Disciplinary Action for the Purpose of Termination or Demotion

- (i) Ketua Eksekutif, Timbalan Ketua Eksekutif, Kumpulan Pengurusan Tertinggi, dan Kumpulan Pengurusan dan Profesional | Chief Executive, Deputy Chief Executive, Top Management Category and Management and Professional Group

Pengerusi | Chairman

- **Y.A.B. Menteri Pelajaran Malaysia**

Ahli | Members

- **Y. BHG. DATIN MARIAM BINTI TAN SRI ABDUL KADIR**

Ahli Majlis | Council Members

- **Y. BHG. DATUK KAMAL D.E. QUADRA**

Ahli Majlis | Council Members

Setiausaha | Secretary

- **Pegawai Tadbir | Administrative Officer**

Bahagian Pengurusan Personel dan Pentadbiran | Personnel Management and
Administration Division

Majlis Peperiksaan Malaysia | Malaysian Examinations Council

- (ii) Kumpulan Sokongan | Support Group

Pengerusi | Chairman

- **Ketua Setiausaha | Secretary General**

Kementerian Pelajaran Malaysia | Ministry of Education

Ahli | [Members](#)

- **Y. BHG. DATIN MARIAM BINTI TAN SRI ABDUL KADIR**

Ahli Majlis | [Council Members](#)

- **Y. BHG. DATUK KAMAL D.E. QUADRA**

Ahli Majlis | [Council Members](#)

Setiausaha | [Secretary](#)

- **Pegawai Tadbir | Administrative Officer**

Bahagian Pengurusan Personel dan Pentadbiran | [Personnel Management and Administration Division](#)

Majlis Peperiksaan Malaysia | [Malaysian Examinations Council](#)

B. Tindakan Tatatertib Bukan dengan Tujuan Buang Kerja atau Turun Pangkat
[Disciplinary Action Not for the Purpose of Termination or Demotion](#)

(i) Ketua Eksekutif, Timbalan Ketua Eksekutif, dan Kumpulan Pengurusan Tertinggi
[Chief Executive, Deputy Chief Executive and Top Management Group](#)

Pengerusi | [Chairman](#)

- **Y.A.B. Menteri Pelajaran Malaysia**

Ahli | [Members](#)

- **Y. BHG. DATIN MARIAM BINTI TAN SRI ABDUL KADIR**

Ahli Majlis | [Council Members](#)

- **Y. BHG. DATUK KAMAL D.E. QUADRA**

Ahli Majlis | [Council Members](#)

Setiausaha | [Secretary](#)

- **Pegawai Tadbir | Administrative Officer**

Bahagian Pengurusan Personel dan Pentadbiran | [Personnel Management and Administration Division](#)

Majlis Peperiksaan Malaysia | [Malaysian Examinations Council](#)

(ii) Kumpulan Pengurusan dan Profesional | [Management and Professional Group](#)

Pengerusi | [Chairman](#)

- **Ketua Setiausaha | Secretary General**

Kementerian Pelajaran Malaysia | [Ministry of Education](#)

Ahli | [Members](#)

- **Y. BHG. DATIN MARIAM BINTI TAN SRI ABDUL KADIR**

Ahli Majlis | [Council Members](#)

- **Y. BHG. DATUK KAMAL D.E. QUADRA**

Ahli Majlis | [Council Members](#)

Setiausaha | Secretary

- **Pegawai Tadbir | Administrative Officer**

Bahagian Pengurusan Personel dan Pentadbiran | Personnel Management and Administration Division

Majlis Peperiksaan Malaysia | Malaysian Examinations Council

(iii) Kumpulan Sokongan | Support Group

Pengerusi | Chairman

- **TUAN HAJI OMAR BIN ABU BAKAR**

Ketua Eksekutif | Chief Executive

Majlis Peperiksaan Malaysia | Malaysian Examinations Council
hingga 19 Disember 2011 | until 19 December 2011

- **PUAN MAZIYAN BINTI HAMZAH**

Ketua Eksekutif | Chief Executive

Majlis Peperiksaan Malaysia | Malaysian Examinations Council
mulai 28 Disember 2011 | from 28 December 2011

Ahli | Members

- **Y. BHG. DATIN MARIAM BINTI TAN SRI ABDUL KADIR**

Ahli Majlis | Council Members

- **Y. BHG. DATUK KAMAL D.E. QUADRA**

Ahli Majlis | Council Members

Setiausaha | Secretary

- **Pegawai Tadbir | Administrative Officer**

Bahagian Pengurusan Personel dan Pentadbiran | Personnel Management and Administration Division

Majlis Peperiksaan Malaysia | Malaysian Examinations Council

JAWATANKUASA PENGAMBILAN KAKITANGAN

Disciplinary Committee

Pengerusi | Chairman

- **TUAN HAJI OMAR BIN ABU BAKAR**

Ketua Eksekutif | Chief Executive

Majlis Peperiksaan Malaysia | Malaysian Examinations Council
hingga 19 Disember 2011 | until 19 December 2011

- **PUAN MAZIYAN BINTI HAMZAH**

Ketua Eksekutif | Chief Executive

Majlis Peperiksaan Malaysia | Malaysian Examinations Council
mulai 28 Disember 2011 | from 28 December 2011

Ahli | [Members](#)- **Y. BHG. DATO' IR. DR. RADIN UMAR BIN RADIN SOHADI**Naib Canselor | [Vice-Chancellor](#)

Universiti Putra Malaysia

- **ENCIK AHMAD TAJUDIN BIN ABU BAKAR**Timbalan Ketua Eksekutif 1 | [Deputy Chief Executive 1](#)Majlis Peperiksaan Malaysia | [Malaysian Examinations Council](#)hingga 21 Julai 2011 | [until 21 July 2011](#)- **PUAN MAZIYAN BINTI HAMZAH**Timbalan Ketua Eksekutif 1 | [Deputy Chief Executive 1](#)Majlis Peperiksaan Malaysia | [Malaysian Examinations Council](#)mulai 9 Ogos hingga 27 Disember 2011 | [from 9 August until 27 December 2011](#)Timbalan Ketua Eksekutif 2 | [Deputy Chief Executive 2](#)Majlis Peperiksaan Malaysia | [Malaysian Examinations Council](#)hingga 8 Ogos 2011 | [until 8 August 2011](#)- **TUAN HAJI MOHD. FAUZI BIN HAJI MOHD. KASSIM**Timbalan Ketua Eksekutif 2 | [Deputy Chief Executive 2](#)Majlis Peperiksaan Malaysia | [Malaysian Examinations Council](#)mulai 9 Ogos 2011 | [from 9 August 2011](#)Setiausaha | [Secretary](#)- **Pegawai Tadbir | Administrative Officer**Bahagian Pengurusan Personel dan Pentadbiran | [Personnel Management and Administration Division](#)Majlis Peperiksaan Malaysia | [Malaysian Examinations Council](#)**JAWATANKUASA PENSIJILAN**[Disciplinary Committee](#)Pengerusi | [Chairman](#)- **TUAN HAJI OMAR BIN ABU BAKAR**Ketua Eksekutif | [Chief Executive](#)Majlis Peperiksaan Malaysia | [Malaysian Examinations Council](#)hingga 19 Disember 2011 | [until 19 December 2011](#)- **PUAN MAZIYAN BINTI HAMZAH**Ketua Eksekutif | [Chief Executive](#)Majlis Peperiksaan Malaysia | [Malaysian Examinations Council](#)mulai 28 Disember 2011 | [from 28 December 2011](#)

Ahli | [Members](#)

- **Y. BHG. PROF. DATO' DR. ZAINI BIN UJANG**

Naib Canselor/Ahli Gilir | [Vice-Chancellor/Alternate Member](#)
Universiti Teknologi Malaysia

- **ENCIK AHMAD TAJUDIN BIN ABU BAKAR**

Timbalan Ketua Eksekutif 1 | [Deputy Chief Executive 1](#)
Majlis Peperiksaan Malaysia | [Malaysian Examinations Council](#)
hingga 21 Julai 2011 | [until 21 July 2011](#)

- **PUAN MAZIYAN BINTI HAMZAH**

Timbalan Ketua Eksekutif 1 | [Deputy Chief Executive 1](#)
Majlis Peperiksaan Malaysia | [Malaysian Examinations Council](#)
mulai 9 Ogos - 27 Disember 2011 | [from 9 August - 27 December 2011](#)

Timbalan Ketua Eksekutif 2 | [Deputy Chief Executive 2](#)
Majlis Peperiksaan Malaysia | [Malaysian Examinations Council](#)
hingga 8 Ogos 2011 | [until 8 August 2011](#)

- **TUAN HAJI MOHD. FAUZI BIN HAJI MOHD. KASSIM**

Timbalan Ketua Eksekutif 2 | [Deputy Chief Executive 2](#)
Majlis Peperiksaan Malaysia | [Malaysian Examinations Council](#)
mulai 9 Ogos 2011 | [from 9 August 2011](#)

- **Pengarah/Wakil | [Director/Representative](#)**

Lembaga Peperiksaan | [Examinations Syndicate](#)

- **Ketua Pemeriksa tiap-tiap mata pelajaran/kertas yang berkenaan**
[Chief Examiner of each subject/paper](#)

Setiausaha | [Secretary](#)

- **Setiausaha Bahagian (Penyelidikan dan Dasar Peperiksaan)**

[Head of Division \(Research and Examination Policy\)](#)

Majlis Peperiksaan Malaysia | [Malaysian Examinations Council](#)

JAWATANKUASA SIASATAN

[Malpractice Committee](#)

Pengerusi | [Chairman](#)

- **ENCIK AHMAD TAJUDIN BIN ABU BAKAR**

Timbalan Ketua Eksekutif 1 | [Deputy Chief Executive 1](#)
Majlis Peperiksaan Malaysia | [Malaysian Examinations Council](#)
hingga 21 Julai 2011 | [until 21 July 2011](#)

- **PUAN MAZIYAN BINTI HAMZAH**

Timbalan Ketua Eksekutif 1 | [Deputy Chief Executive 1](#)
Majlis Peperiksaan Malaysia | [Malaysian Examinations Council](#)
mulai 9 Ogos hingga 27 Disember 2011 | [from 9 August until 27 December 2011](#)

Timbalan Ketua Eksekutif 2 | [Deputy Chief Executive 2](#)
Majlis Peperiksaan Malaysia | [Malaysian Examinations Council](#)
hingga 8 Ogos 2011 | [until 8 August 2011](#)

- **TUAN HAJI MOHD. FAUZI BIN HAJI MOHD. KASSIM**
Timbalan Ketua Eksekutif 2 | Deputy Chief Executive 2
Majlis Peperiksaan Malaysia | Malaysian Examinations Council
mulai 9 Ogos 2011 | from 9 August 2011

Ahli | Members

- **Sekurang-kurangnya dua orang pegawai gred 48 ke atas bagi setiap kumpulan penyiasat**
At least two officers of grade 48 and above for each malpractice team

Setiausaha | Secretary

- **Ketua Pegawai Keselamatan | Chief Security Officer**
Majlis Peperiksaan Malaysia | Malaysian Examinations Council

JAWATANKUASA SUKATAN PELAJARAN

Syllabus Committee

Pengerusi | Chairman

- **Pakar Bidang yang dilantik oleh Majlis | Experts from each field appointed by the council**

Ahli | Members

- **Wakil-wakil Universiti Tempatan (mengikut Bidang)**
Representatives from Local Universities (by Expertise)
- **Wakil Bahagian Pembangunan Kurikulum | Representative from Curriculum Development Division**
Kementerian Pelajaran Malaysia | Ministry of Education
- **Wakil Lembaga Peperiksaan | Representative from Examinations Syndicate**
- **Wakil Bahagian Pengurusan Sekolah Harian | Representative from Day School Management Division**
Kementerian Pelajaran Malaysia | Ministry of Education

Setiausaha | Secretary

- **Pegawai mata pelajaran berkenaan | Subject Officers**
Majlis Peperiksaan Malaysia | Malaysian Examinations Council

JAWATANKUASA AUDIT

Audit Committee

Pengerusi | **Chairman**

- **Y. BHG. PROF. DATO' DR. AMINAH BINTI AYOB**

Naib Canselor | **Vice-Chancellor**

Universiti Pendidikan Sultan Idris

hingga 31 Ogos 2011 | **until 31 August 2011**

- **Y. BHG. PROF. DATO' DR. ZAKARIA BIN KASA**

Naib Canselor | **Vice-Chancellor**

Universiti Pendidikan Sultan Idris

mulai 1 September 2011 | **from 1 September 2011**

Ahli | **Members**

- **ENCIK M. SOCKALINGAM**

Ahli Majlis | **Council Member**

- **Y. BHG. TUAN HAJI SUFA'AT BIN TUMIN**

Pengarah | **Director**

Lembaga Peperiksaan | **Examinations Syndicate**

hingga 31 Julai 2011 | **until 31 July 2011**

- **Y. BHG. DR. NAI'MAH BINTI ISHAK**

Pengarah | **Director**

Lembaga Peperiksaan | **Examinations Syndicate**

mulai 1 Ogos 2011 | **from 1 August 2011**

Setiausaha | **Secretary**

- **Juruaudit | Auditor**

Majlis Peperiksaan Malaysia | **Malaysian Examinations Council**

JAWATANKUASA PELABURAN

Investment Committee

Pengerusi | **Chairman**

- **Y. BHG. DATO' PROF. DR. DAING MOHD NASIR BIN DAING IBRAHIM**
Naib Canselor | **Vice-Chancellor**
Universiti Malaysia Pahang

Ahli | **Members**

- **TUAN HAJI OMAR BIN ABU BAKAR**
Ketua Eksekutif | **Chief Executive**
Majlis Peperiksaan Malaysia | **Malaysian Examinations Council**
hingga 19 Disember 2011 | **until 19 December 2011**
- **PUAN MAZIYAN BINTI HAMZAH**
Ketua Eksekutif | **Chief Executive**
Majlis Peperiksaan Malaysia | **Malaysian Examinations Council**
mulai 28 Disember 2011 | **from 28 December 2011**
- **ENCIK AHMAD ZAKIE BIN AHMAD SHARIFF**
FA Securities Sdn. Bhd.
- **PUAN NORASHIKIN BINTI MOHD KASSIM**
Bank Islam Malaysia Berhad

Setiausaha | **Secretary**

- **Setiausaha Bahagian (Pengurusan Kewangan) | Head of Division (Financial)**
Majlis Peperiksaan Malaysia | **Malaysian Examinations Council**



MESYUARAT UTAMA PENGURUSAN

Top Management Meetings

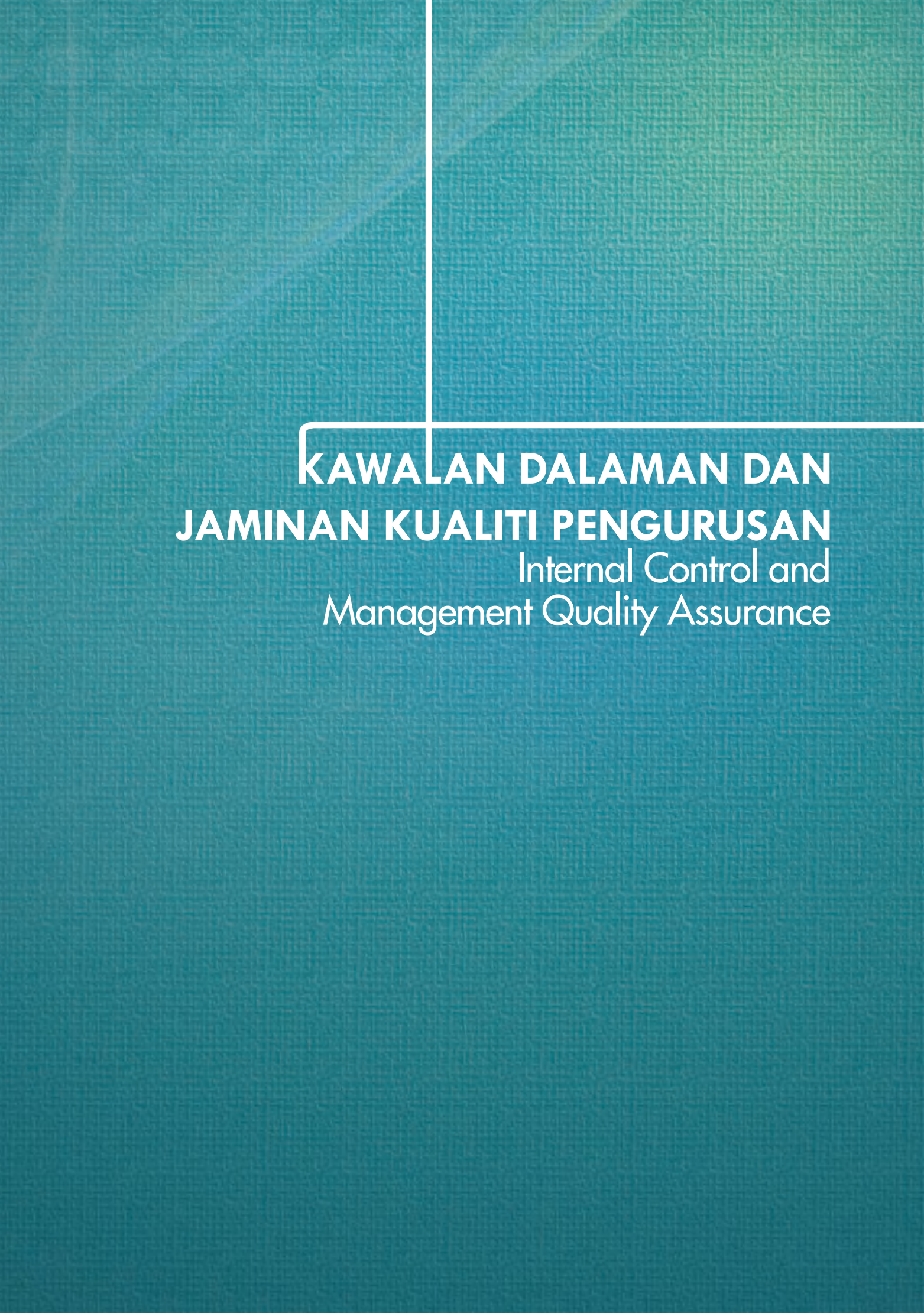


MESYUARAT MAJLIS PEPERIKSAAN MALAYSIA | Malaysian Examinations Council Meetings

SIRI MESYUARAT MAJLIS Series of Council Meetings	TARIKH Date	TEMPAT Venue
Ke-120 120th	21 Februari 2011 21 February 2011	Majlis Peperiksaan Malaysia Malaysian Examinations Council
Ke-121 121st	21 Jun 2011 21 June 2011	Majlis Peperiksaan Malaysia Malaysian Examinations Council

MESYUARAT JAWATANKUASA MAJLIS | Council Committee Meetings

MESYUARAT Meeting	SIRI MESYUARAT Meeting Series	TARIKH Date
Mesyuarat Jawatankuasa Tetap Pengurusan dan Kewangan Management and Finance Permanent Committee Meeting	Ke-57 57th	24 Januari 2011 24 January 2011
	Ke-58 58th	18 April 2011 18 April 2011
	Ke-59 59th	19 Julai 2011 19 July 2011
Mesyuarat Jawatankuasa Tender Tender Committee Meeting	Ke-56 56th	22 Februari 2011 22 February 2011
	Ke-57 57th	29 September 2011 29 September 2011
Mesyuarat Jawatankuasa Naik Pangkat Promotion Committee Meeting	Ke-35 35th	21 Februari 2011 21 February 2011
	Ke-36 36th	24 Jun 2011 24 June 2011
	Ke-37 37th	7 Oktober 2011 7 October 2011
Mesyuarat Jawatankuasa Audit Audit Committee Meeting	Ke-24 24th	25 Mac 2011 25 March 2011
	Ke-25 25th	2 Ogos 2011 2 August 2011
	Ke-26 26th	25 November 2011 25 November 2011
Mesyuarat Jawatankuasa Pensijilan STPM STPM Certification Committee Meeting	STPM Tahun 2010 2010 STPM	8 – 9 Februari 2011 8 – 9 February 2011
Mesyuarat Panel Pengesahan Keputusan MUET MUET Result Confirmation Panel Meeting	Pertengahan Tahun 2011 Mid 2011	6 Jun 2011 6 June 2011
Mesyuarat Jawatankuasa Siasatan Malpractice Malpractice Committee Meeting	Kes Salah Laku Calon STPM Tahun 2010 dan MUET Akhir Tahun 2010 Malpractice in 2010 STPM and Malpractice in End Year 2010 MUET	16 Februari 2011 16 February 2011
Mesyuarat Jawatankuasa Pelaburan Investment Committee Meeting	Ke-5 5th	25 November 2011 25 November 2011



KAWALAN DALAMAN DAN JAMINAN KUALITI PENGURUSAN

Internal Control and
Management Quality Assurance

MAJLIS

Badan tertinggi yang menentukan dasar dan membuat keputusan di Majlis Peperiksaan Malaysia ialah Lembaga Pengelola Majlis Peperiksaan Malaysia yang dikenali sebagai Majlis. Majlis akan bersidang sekurang-kurangnya empat kali setahun. Mengikut Seksyen 7(1) Akta Majlis Peperiksaan Malaysia 1980 [Akta 225], tugas majlis ialah mengelolakan, tertakluk kepada dan mengikut Akta ini, peperiksaan-peperiksaan tertentu dan semua perkara lain yang perlu atau bersampingan dengan peperiksaan-peperiksaan itu, termasuklah

- a. menyediakan dan menerbitkan sukatan-sukatan pelajaran peperiksaan;
- b. menyediakan kertas-kertas peperiksaan;
- c. menerima masuk atau mendaftar calon-calon; dan
- d. menganugerah sijil-sijil.

JAWATANKUASA MAJLIS

Untuk melaksanakan fungsi Majlis dan memastikan sistem kawalan dalaman Majlis adalah tekak, Majlis telah menubuhkan sepuluh jawatankuasa. Jawatankuasa yang ditubuhkan dan fungsi masing-masing adalah seperti yang berikut:

Jawatankuasa Tetap Pengurusan dan Kewangan (JTPK)

Jawatankuasa ini bersidang sekurang-kurangnya empat kali setahun. Fungsi utamanya ialah

i. Kewangan

- a. Menggubal dasar kewangan Majlis Peperiksaan Malaysia dan memperakukannya kepada Majlis untuk diluluskan;

COUNCIL

The highest body which determines policies and makes decisions, in the Malaysian Examinations Council, is the Governing Board of the Malaysian Examinations Council, also known as the Council. The Council shall meet at least four times a year. According to Section 7 (1) the Malaysian Examinations Council Act 1980 [Act 225], the Council's task, subject to and in accordance with this Act, is to manage specific examinations and all other matters necessary or incidental to such examinations, including

- a. preparing and printing examination syllabuses;
- b. preparing examination papers;
- c. registering candidates; and
- d. awarding certificates.

COUNCIL COMMITTEES

To perform the functions of the Council and to ensure that internal control systems of the Council are consistent, the Council established ten committees. The committees established and their functions are as follows:

The Permanent Committee of Management and Finance (JTPK)

The committee meets at least four times a year. Its main functions are

i. Finance

- a. to plan the financial policies of the Malaysian Examinations Council and recommend such policies to the Council for approval;

- b. mengkaji, menilai, dan memperakukan kepada Majlis tentang Anggaran Belanjawan, Belanjawan Tambahan, dan Hasil Tahunan Majlis Peperiksaan Malaysia;
- c. mencadangkan dan mengemukakan kepada Majlis kadar-kadar bayaran berikut, iaitu:
 - kadar fi atau caj bagi semua jenis peperiksaan,
 - kadar bayaran elaun kepada mereka yang dilantik mengendalikan dan menyelia pusat peperiksaan,
 - kadar bayaran elaun kepada mereka yang dilantik mengendalikan pemeriksaan skrip jawapan peperiksaan,
 - kadar bayaran elaun kepada mereka yang dilantik mengendalikan penggubalan kertas soalan peperiksaan,
 - kadar bayaran elaun kepada ahli-ahli Majlis dan ahli-ahli yang dilantik oleh Majlis untuk menganggotai jawatankuasa-jawatankuasa kecil yang ditubuhkan oleh Majlis,
 - kadar bayaran perkhidmatan perunding dan perkhidmatan dari luar negara,
- d. memeriksa kedudukan kewangan, perbelanjaan, dan pendapatan Majlis Peperiksaan Malaysia setiap kali bermesyuarat;
- e. meneliti draf Laporan Tahunan dan Penyata Kewangan yang telah diaudit bersama-sama dengan Laporan Juruaudit dan mengemukakan kepada Majlis bersama-sama dengan pandangannya sebelum disampaikan kepada Y.B. Menteri; dan
- f. meluluskan perakuan pelupusan stok harta yang nilai asalnya mengikut had yang ditentukan oleh pekeling Perbendaharaan semasa dan seterusnya melaporkan kepada Majlis.

- b. to review, evaluate, and recommend to the Council, the Estimated Budget, Additional Budget and Annual Profits of the Malaysian Examinations Council;
- c. to propose and put forward to the Council the following rates of payment:
 - the fees or charges for all types of examinations,
 - the rate of payments of allowances to appointed personnel for managing and supervising test centres,
 - the rate of payment of allowances to appointed examiners for the marking of answer scripts,
 - the rate of payment of allowances to appointed setters of examination papers,
 - the rate of payment of allowances to the members of the Council and members appointed by the Council to be in sub-committees established by the Council,
 - the rate of payment for consultancy and services from abroad,
- d. to examine Malaysian Examinations Council's financial position, expenditure and income at each meeting;
- e. to examine the draft of the Annual Report, the Audited Financial Statements and the Auditors' Report and submit them to the Council its views prior to submission to the Minister; and
- f. to approve the disposal of stock, in which the original value of the property is within the limits specified by current Treasury circulars and subsequently report to the Council.

ii. Pengurusan

- a. mengkaji dan memperakukan kepada Majlis rancangan atau projek pembangunan fizikal Majlis Peperiksaan Malaysia;
- b. menggubal dan mencadangkan kepada Majlis dasar, strategi, dan skim berhubung dengan kemajuan staf termasuk merombak struktur organisasi, fungsi bahagian, atau unit dan lain-lain yang seumpamanya;
- c. meluluskan bagi pihak Majlis syarat-syarat perkhidmatan serta tanggungjawab dan tugas berkaitan dengan jawatan-jawatan yang akan diwujudkan dari masa ke semasa;
- d. memperakukan kepada Jabatan Perkhidmatan Awam dan memaklumkan kepada Majlis pewujudan jawatan-jawatan baru;
- e. menentukan dasar dan peraturan mengenai pengambilan atau pelantikan penasihat pakar luar sama ada penggunaan pakar teknik atau profesional untuk apa-apa urusan yang ada hubung kaitnya dengan tugas Majlis Peperiksaan Malaysia;
- f. mengawal secara am pelaksanaan kerja Majlis Peperiksaan Malaysia supaya berjalan sebagaimana yang diputuskan oleh Majlis dan mengesahkan perubahan yang perlu bagi memperbaiki lagi perjalanan rancangan dengan berkesan;
- g. mengkaji dan meluluskan sistem peperiksaan dan perkhidmatan dalam jabatan yang disediakan oleh Urus Setia; dan
- h. menjalankan tugas-tugas dan kuasa-kuasa lain yang diberikan oleh Majlis dari semasa ke semasa.

ii. Management

- a. to study and recommend to the Council, plans or physical development projects of the Malaysian Examinations Council;
- b. to formulate and recommend to the Council, policies, strategies and schemes in relation to staff development including the revamp of organisational structure, divisions' or units' functions, and other such matters;
- c. to approve on behalf of the Council, terms of service, responsibilities and duties associated with posts which shall be created from time to time;
- d. to recommend to the Public Service Department and to inform the Council of the availability of new posts;
- e. to determine policies and regulations related to recruitment or appointment of external consultants, be it the use of technical experts or professionals for any matters related to the duties of the Malaysian Examinations Council;
- f. to generally govern work implementation of the Malaysian Examinations Council so that it is carried out as decided by the Council and confirm the necessary changes to enhance effective implementation of plans;
- g. to study and endorse the examination system and the services in the departments created by the Secretariat; and
- h. to carry out duties and other powers given by the Council from time to time.

Jawatankuasa Tender

Jawatankuasa ini bersidang apabila ada keperluan. Fungsi utamanya ialah:

- i. menimbangkan dan meluluskan tender kerja/ bekalan/ perkhidmatan yang tidak lebih daripada satu ratus juta ringgit (RM100 juta);
- ii. menimbangkan dan meluluskan tender terhad (kerja/bekalan/perkhidmatan) daripada pembekal yang dikenal pasti bagi barang-barang tertentu dan diperlukan segera yang nilainya tidak lebih daripada 10 juta ringgit (RM10 juta);
- iii. menimbangkan dan meluluskan pembelian yang dibuat daripada pembekal tunggal yang telah mendapat keizinan daripada Kementerian Kewangan; dan
- iv. bertanggungjawab mempertimbang dan menyetujui terima tender berasaskan kepada prinsip, dasar, dan peraturan Kerajaan.

Jawatankuasa Naik Pangkat

Jawatankuasa ini bersidang apabila ada keperluan. Fungsi utamanya ialah

- i. meluluskan dan memaklumkan kepada Majlis pencalonan oleh Urus Setia tentang kenaikan pangkat kakitangan Urus Setia; dan
- ii. menimbangkan dan meluluskan pencalonan oleh Urus Setia tentang pemangkatan dan tanggung kerja kakitangan Urus Setia.

Jawatankuasa Tatatertib

Jawatankuasa ini bersidang apabila ada keperluan. Fungsi utamanya adalah seperti yang termaktub dalam BAHAGIAN II JADUAL KETIGA AKTA BADAN-BADAN BERKANUN (TATATERTIB DAN SURCAJ) 2000, AKTA 605. Jawatankuasa ini dibahagikan kepada dua, iaitu Jawatankuasa Tatatertib dan Jawatankuasa Rayuan Tatatertib.

Tender Committee

The committee meets when there is a requirement. Its main functions are:

- i. to deliberate over and award work tender/ supplies/services which do not exceed more than one hundred million ringgit (RM100 million);
- ii. to deliberate over and award limited tenders(work/supplies/services) from identified suppliers for certain goods that are urgently required at an amount not more than 10 million ringgit (RM10 million);
- iii. to deliberate over and authorize procurement from single suppliers with the consent of the Ministry of Finance ; and
- iv. to responsibly deliberate over and accept tenders based on principles, policies, and Government regulations.

Promotion Committee

The committee meets when there is a requirement. Its main functions are

- i. to approve and inform the Council of the Secretariat's nomination of the promotion of Secretariat staff; and
- ii. to deliberate over and approve nominations by the Secretariat of Secretariat staff who act on behalf of other Secretariat staff.

Disciplinary Committee

The committee meets when there is a need. Its main function is as stated in PART II THIRD TABLE OF THE 2000 STATUTORY BODIES (DISCIPLINE AND SURCHARGE), ACT 605. This Committee is divided into two, the Disciplinary Committee and Disciplinary Appeals Committee.

a. Jawatankuasa Tatatertib

Jawatankuasa Tatatertib dengan tujuan buang kerja atau turun pangkat bagi Ketua Eksekutif, Timbalan Ketua Eksekutif, Kumpulan Pengurusan Tertinggi, dan Kumpulan Pengurusan dan Profesional dipengerusikan oleh Pengerusi Majlis, manakala bagi Kumpulan Sokongan dipengerusikan oleh Ketua Eksekutif.

Jawatankuasa Tatatertib bukan dengan tujuan buang kerja atau turun pangkat bagi Ketua Eksekutif, Timbalan Ketua Eksekutif, dan Kumpulan Pengurusan Tertinggi dipengerusikan oleh Pengerusi Majlis, manakala bagi Kumpulan Pengurusan dan Profesional dipengerusikan oleh Ketua Eksekutif, bagi Kumpulan Sokongan pula dipengerusikan oleh Timbalan Ketua Eksekutif 2.

b. Jawatankuasa Rayuan Tatatertib

Jawatankuasa Rayuan Tatatertib dengan tujuan buang kerja atau turun pangkat bagi Ketua Eksekutif, Timbalan Ketua Eksekutif, Kumpulan Pengurusan Tertinggi, dan Kumpulan Pengurusan dan Profesional dipengerusikan Yang Berhormat Menteri Pelajaran Malaysia, manakala bagi Kumpulan Sokongan dipengerusikan oleh Ketua Setiausaha Kementerian Pelajaran Malaysia.

Jawatankuasa Rayuan Tatatertib bukan dengan tujuan buang kerja atau turun pangkat bagi Ketua Eksekutif, Timbalan Ketua Eksekutif, dan Kumpulan Pengurusan Tertinggi dipengerusikan oleh Yang Berhormat Menteri Pelajaran Malaysia, manakala bagi Kumpulan Pengurusan dan Profesional dipengerusikan oleh Ketua Setiausaha Kementerian Pelajaran Malaysia, bagi Kumpulan Sokongan pula dipengerusikan oleh Ketua Eksekutif.

a. The Disciplinary Committee

The Disciplinary Committee, with the aim of dismissal or demotion of the Chief Executive, Deputy Chief Executive, Senior Management Group and Management and Professional Group, is chaired by the Chairman of the Council, while for the Support Group, it is chaired by the Chief Executive.

The Disciplinary Committee, not with the aim of the dismissal or demotion of the Chief Executive, Deputy Chief Executive and Senior Management Group is chaired by the Chairman of the Council, while for the Management and Professional Group, it is chaired by the Chief Executive. For the Support Group, it is chaired by the Deputy Chief Executive 2.

b. The Disciplinary Appeals Committee

The Disciplinary Appeals Committee, with the aim of dismissal or demotion of the Chief Executive, Deputy Chief Executive, Senior Management Group and the Management and Professional Group is chaired by the Honourable Minister of Education, while for the Support Group, it is chaired by the Secretary General of the Ministry of Education.

The Disciplinary Appeals Committee, not with the aim of the dismissal or demotion of the Chief Executive, Deputy Chief Executive and Senior Management Group is chaired by the Minister of Education while for the Management and Professional Group, it is chaired by the Secretary General of the Ministry of Education, and for the Support Group, it is chaired by the Chief Executive.

Jawatankuasa Pengambilan Kakitangan

Jawatankuasa ini bersidang apabila ada keperluan. Fungsi utamanya ialah memilih dan memperakukan kepada Majlis untuk kelulusan kakitangan baharu bagi semua kumpulan perkhidmatan.

Jawatankuasa Pensijilan

Jawatankuasa ini bersidang sekali setahun. Fungsi utamanya ialah

- i. menetapkan standard sesuatu kertas dan mata pelajaran; dan
- ii. menganugerahkan gred kertas dan gred mata pelajaran.

Jawatankuasa Siasatan

Jawatankuasa ini bersidang apabila ada keperluan. Fungsi utamanya ialah menjalankan tugas dan tanggungjawab yang diberikan oleh Majlis dan mengikut peraturan seperti yang diperuntukkan dalam Kaedah 10 Akta Majlis Peperiksaan Malaysia 1980, kaedah-kaedah Majlis Peperiksaan Malaysia (Tatacara Dalam Kes Salah Laku) 1986 bagi calon peperiksaan yang disyaki melakukan salah laku dalam peperiksaan.

Jawatankuasa Sukatan Pelajaran

Jawatankuasa ini bersidang apabila ada keperluan. Fungsi utamanya ialah menggubal sukatan pelajaran dan contoh kertas soalan, dan memperakukan kepada Majlis untuk kelulusan.

Staff Recruitment Committee

The committee meets when there is a need. Its main function is to select and recommend to the Council the approval of new staff for all service categories.

Certification Committee

The committee meets once a year. Its main functions are

- i. to set standards for a particular paper and subject; and
- ii. to award the paper grade and subject grade.

Malpractice Committee

The committee meets when there is a need. Its main functions are to carry out the duties and responsibilities assigned by the Council in accordance with the rules as stated in Procedure 10 of the Malaysian Examinations Council Act 1980, the procedure of the Malaysian Examinations Council (Procedure in Malpractice Cases) 1986 for the candidates suspected of malpractice in examinations.

Syllabus Committee

The committee meets when there is a need. Its main functions are to formulate syllabuses and specimen question papers and recommend to the Council for approval.

Jawatankuasa Audit

Jawatankuasa ini bersidang sekurang-kurangnya dua kali setahun. Fungsi utamanya ialah:

- i. mengkaji keperluan Unit Audit Dalam termasuk piagamnya;
- ii. mengkaji keberkesanan dan kemampuan sistem pengawalan dari dalam;
- iii. mengkaji perancangan aktiviti audit oleh Unit Audit Dalam yang meliputi skop kerja, jadual, keanggotaan, serta penyelarasan antara Juruaudit Dalam dan Luar;
- iv. mengkaji laporan daripada Juruaudit Dalam dan Luar dan memperakukan tindakan susulan yang perlu kepada Majlis;
- v. mengkaji dan menasihati Majlis berhubung dengan penyata kewangan, prospektus dan laporan-laporan kewangan lain yang dikeluarkan;
- vi. mengkaji dan menasihati Majlis berhubung dengan maklumat prestasi secara kuantitatif tentang aktiviti yang tertakluk kepada laporan pengauditan dan perkara lain yang melibatkan tanggungjawab sebagaimana yang diputuskan oleh Majlis;
- vii. mengesan pematuhan kepada peraturan yang ditetapkan oleh Majlis serta tatakelakuan pegawai/kakitangan dan mengambil daya usaha menyiasat sebarang pertelingkahan yang berlaku dalam Majlis Peperiksaan Malaysia;
- viii. memastikan bahawa Majlis Peperiksaan Malaysia sentiasa mengubahsuai pelaksanaan kerja selaras dengan perubahan ikhtisas yang berlaku dalam bidang perakaunan seperti pengisytiharan oleh Institut Akauntan Malaysia dan Jawatankuasa Piawaian Perakaunan Antarabangsa;
- ix. melaksanakan fungsi-fungsi yang ditetapkan oleh Majlis dari semasa ke semasa; dan
- x. melaporkan kepada pihak pengurusan mengenai kakitangan yang didapati telah melakukan sebarang penyelewengan untuk tindakan yang sesuai.

Audit Committee

The committee meets at least twice a year. Its main functions are:

- i. to study the requirements of the Internal Audit Unit, including its charter;
- ii. to study the effectiveness and capability of the control system internally;
- iii. to study the plan of audit activities by the Internal Audit Unit, including the scope of work, schedules, membership, and coordination between Internal and External Auditors;
- iv. to study reports from the Internal and External Auditors and to recommend the required follow-up action to the Council;
- v. to study and advise the Council in relation to financial statements, prospectuses and other finance reports produced;
- vi. to study and advise the Council on performance through quantitative information about activities which are subject to audit reports and on other matters involving responsibilities as decided by the Council;
- vii. to detect the compliance of rules established by the Council and the conduct of officers/staff and to take the initiative to investigate any disputes which occur in the Malaysian Examinations Council;
- viii. to ensure that the Malaysian Examinations Council constantly modifies work practices in accordance with professional changes which occur in the accounting field such as declarations by the Malaysian Institute of Accountants and the International Accounting Standards Committee;
- ix. to perform the functions set down by the Council from time to time; and
- x. to report to the management on staff who are found guilty of any fraud, for appropriate action.

Jawatankuasa Pelaburan

Jawatankuasa ini bersidang dua kali setahun atau jika ada keperluan. Fungsi utamanya ialah:

- i. membuat cadangan strategi pelaburan berdasarkan dasar pelaburan yang diluluskan oleh Majlis;
- ii. membuat keputusan pelaburan setakat wang dana yang diluluskan oleh Majlis bagi tujuan pelaburan;
- iii. mengawal pelaksanaan kerja pelaburan supaya berjalan sebagaimana yang diputuskan oleh Jawatankuasa Pelaburan;
- iv. membantu meningkatkan nilai modal pelaburan dalam jangka masa pendek dan panjang;
- v. menasihati Majlis tentang perkembangan atau perubahan dalam keadaan ekonomi dan perniagaan yang akan mempengaruhi prestasi pelaburan; dan
- vi. menimbangkan dan mengkaji laporan mengenai kedudukan pelaburan dari semasa ke semasa dan memaklukkannya kepada Majlis.

Urus Setia

Untuk menjamin dasar-dasar yang diputuskan oleh sepuluh jawatankuasa tersebut, urus setia yang diketuai oleh Ketua Eksekutif dengan kekuatan 168 orang kakitangan telah memberikan komitmen yang tinggi bagi melaksanakannya. Urus Setia telah mengatur strategi agar semua tugas dilaksanakan mengikut piawaian, prosedur, kualiti, integriti, dan keberhasilan yang telah ditentukan. Untuk itu, Urus Setia telah melaksanakan ISO 9001:2008, kerjasama dengan badan peperiksaan luar, amalan budaya korporat, audit dalaman, dan audit luaran. Status pelaksanaan akan dilaporkan kepada jawatankuasa yang berkenaan untuk mendapatkan pandangan sekiranya perlu.

Investment Committee

The committee meets twice a year, or if there is a need. Its main functions are:

- i. to make recommendations on investment strategies based on investment policies approved by the Council;
- ii. to make decisions on investment subjected to funds approved by the Council for investment purposes;
- iii. to control the implementation of investment in accordance with the decisions of the Investment Committee;
- iv. to assist in increasing the value of investment capital in the short and long term;
- v. to advise the Council on any developments or changes in economic and business conditions which will affect investment performance; and
- vi. to consider and study reports on the investment's status from time to time and to keep the Council updated.

Secretariat

The Secretariat, headed by the Chief Executive and 168 staff, has implemented with full commitment, the policies laid down by the ten committees. The Secretariat had strategised to ensure that all duties performed are in accordance with standards, procedures, quality, integrity and results expected. For this, the Secretariat has implemented the ISO 9001:2008, cooperated with external examination bodies, practiced corporate culture and conducted internal and external audit. The status of implementation will be reported to the relevant committees for their views if necessary.

ISO 9001:2008

Ketua Eksekutif telah mengarahkan kerja-kerja harian yang dilaksanakan oleh kakitangan MPM didokumenkan. Ini bertujuan untuk menjamin mutu dan hasil kerja dilaksanakan mengikut piawaian oleh kesemua kakitangannya.

Urus Setia telah memperoleh Sijil Pendaftaran Sistem Pengurusan Kualiti ISO 9001:2000 bagi pengurusan peperiksaan STPM daripada SIRIM QAS International Sdn. Bhd. dan the International Certification Network (IQNet) (nombor sijil AR3576) pada 16 Disember 2008 dan sijil ini sah hingga 14 November 2010. MPM juga telah memperoleh Sijil Pendaftaran Sistem Pengurusan Kualiti ISO 9001:2000 bagi pengurusan MUET daripada SIRIM QAS International Sdn. Bhd. dan the International Certification Network (IQNet) (nombor sijil AR4761) pada 13 Disember 2008 dan sah hingga 14 November 2010.

Urus Setia sememangnya sentiasa berusaha untuk menaikkan taraf sistem pengurusan kualitinya agar relevan dengan kehendak semasa. Pada tahun 2009, MPM telah memperoleh pensijilan baharu Sistem Pengurusan Kualiti ISO 9001:2008 bagi pengurusan MUET daripada SIRIM QAS International Sdn. Bhd. dan the International Certification Network (IQNet) (nombor sijil AR4761) pada 9 Oktober 2009 dan sijil ini sah hingga 11 Disember 2011.

Bagi peringkat seterusnya, Urus Setia telah mengemaskinikan semua prosedur sistem pengurusan kualiti STPM mengikut kehendak ISO 9001:2008 dan audit pemantauan (*surveillance audit*) sistem pengurusan kualiti bagi pengurusan peperiksaan STPM telah dijalankan pada 24 dan 25 Mei 2010 oleh SIRIM QAS International Sdn. Bhd. MPM telah memperoleh pensijilan baharu Sistem Pengurusan Kualiti ISO 9001:2008 bagi pengurusan STPM daripada SIRIM QAS International Sdn. Bhd. dan the International Certification Network (IQNet) (nombor sijil AR3576) pada 6 Julai 2010 dan sijil ini sah hingga 2 Mac 2011.

ISO 9001:2008

The Chief Executive directed that the daily work performed by MEC staff was to be documented. This is to ensure that the quality and the work implemented are in accordance with the standards set for all staff.

The Secretariat obtained the ISO 9001:2000 Quality Management System Certificate for the management of the STPM examination from SIRIM QAS International Sdn. Bhd. and the International Certification Network (IQNet) (certificate number AR3576) on December 16, 2008. This certificate was valid until 14 November 2010. MEC had also obtained a Certificate of Registration ISO 9001:2000 Quality Management System, for the management of MUET from SIRIM QAS International Sdn. Bhd. and the International Certification Network (IQNet) (certificate number AR4761) on 13 December 2008, which was valid until 14 November 2010.

The Secretariat constantly strives to upgrade its quality management system to be relevant with current needs. In 2009 MEC obtained a new certification, ISO 9001:2008 Quality Management System for the management of MUET from SIRIM QAS International Sdn. Bhd. and the International Certification Network (IQNet) (certificate number AR4761) on 9 October 2009, and the certificate is valid until 11 December 2011.

For the next stage, the Secretariat has updated all procedures for the STPM quality management system in accordance with the requirements of ISO 9001:2008 and the surveillance audit quality management system for the management of the STPM examination. The surveillance audit was conducted on 24 and 25 May 2010 by SIRIM QAS International Sdn. Bhd. MEC was awarded a new certification, ISO 9001:2008 Quality Management System for the management of STPM from SIRIM QAS International Sdn. Bhd. and the International Certification Network (IQNet) (certificate number AR3576) on 6 July 2010, and the certificate is valid until 2 March 2011.

Bagi memperluas tadbir urus yang baik, MPM telah melaksanakan sistem pengurusan kualiti untuk peperiksaan PTK mulai 2 November 2009. Audit Peringkat Pertama (*First Stage Audit*) sistem pengurusan kualiti bagi pengurusan peperiksaan PTK telah dijalankan pada 24 dan 25 Mei 2010, manakala Audit Peringkat Kedua (*Second Stage Audit*) telah dijalankan pada 10 dan 11 Ogos 2010 oleh SIRIM QAS International Sdn. Bhd. MPM telah memperoleh Sijil Pendaftaran Sistem Pengurusan Kualiti ISO 9001:2008 bagi peperiksaan PTK (nombor sijil AR5312) daripada organisasi yang sama pada 26 November 2010.

Pada tahun 2011 pula, MPM telah menggabungkan Sistem Pengurusan Kualiti ISO STPM dengan Sistem Pengurusan Kualiti ISO MUET. MPM telah memperoleh pensijilan baharu gabungan Sistem Pengurusan Kualiti ISO 9001:2008 bagi pengurusan STPM dan MUET daripada SIRIM QAS International Sdn. Bhd. dan "The International Certification Network" (IQNet) (nombor sijil AR4761) pada 1 Ogos 2011 dan sijil ini sah hingga 31 Julai 2014.

Untuk menjamin ketekalan pelaksanaan Sistem Pengurusan Kualiti ini, Ketua Eksekutif akan sentiasa berusaha secara berterusan untuk penambahbaikan Sistem Pengurusan Kualiti MPM yang meliputi proses penggubalan sukatan pelajaran, pembinaan kertas soalan, pencetakan kertas soalan, pengedaran kertas soalan, penyediaan peraturan dan skema peperiksaan, pendaftaran calon, pentadbiran peperiksaan, pemeriksaan skrip jawapan, pemprosesan markah, penetapan standard, pengeluaran keputusan, dan pengeluaran sijil STPM, berasaskan pelaksanaan Sistem Pengurusan Kualiti ISO 9001:2008. Antara tindakan yang diambil termasuklah:

- a. memastikan semua pegawai dan kakitangan MPM memahami dan menghayati peri pentingnya kehendak pelanggan dan peraturan tentang pengendalian peperiksaan STPM sebagaimana yang ditetapkan dalam Akta Majlis Peperiksaan Malaysia 1980 [Akta 225] pindaan 2006;

To expand its good governance, MEC had implemented a quality management system for the PTK examination starting from 2 November 2009. The First Stage Audit of the quality management system for the management of the PTK examination was conducted on 24 and 25 May 2010, while the Second Stage Audit was conducted on 10 and 11 August 2010 by SIRIM QAS International Sdn. Bhd. MEC obtained the Certificate of Registration ISO 9001:2008 Quality Management System for the PTK examination (certificate number AR5312) from the same organisation on 26 November 2010.

In the year 2011, the MEC has combined the STPM Quality Management System with the MUET Quality Management System. MEC was awarded a new certification, ISO 9001:2008 Quality Management System for the management of STPM and MUET from SIRIM QAS International Sdn. Bhd. and the International Certification Network (IQNet) (certificate number AR4761) on 1 August 2011, and the certificate is valid until 31 July 2014.

To ensure consistency in the implementation of the Quality Management System, the Chief Executive will continuously strive to improve MEC's Quality Management System which covers the formulation of syllabuses, setting of question papers, printing of question papers, question paper distribution, preparation of regulations and examination schemes, registration of candidates, administration of examinations, marking of answer scripts, processing of marks, setting of standards, issuing of results and the release of STPM certificates, based on the ISO 9001:2008 Quality Management System. Among the steps taken include:

- a. to ensure that all MEC's officers and staff comprehend and appreciate the importance of customer requirements and the rules related to the administration of the STPM examination as prescribed in the Malaysian Examinations Council Act 1980 [Act 225] amendment 2006;

- b. mewujudkan dan meluluskan Dasar dan Objektif Kualiti MPM (Manual Kualiti Klausu 5.3 dan 5.4), dan memastikan bahawa pegawai dan kakitangan MPM sentiasa memahami Dasar dan Objektif Kualiti MPM;
- c. mengadakan Mesyuarat Kajian Semula Pengurusan sekurang-kurangnya satu kali dalam 12 bulan; dan
- d. memastikan sumber yang diperlukan untuk pelaksanaan Sistem Pengurusan Kualiti MPM disediakan dan penambahbaikan yang berterusan dilakukan.

KERJASAMA DENGAN BADAN PEPERIKSAAN LUAR DAN KAWALAN STANDARD

Bagi mengekalkan standard STPM pada tahap prauniversiti, Urus setia bekerjasama dengan semua universiti awam tempatan dalam bidang penggubalan sukatan pelajaran, pembinaan kertas soalan, pemeriksaan skrip jawapan, dan penetapan standard bagi peperiksaan STPM.

Bagi mendapatkan pengiktirafan antarabangsa, MPM bekerjasama dengan University of Cambridge Local Examinations Syndicate (UCLES) dalam bentuk bantuan kepakaran bagi penetapan standard STPM. Dalam urusan penetapan standard ini, pihak UCLES menghantar wakilnya dalam mesyuarat jawatankuasa untuk menetapkan standard peperiksaan STPM. Di samping itu, Urus Setia juga menganggotai International Association of Educational Assessment (IAEA) untuk membolehkan MPM mengikuti perkembangan terkini dalam aspek pembangunan sukatan pelajaran serta penilaian dan pengukuran pendidikan.

AMALAN BUDAYA KORPORAT

Urus setia juga mengamalkan budaya korporat untuk meningkatkan keberkesanaan tadbir urusny. Bagi tujuan ini, Urus setia telah mengadakan mesyuarat yang berikut:

- b. to establish and approve MEC's Policy and Objective Quality (Manual Quality Clause 5.3 and 5.4), and to ensure that MEC's officers and staff constantly comprehend MEC's Policy and Objective Quality;
- c. to carry out the Management Review Meeting at least once in every 12 months; and
- d. to ensure that the resources required for the implementation of the Quality Management System are prepared and continuous improvements are carried out.

COOPERATION WITH EXTERNAL EXAMINATION BODIES AND STANDARDS CONTROL

To maintain the pre-university standard of STPM, the Secretariat cooperates with all local public universities in the formulation of syllabuses, question papers, marking of answer scripts and setting of standards for the STPM examination.

To obtain international recognition, MEC cooperates with the University of Cambridge Local Examinations Syndicate (UCLES) in the form of expertise assistance to set the standards of STPM. In the course of setting standards, UCLES sends its representative to the committee meeting to set the standard of the STPM examination. In addition, the Secretariat is also a member of the International Association of Educational Assessment (IAEA) to enable MEC to be updated on the latest developments in terms of syllabus design as well as, assessment and educational measurement.

PRACTICE OF CORPORATE CULTURE

The Secretariat also practices corporate culture to enhance the effectiveness of its governance. For this purpose, the Secretariat holds the following meetings:

- a. Mesyuarat Jawatankuasa Keutuhan Tadbir Urus (JKTU) yang diadakan tiga kali setahun;
- b. Mesyuarat Jawatankuasa Pengurusan Kewangan dan Akaun (JPKA) yang diadakan empat kali setahun;
- c. Mesyuarat Jawatankuasa Pemandu Teknologi Maklumat (JPICT) yang diadakan dua kali setahun;
- d. Mesyuarat Jawatankuasa Pengurusan Aset Alih Kerajaan (JPAK) yang diadakan empat kali setahun; dan
- e. Mesyuarat Pengurusan yang diadakan sekurang-kurangnya sekali sebulan.

AUDIT DALAM

Urus setia juga menjalankan audit dalaman sekurang-kurangnya sekali setahun. Tujuan auditan adalah untuk menilai keberkesanan pelaksanaan Sistem Pengurusan Kualiti supaya memenuhi perkara-perkara yang berikut:

- a. Pelaksanaan Sistem Pengurusan Kualiti adalah selaras dengan perancangan kualiti dan objektif kualiti MPM.
- b. Sistem Pengurusan Kualiti dilaksanakan dan disenggara dengan berkesan.
- c. Pelaksanaan Sistem Pengurusan Kualiti adalah selaras dengan kehendak ISO 9001:2008.
- d. Kelemahan dalam Sistem Pengurusan Kualiti termasuk masalah potensi (potential problem) dan proses dapat dikesan.
- e. Penemuan audit terdahulu diambil tindakan pembetulan yang berkesan.
- f. Ruang untuk penambahbaikan yang berterusan dan meningkatkan keberkesanan proses utama dapat dikenal pasti.

Audit Dalaman dijalankan mengikut jadual yang dirancang oleh Juruaudit Dalam, dan laporan audit dalaman dibentangkan dalam mesyuarat Jawatankuasa Audit dan Mesyuarat Kajian Semula Pengurusan.

- a. The Corporate Governance Committee Meeting Integrity of the Governance Committee Meeting which is held three times a year;
- b. The Financial Management and Accounts Committee Meeting which is held four times a year;
- c. The Information Technology Steering Committee Meeting which is held three times a year;
- d. The Government Moveable Asset Management Committee Meeting which is held four times a year; and
- e. The Management Meeting which is held at least once a month.

INTERNAL AUDIT

The Secretariat also conducts an internal audit at least once a year. The purpose of the audit is to assess the effectiveness of the implementation of the Quality Management System to fulfill the following matters:

- a. The implementation of the Quality Management System is consistent with MEC's quality plan and objective.
- b. The Quality Management System is implemented and sustained effectively.
- c. The implementation of the Quality Management System is in accordance with the requirements of MS ISO 9001:2008.
- d. The weaknesses of the Quality Management System, including potential problems and processes can be detected.
- e. The findings of the previous audit must be followed up by effective corrective action.
- f. The opportunity for continuous improvement and enhancement of the effectiveness of key processes can be identified.

Internal audits were conducted in accordance with a planned schedule by the Internal Auditor, and an internal audit report was tabled at the Audit Committee meeting and the Management Review meeting.

AUDIT LUAR

Majlis Peperiksaan Malaysia telah melantik SIRIM QAS International Sdn. Bhd. untuk menjalankan audit luar terhadap pelaksanaan Sistem Pengurusan Kualiti ISO 9001:2008 di Majlis Peperiksaan Malaysia. Proses audit luar bermula dengan pelaksanaan audit dokumen terhadap empat peringkat dokumen, iaitu manual kualiti, prosedur kerja, arahan kerja, dan rekod. Seterusnya, bagi memastikan keberkesanan pelaksanaan sistem pengurusan kualiti, satu audit pematuhan dilaksanakan setelah sekurang-kurangnya satu audit kualiti dalaman dan satu mesyuarat kaji semula pengurusan dijalankan selepas pelaksanaan audit dokumen. Persijilan ISO 9001:2008 telah dianugerahkan selepas Majlis Peperiksaan Malaysia berjaya mematuhi standard ISO yang ditetapkan dan lulus dalam audit pematuhan yang dijalankan.

EXTERNAL AUDIT

The Malaysian Examinations Council appointed SIRIM QAS International Sdn. Bhd. to carry out external audits on the implementation of the ISO 9001:2008 Quality Management System in the Malaysian Examinations Council. The external audit process began with the implementation of the audit of documents on the four stages of documents, which are the manual quality, work procedures, work instructions and records. Subsequently to ensure the effectiveness of the implementation of the quality management system, a compliance audit was conducted after at least one internal quality audit and a management review meeting was conducted after the implementation of the audit of documents. The ISO 9001:2008 certification will be awarded after the Malaysian Examinations Council succeeds in complying with ISO standards and passed the compliance audit conducted.

The background is a solid teal color. A white L-shaped line graphic is positioned in the upper right quadrant, starting from the top edge and extending horizontally to the right, then turning 90 degrees and extending vertically downwards. The text is placed to the right of the vertical segment of this line.

JAMINAN KUALITI

Quality Assurance

SISTEM PENGURUSAN KUALITI MPM

Pada tahun 2011, MPM telah menggabungkan Sistem Pengurusan Kualiti ISO STPM dengan Sistem Pengurusan Kualiti ISO MUET. Audit pensijilan semula (*reassessment audit*) sistem pengurusan kualiti bagi pengurusan peperiksaan STPM dan MUET telah dijalankan pada 9 hingga 11 Mei 2011 oleh SIRIM QAS International Sdn. Bhd.

MPM telah memperoleh pensijilan baharu gabungan Sistem Pengurusan Kualiti ISO 9001:2008 bagi pengurusan STPM dan MUET daripada SIRIM QAS International Sdn. Bhd. dan the International Certification Network (IQNet) (nombor sijil AR4761) pada 1 Ogos 2011 dan sijil ini sah hingga 31 Julai 2014.

PENYERTAAN MPM DALAM PROGRAM HARI BERTEMU PELANGGAN KPM

Program Hari Bertemu Pelanggan (HBP) adalah antara program turun padang yang dilaksanakan oleh Kementerian Pelajaran Malaysia (KPM). Tujuan program ini adalah untuk menyampaikan maklumat berkaitan dasar, program, aktiviti, perkhidmatan serta usaha-usaha yang telah dilaksanakan oleh KPM dalam memastikan sistem pendidikan negara berada pada tahap yang terbaik.

Melalui program ini juga, KPM menyediakan ruang kepada orang ramai untuk menyalurkan cadangan dan aduan berhubung dengan perkhidmatan yang disediakan oleh KPM dengan tujuan untuk menambahbaikkan perkhidmatan yang sedia ada.

MPM sebagai salah sebuah agensi di bawah KPM turut menyertai program ini, iaitu di Miri, Sarawak dari 24 hingga 25 September 2011. Program yang diadakan secara bersepadu ini melibatkan sebanyak 35 bahagian/agensi KPM.

Dengan menyertai program ini, MPM secara langsung dapat mendekatkan diri dengan

MEC QUALITY MANAGEMENT SYSTEM

In 2011, MEC merged the STPM Quality Management System ISO with the MUET Quality Management System ISO. A reassessment audit of the quality management system of the STPM and MUET examination was carried out from 9 to 11 May 2011 by SIRIM QAS International Sdn. Bhd.

MEC obtained the ISO 9001:2008 Quality Management System certificate for STPM and MUET from SIRIM QAS International Sdn. Bhd. and the International Certification Network (IQNet) (certificate number AR4761) on 1 August 2011. The certificate is valid until 31 July 2014.

PARTICIPATION OF MEC IN MOE MEET-THE-CLIENTS DAY PROGRAMME

Meet-the-Clients Day Programme is one of the programmes undertaken by the Ministry of Education Malaysia (MOE). The purpose of this programme is to disseminate information relating to policies, programmes, activities, services and efforts that are being implemented by the Ministry of Education to ensure that the national education system is at its best.

Through this programme, MOE provides opportunities for the public to channel their suggestions and complaints related to the services provided in order to enhance existing services.

MEC, as an agency under the Ministry of Education also participated in this programme, which was held in Miri, Sarawak from 24 to 25 September 2011. This joint event involved a total of 35 divisions/agencies under the MOE.

By participating in this program, MEC can directly reach out to its customers to deliver information about the services provided, to answer and solve problems related to the

pelanggannya bagi menyampaikan maklumat tentang perkhidmatan yang disediakan, menjawab dan menyelesaikan masalah yang berkaitan dengan pengurusan dan pengendalian peperiksaan, terutama STPM dan MUET.

Kumpulan Inovasi dan Kreatif (KIK)

Majlis Peperiksaan Malaysia telah menubuhkan Kumpulan Inovatif dan Kreatif Majlis Peperiksaan Malaysia yang diberi nama Kumpulan DINAMIK MPM pada 30 Mac 2009. Kumpulan ini terdiri daripada seorang fasilitator dan 10 orang ahli daripada pelbagai Bahagian/Unit di MPM. Melalui projek ketiga yang bertajuk "Mempercepatkan Pemprosesan Markah Calon STPM dan MUET", kumpulan ini telah menjadi Johan Kategori Pengurusan dalam Konvensyen Kumpulan Inovatif dan Kreatif, Kementerian Pelajaran Malaysia 2011 yang telah diadakan dari 21 hingga 24 November 2011 di Hotel Grand BlueWave, Shah Alam, Selangor.

management and conduct of examinations, especially the STPM and MUET.

The Creative and Innovative Team

MEC set up its Creative and Innovative Team named The DYNAMIC MEC Group on 30 March 2009. This group comprised a facilitator and 10 other members from various Divisions/Units in MEC. Through its third project entitled "To Speed up the Processing of STPM and MUET Candidates' Marks", the group emerged champion in the Ministry of Education's (Management Category) Creative and Innovative Team Convention, which was held from 21 to 24 November 2011 at the Grand BlueWave Hotel, Shah Alam, Selangor.



PENGIKTIRAFAN KEPADA KECEMERLANGAN DAN KUALITI

Majlis Anugerah Perkhidmatan Cemerlang (APC)

Majlis Anugerah Perkhidmatan Cemerlang MPM pada tahun ini telah diadakan pada 19 Julai 2011 di Dewan Besar MPM. Usaha ini selaras dengan arahan kerajaan supaya semua agensi kerajaan mengambil langkah berjimat cermat dalam perbelanjaan. Pada tahun 2011, sebanyak 13 orang staf MPM telah dianugerahi Anugerah Perkhidmatan Cemerlang (APC) Tahun 2010, 7 orang staf telah mendapat anjakan gaji, manakala seorang staf telah menerima Anugerah Khidmat Setia, iaitu pengiktirafan kepada staf yang telah berkhidmat dengan MPM selama 20 tahun.

Pada tahun 2011, MPM telah memperkenalkan satu anugerah baharu, iaitu Anugerah Insentif Khas sebagai penghargaan kepada staf yang cemerlang tetapi telah melebihi kuota APC yang ditetapkan oleh Kerajaan. Pemberian anugerah ini telah mendapat kelulusan daripada Jawatankuasa Tetap Pengurusan dan Kewangan MPM. Syarat-syarat dan kriteria penerima Anugerah Insentif Khas adalah sama seperti syarat-syarat yang ditetapkan untuk penerima Anugerah Perkhidmatan Cemerlang. Kuota yang ditetapkan adalah 10% daripada jumlah kakitangan tahun penilaian tahun berkenaan. Sebanyak 16 orang staf telah menerima anugerah ini. Penerima anugerah ini akan menerima:

- sijil penghargaan;
- hadiah wang tunai RM500.00; dan
- hadiah lawatan sambil belajar dalam negeri mengikut keperluan atau membiayai yuran peperiksaan awam.

RECOGNITION OF EXCELLENCE AND QUALITY

Excellent Service Award (APC) Ceremony

The MEC's Excellent Service Award Ceremony was held on 19 July 2011 at the MEC Main Hall. This is in line with the government's directive that all government agencies should take measures to reduce expenditure. In 2011, a total of 13 MEC staff were awarded the 2010 Excellent Service Award. 7 staff received an increment in salary, while one staff received the Loyalty Service Award, which gives recognition to staff members who have served MEC for 20 years.

In 2011, MEC introduced a new award, which is the Special Incentive Award. If the APC quota set by the government is exceeded, outstanding staff will receive this award. This award is endorsed by the MEC Management and Finance Permanent Committee. The regulations and criteria to qualify to receive the Special Incentive Award is similar to that of the Excellent Service Award. The quota is set at 10% of the total staff of the year of assessment. The receiver of this award will receive:

- a certificate of appreciation;
- cash prize of RM500.00; and
- sponsorship for a local educational visit or fees paid for a public examination.

Tujuan pemberian Anugerah Insentif ini adalah seperti yang berikut:

- a. Menjadi pendorong kepada pegawai untuk bekerja lebih gigih serta memastikan kerja yang dipertanggungjawabkan dilaksanakan secara tepat, cepat dan berkualiti.
- b. Menjadi pemangkin ke arah menggalakkan pencapaian kerja yang cemerlang secara berterusan di kalangan pegawai kerana anugerah insentif ini secara tidak langsung merupakan pengiktirafan dan penghargaan daripada pihak pengurusan ke atas sumbangan dan khidmat cemerlang mereka.

The purposes of the Incentive Award are as follows:

- a. to motivate officers to be more diligent as well as to ensure that tasks given are completed efficiently, promptly and with quality.
- b. to be the catalyst in encouraging on-going excellent performance among officers because the incentive award is indirectly a recognition and appreciation from the top management for their contribution and excellent service.



PENERIMA ANUGERAH KHIDMAT CEMERLANG TAHUN 2011
2011 Excellent Service Award Recipient



PENERIMA ANUGERAH INSENTIF KHAS TAHUN 2011
2011 Special Incentive Award Recipient



PENERIMA ANJAKAN GAJI TAHUN 2011
Recipient of Salary Increment in 2011



STAF YANG MENDAPAT ANUGERAH KHIDMAT CEMERLANG TAHUN 2011
Staff Who Received the 2011 Excellent Service Award

BIL No	NAMA Name
1	Encik Ahmad Tajudin bin Abu Bakar
2	Puan Maziyan binti Hamzah
3	Puan Hajah Zainah binti Mohd Shahar
4	Encik Adnan bin Husin
5	Tuan Haji Mohd Zaini bin Othman
6	Encik Azman bin Hussein
7	Encik Mohd Tarmizi bin Hati @ Mohd Hadi
8	Encik Shaari bin Saad
9	Puan Saadiah binti Mohd Yusof
10	Puan Alwani binti Ahmed
11	Cik Azizah binti Ali
12	Encik Ahmad Zokri bin Md Daud
13	Encik Mohd Nor bin Hamid

STAF YANG MENERIMA ANUGERAH INSENTIF KHAS TAHUN 2011
Staff Who Received the 2011 Special Incentive Award

BIL No	NAMA Name
1	Encik Abd Majid bin Adnan
2	Puan Ruhaiabah binti Hassan
3	Encik Zainal Abiddin bin Ahmad @ Mohd
4	Encik Mohd Tharmezy bin Md Tajuddin
5	Encik Khairul Ariffin bin Juhari
6	Puan Hariani binti Abu Hassan Shaari
7	Encik Zinal bin Md Eros
8	Puan Aliah binti Abdullah
9	Puan Nur Hashimah binti Rahmad
10	Cik Zuraida binti Zaharan
11	Encik Syed Muhamad Najib bin Syed Supian Suri
12	Encik Azrul bin Mahmud
13	Puan Zalipha binti Zaharan
14	Encik Zairul Akmal bin Zainol
15	Encik Amir bin Razali
16	Encik Mohd Abd Latif bin Hamid

STAF YANG MENDAPAT ANJAKAN GAJI TAHUN 2011
Staff Who Received Salary Increment in 2011

BIL No	NAMA Name
1	Tuan Haji Mohd. Fauzi bin Haji Mohd. Kassim
2	Puan Nik Hanizah Mufidah binti Nik Husin
3	Encik Mohd Isa bin Ibrahim
4	Puan Faridah binti Mat Amin
5	Puan Fauziah binti Abdul Aziz
6	Puan Siti Noor Hamidah binti Mohd Apandi
7	Encik Mohd Hafiz bin Safiee

STAF YANG MENERIMA ANUGERAH KHIDMAT SETIA 2011
Staff Who Received the Loyalty Service Award in 2011

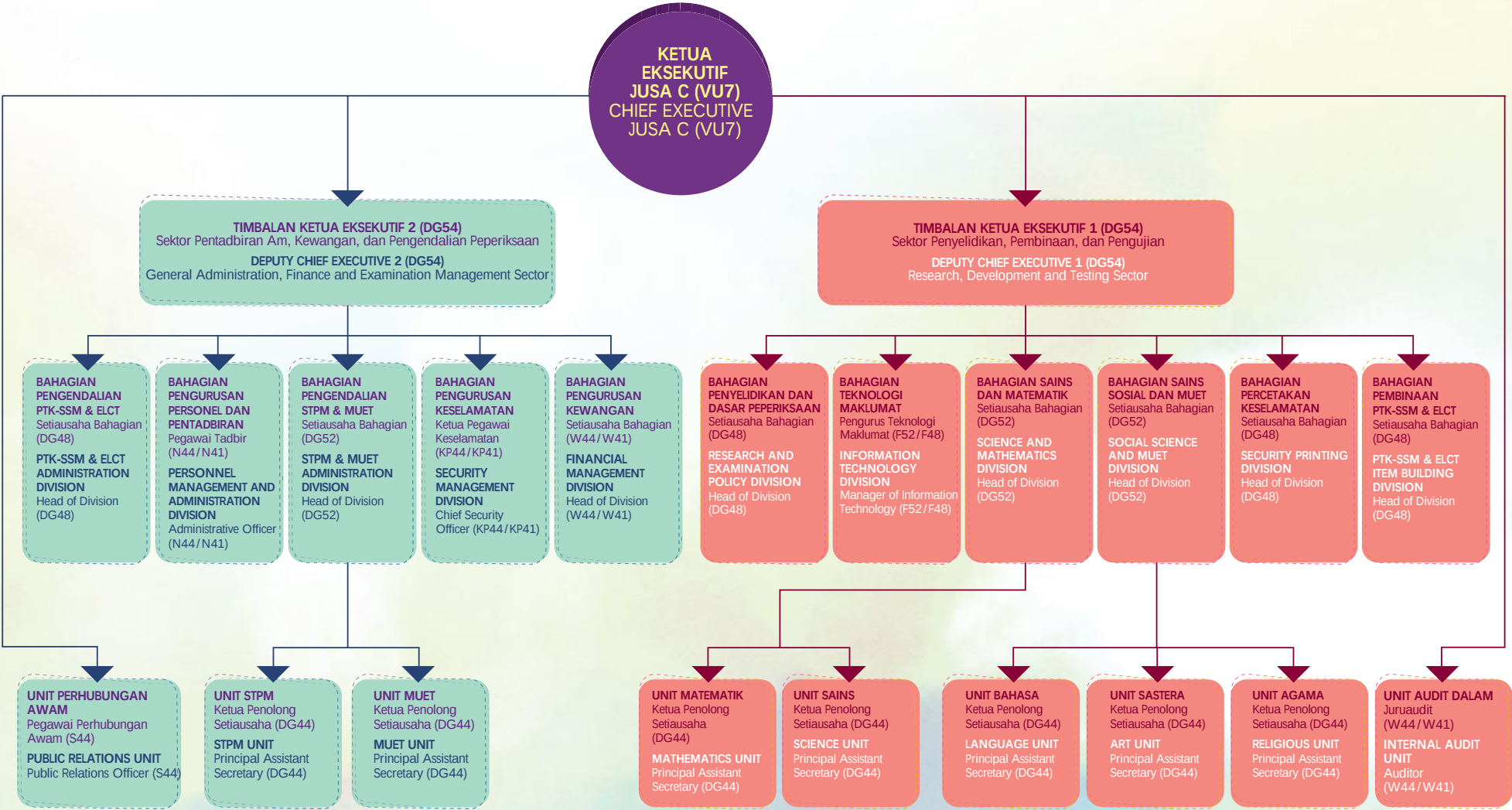
BIL No	NAMA Name
1	Puan Ruhaiabah binti Hassan

URUS SETIA
Secretariat



CARTA ORGANISASI MAJLIS PEPERIKSAAN MALAYSIA

Organisational Chart of Malaysian Examinations Council



PERJAWATAN

Jumlah kakitangan MPM hingga 31 Disember 2011 ialah 165 orang berbanding dengan jumlah peruntukan perjawatan keseluruhan MPM sebanyak 169. Pecahan perjawatan MPM mengikut kumpulan adalah seperti yang berikut:

POST

The number of MEC staff as at 31 December 2011 is 165 compared to the total allocation of MEC's posts, which is 169. The breakdown of the posts in MEC by category is as follows:

KUMPULAN PERJAWATAN Category of Posts	PERUNTUKAN BILANGAN JAWATAN Number of Positions Allocated	BILANGAN JAWATAN DIISI Number of Positions Filed	BILANGAN JAWATAN KOSONG Number of Positions Vacant
Pengurusan Tertinggi Top Management	1	1	0
Pengurusan dan Profesional Professional and Management	54	50	4
Sokongan I Support Group I	90	90	0
Sokongan II Support Group II	24	24	0
JUMLAH Total	169	165	4



PEGAWAI UTAMA MPM

Principal Officers of MEC

PUAN MAZIYAN BINTI HAMZAH

Ketua Eksekutif
Chief Executive
mulai 28 Disember 2011
from 28 December 2011

Timbalan Ketua Eksekutif 1
Deputy Chief Executive 1
mulai 9 Ogos 2011 hingga 27 Disember 2011
from 9 August 2011 until 27 December 2011

Timbalan Ketua Eksekutif 2
Deputy Chief Executive 2
hingga 8 Ogos 2011
until 8 August 2011



TUAN HAJI OMAR BIN ABU BAKAR

Ketua Eksekutif
Chief Executive
hingga 18 Disember 2011
until 18 December 2011



ENCIK AHMAD TAJUDIN BIN ABU BAKAR

Timbalan Ketua Eksekutif 1
Deputy Chief Executive 1
hingga 21 Julai 2011
until 21 July 2011



TUAN HAJI MOHD. FAUZI BIN HAJI MOHD. KASSIM

Timbalan Ketua Eksekutif 1
Deputy Chief Executive 1
mulai 28 Disember 2011
from 28 December 2011

Timbalan Ketua Eksekutif 2
Deputy Chief Executive 2
mulai 9 Ogos 2011 hingga 27 Disember 2011
from 9 August 2011 until 27 December 2011

Setiausaha Bahagian Penyelidikan dan
Dasar Peperiksaan
Head of Research and Examination Policy
Division
sehingga 8 Ogos 2011
until 8 August 2011





PUAN HAJAH ZAINAH BINTI MOHD. SHAHAR

Setiausaha Bahagian Sains dan Matematik
Head of Science and Mathematics Division



CIK TOH KIM ENG

Setiausaha Bahagian Sains Sosial
Head of Social Science and MUET Division



ENCIK ADNAN BIN HUSIN

Setiausaha Bahagian Penyelidikan dan Dasar Peperiksaan
Head of Research and Examination Policy Division
mulai 11 Ogos 2011
from 11 August 2011

Setiausaha Bahagian Percetakan Keselamatan
Head of Security Printing Division
sehingga 10 Ogos 2011
until 10 August 2011



PUAN NOR QAILY BINTI SA'ARI

Pengurus Bahagian Teknologi Maklumat
Manager of the Information Technology Division



ENCIK ISHAK BIN HAMZAH

Setiausaha Bahagian Pengendalian Peperiksaan Luar
Head of External Examinations Administration Division



ENCIK ZAKARIA BIN KAMALUDIN

Setiausaha Bahagian Pengendalian STPM dan MUET
Head of STPM and MUET Administration Division



**TUAN HAJI MOHD ZAINI BIN
OTHMAN**

Setiausaha Bahagian Percetakan
Keselamatan
Head of Security Printing Division
mulai 11 Ogos 2011
from 11 August 2011



**TUAN HAJI KHAWARI BIN
HAJI IDRIS**

Pegawai Perhubungan Awam
Public Relations Officer



ENCIK RAGIB BIN AHMAD

Ketua Pegawai Keselamatan
Chief Security Officer



**ENCIK AHMAD KHAIRUL BIN
HARUN**

Pegawai Tadbir
Administrative Officer



**ENCIK MOHD TARMIZI BIN
HATI @ MOHD. HADI**

Juruaudit Dalam
Internal Auditor



**PUAN SUHANA BINTI
SADINA ALI**

Setiausaha Bahagian Kewangan
Head of Financial Management
Division

LAPORAN PENCAPAIAN

Performance Reports

LAPORAN PENCAPAIAN

Performance Reports

PROGRAM UTAMA

Pengurusan dan pengendalian peperiksaan merupakan program utama Majlis Peperiksaan Malaysia (MPM).

Peperiksaan yang diwartakan ialah peperiksaan Sijil Tinggi Persekolahan Malaysia (STPM) mulai tahun 1982 dan Malaysian University English Test (MUET) mulai tahun 1999. MUET telah dikendalikan sekali pada tahun 1999 dan dua kali setahun mulai tahun 2000. Mulai tahun 2003 pula, MPM telah diamanahkan untuk mengendalikan peperiksaan Penilaian Tahap Kecekapan (PTK) bagi anggota perkhidmatan pelajaran Kementerian Pelajaran Malaysia di bawah Sistem Saraan Malaysia (SSM) sehingga peperiksaan ini dimansuhkan pada 1 Januari 2011. Mulai tahun 2005, MPM mengendalikan Malaysian Information Technology Professional Examination (MITPE) bagi pihak Multimedia Technology Enhancement Operations Sdn. Bhd. (METEOR), iaitu peperiksaan yang membolehkan para graduan dan golongan profesional teknologi maklumat mendapat pengiktirafan dalam kemahiran teknologi maklumat di peringkat antarabangsa. Mulai tahun 2008, MPM mengendalikan ujian Malaysian Educators Selection Inventory (MEdSI) bagi pihak Kementerian Pengajian Tinggi Malaysia, iaitu ujian untuk menyaring calon yang ingin mengikuti program pendidikan di institusi pengajian tinggi awam (IPTA). Mulai tahun 2009, MPM mengendalikan ujian Malaysian University Selection Inventory (MUnSyl), iaitu satu bentuk ujian psikometrik untuk calon lepasan STPM, matrikulasi, diploma, dan yang setaraf dengannya yang memohon untuk kemasukan ke program ijazah sarjana muda di Universiti Sains Malaysia. Pada tahun 2010, MPM mula mengendalikan peperiksaan Shariah Registered Financial Planner (Shariah

MAIN PROGRAMMES

The management and administration of examinations are the main programmes of the Malaysian Examinations Council (MEC).

The gazzeted examinations are Sijil Tinggi Persekolahan Malaysia (STPM) from the year 1982 and the Malaysian University English Test (MUET) from 1999. MUET was conducted once a year in 1999, and twice a year beginning from the year 2000. Since 2003, MEC conducted the Competency Level Assessment (PTK) examination for staff of the Ministry of Education until the examination was abolished on January 1, 2011. Since 2005, MEC conducts the Malaysian Information Technology Professional Examination (MITPE) on behalf of Multimedia Technology Enhancement Operations Sdn. Bhd. (METEOR). This examination enables information technology graduates and professionals to gain international recognition. Beginning from 2008, MEC conducted the Malaysian Educators Selection Inventory (MEdSI) test on behalf of the Ministry of Higher Education. This is a test to shortlist candidates who wish to pursue education programmes at public institutions of higher learning. From 2009, MEC conducted the Malaysian University Selection Inventory (MUnSyl) test, a psychometric test for post STPM, matriculation, diploma candidates and those with equivalent qualifications who apply to pursue undergraduate programmes at Universiti Sains Malaysia. Beginning from 2010, MEC conducted the Shariah Registered

MUET telah dikendalikan sekali pada tahun 1999 dan dua kali setahun mulai tahun 2000.

MUET was conducted once in 1999 and twice a year beginning from 2000.

RFP) bagi pihak Malaysian Financial Planning Council (MFPC), iaitu peperiksaan profesional yang diadakan bertujuan untuk melahirkan perancang kewangan syariah dalam kalangan warga kerja terutamanya dalam sektor insurans dan kewangan.

SASARAN DAN PENCAPAIAN

MPM telah menetapkan sasaran petunjuk prestasi utama (KPI) untuk tahun 2011 dan pencapaiannya adalah seperti yang berikut:

Peraturan dan Skema Peperiksaan

Peraturan dan Skema Peperiksaan bagi STPM 2012 perlu diedarkan kepada penerima selewat-lewatnya 18 bulan sebelum peperiksaan. MPM telah mengedarkannya pada 14 Mac 2011, iaitu 20 bulan sebelum peperiksaan.

Regulations, Test Specifications, Test Format and Sample Questions bagi MUET perlu diedarkan kepada penerima selewat-lewatnya 18 bulan sebelum peperiksaan. Walau bagaimanapun, tidak ada dokumen yang baharu yang perlu diedarkan pada tahun 2011 kerana ujian MUET pada tahun 2012 masih menggunakan dokumen yang diedarkan pada tahun 2007.

Bagi peperiksaan Syariah RFP tahun 2011, pihak MFPC yang mengeluarkan peraturan dan skema peperiksaan.

Bagi MITPE serta ujian MEdSI dan MUnSyl tahun 2011, tiada peraturan dan skema peperiksaan yang perlu diedarkan.

Financial Planner (Syariah RFP) examination on behalf of the Malaysian Financial Planning Council (MFPC). This is a professional test with the aim to create shariah financial planners especially in the insurance and financial sectors.

TARGETS AND ACHIEVEMENTS

MEC set Key Performance Indicator (KPI) targets for 2011 and its achievements are as follows:

Regulations and Examination Schemes

Regulations and Examination Schemes for the 2012 STPM should be distributed at the latest 18 months before the examination. MEC distributed these on 14 March 2011, which is 20 months before the examination.

The Regulations, Test Specifications, Test Format and Sample Questions for MUET should be distributed at the latest 18 months before the test. However, no new documents had to be distributed in 2011 as the 2012 MUET still uses the documents that were distributed in 2007.

For the 2011 Syariah RFP Examination, MFPC produced the regulations and scheme of examination.

There are no necessity to distribute any regulations and scheme of examinations for the 2011 MITPE, MEdSI and MUnSyl tests.

Sukatan Pelajaran

Kesemua 23 sukatan pelajaran baharu bagi semua mata pelajaran STPM telah berjaya dikaji semula pada 31 Disember 2009 untuk disesuaikan dengan sistem pentaksiran modular yang dicadangkan. Sukatan pelajaran baharu ini telah diluluskan pada Mesyuarat Majlis Ke-118 pada 8 Julai 2010. Walau bagaimanapun, keputusan pelaksanaan sistem pentaksiran baharu ini masih dalam pertimbangan Mesyuarat Jemaah Menteri (MJM).

Bagi MUET, belum ada keperluan untuk mengkaji semula *Regulations, Test Specifications, Test Format and Sample Questions*.

Bagi MITPE, sukatan pelajaran peperiksaan dikeluarkan oleh pihak METEOR Sdn. Bhd.

Bagi Syariah RFP, sukatan pelajaran peperiksaan dikeluarkan oleh pihak MFPC.

Penyediaan Kertas Peperiksaan

MPM telah menyediakan semua kertas peperiksaan yang diperlukan untuk peperiksaan STPM, MUET, MEdSI, MUnSyl, dan Syariah RFP seperti yang berikut:

Syllabuses

Review of all the 23 new STPM syllabuses were successfully reviewed on 31 December 2009, in line with the proposed modular assessment system. The syllabuses were approved by the 118th Council Meeting on 8 July 2010. However, the implementation of the new assessment system is still under consideration by the Cabinet.

For MUET, a review of the Regulations, Test Specifications, Test Format and Sample Questions is not required yet.

For MITPE, the examination syllabus is issued by METEOR Sdn. Bhd.

For Syariah RFP, the examination syllabus is issued by MFPC.

Preparation of Examinations Paper

MEC prepared all the examination papers required for the STPM, MUET, MEdSI, MUnSyl and Syariah RFP examinations as follows:

PEPERIKSAAN/UJIAN Examination/Test	BILANGAN KERTAS/ITEM PEPERIKSAAN YANG PERLU DISEDIAKAN Number of Papers/Examination Items to be Prepared	BILANGAN KERTAS/ITEM PEPERIKSAAN YANG TELAH DISEDIAKAN Number of Papers/Examination Items Prepared
STPM STPM	56 kertas 56 papers	56 kertas 56 papers
MUET MUET	8 kertas 8 papers	8 kertas 8 papers
MEdSI MEdSI	1 kertas (300 item) 1 paper (300 items)	1 kertas (300 item) 1 paper (300 items)
MUnSyl MUnSyl	1 kertas (310 item) 1 paper (310 items)	1 kertas (310 item) 1 paper (310 items)
Shariah RFP Syariah RFP	7 modul 7 modules	7 modul 7 modules
Shariah RFP Capstone Syariah RFP Capstone	1 modul 1 module	1 modul 1 module
Shariah RFP Adhoc PNBi Syariah RFP Adhoc PNBi	1 modul 1 module	1 modul 1 module

Bagi peperiksaan MITPE, kertas peperiksaan disediakan oleh METEOR Sdn. Bhd., tetapi pada tahun 2011 tiada calon mengambil MITPE.

Pentadbiran Peperiksaan

Jadual waktu peperiksaan/ujian telah dihantar kepada calon mengikut jadual yang ditetapkan, iaitu selewat-lewatnya sebulan sebelum peperiksaan/ujian. Semua calon yang mendaftar/dipilih dapat menduduki peperiksaan/ujian masing-masing.

Pemeriksaan Skrip Jawapan

Semua mesyuarat penyelarasan pemeriksaan skrip jawapan bagi peperiksaan bertulis telah dijalankan mengikut jadual, dan kerja pemeriksaan disempurnakan mengikut tempoh yang telah ditetapkan, iaitu 45 hari.

Pengeluaran Keputusan

Keputusan peperiksaan STPM 2010 dikeluarkan pada 21 Februari 2011, iaitu dalam tempoh 10 minggu selepas tarikh akhir peperiksaan pada 16 Disember 2010. Sijil STPM 2010 perlu dihantar ke Jabatan Pelajaran Negeri sebelum 30 Jun 2011. MPM telah berjaya menghantarnya pada 27 Jun 2011.

Keputusan MUET Akhir Tahun 2010 dikeluarkan pada 6 Januari 2011 dan keputusan MUET Pertengahan Tahun 2011 dikeluarkan pada 9 Jun 2011, iaitu dalam tempoh 8 minggu selepas tarikh akhir ujian.

Kawalan Keselamatan Bahan Peperiksaan

Kertas peperiksaan/ujian telah dihantar dan disimpan di bilik kebal peringkat kawasan serta diedarkan ke pusat peperiksaan mengikut prosedur pengendalian keselamatan. Kertas jawapan calon telah dihantar atau dikirim oleh

The MITPE examination papers were prepared by METEOR Sdn. Bhd., however in 2011 no candidates sat for the examination.

Administration of Examinations

The timetables of the examinations/tests were sent to candidates according to the set schedule, which is at least a month before the examinations/tests. All registered/selected candidates sat for the respective examinations/tests on schedule.

Marking of Answer Scripts

All coordination meetings for the marking of answer scripts for the written papers were conducted according to schedule and the task of marking was completed according to the set time frame of 45 days.

Release of Results

The 2010 STPM results were released on 21 February 2011, which was within 10 weeks of the last date of the examination on 16 December 2010. The 2010 STPM certificates had to be sent to the State Education Departments before 30 June 2011. MEC successfully sent out the certificates on 27 June 2011.

The 2010 End of Year MUET results were released on 6 January 2011 while the Mid-year 2011 MUET results were released on 9 June 2011, that is, within 8 weeks of the last date of the test.

Security Control for Examination Materials

Examination/test papers were delivered and stored in the strong rooms of the respective areas and distributed to examination centres according to stipulated security handling procedures. Answer scripts of candidates

ketua pengawas pusat peperiksaan kepada pemeriksa atau pegawai MPM mengikut prosedur yang ditetapkan. Tidak ada kertas peperiksaan atau kertas jawapan calon yang hilang atau dicerobohi semasa penghantaran/pengedaran/pengiriman.

were sent or posted by chief invigilators of examination centres to examiners or MEC officers according to the procedures stipulated. There were no cases of lost examination papers or answer scripts during transportation/distribution/postage.

Kes Salah Laku Calon Peperiksaan

MPM telah menerima laporan sebanyak 53 kes salah laku calon peperiksaan STPM 2011, berbanding sebanyak lima kes salah laku calon yang dilaporkan pada tahun 2010. Bagi MUET Pertengahan Tahun 2011 dan MUET Akhir Tahun 2011, tiada kes salah laku calon dilaporkan berbanding sebanyak empat kes pada tahun 2010.

Candidate Malpractice in Examinations

MEC received 53 reports of candidate malpractice in the STPM examination in the year 2011, compared to 5 cases reported in 2010. In the End-Year 2011 MUET and Mid-Year 2011 MUET, there were no malpractice cases reported compared to 4 cases reported in 2010.

PEPERIKSAAN/UJIAN Examination/Test	BILANGAN KES SALAH LAKU TAHUN 2010 Number of Malpractice Cases in 2010		BILANGAN KES SALAH LAKU TAHUN 2011 Number of Malpractice Cases in 2011	
	LAPORAN PENGAWAS Invigilator's Report	LAPORAN PEMERIKSA Examiner's Report	LAPORAN PENGAWAS Invigilator's Report	LAPORAN PEMERIKSA Examiner's Report
STPM STPM	4	1	19	34
MUET Pertengahan Tahun Mid-Year MUET	0	3	0	0
MUET Akhir Tahun End of Year MUET	1	0	0	0
Jumlah Kes Total	9		53	

Daripada keseluruhan 71 calon yang terlibat di dalam kes salah laku sepanjang tahun 2011, seramai 31 orang calon didapati tidak sabit dengan tuduhan dan keputusan peperiksaan mereka dikekalkan, seramai 14 orang calon didapati tidak sabit dengan tuduhan tetapi keputusan peperiksaan mereka disemak semula, manakala 26 orang calon telah disabitkan dengan pertuduhan dan keputusan peperiksaan mereka telah dibatalkan.

From the overall 71 candidates who were involved in malpractice cases throughout the year 2011, 31 candidates were found not guilty and their examination results were released. 14 candidates were found not guilty but their examination results required review. 26 candidates were found guilty and disqualified from the qualification.

PEPERIKSAAN/ UJIAN Examination/ Test	TAHUN 2010 Year 2010			TAHUN 2011* Year 2011*		
	CALON DITUDUH Candidates Accused	CALON DISABIT Candidates Convicted	CALON DIBEBAS Candidates Found Not Guilty	CALON DITUDUH Candidates Accused	CALON DISABIT Candidates Convicted	CALON DIBEBAS Candidates Found Not Guilty
STPM STPM	7	3	4	71	26	45
MUET Pertengahan Tahun Mid-Year MUET	15	4	11	0	0	0
MUET Akhir Tahun End of Year MUET	4	4	0	0	0	0

MAJLIS PEPERIKSAAN MALAYSIA
BORANG JAWAPAN ANEKA PILIHAN S

PUSAT PEPERIKSAAN

BUTIR CALON

KOD DAN NAMA KER

UNTUK DIISI OLEH KETUA PENGAWAS
CALON YANG TIDAK NADIR

Ketua Pengawas diminta menghitam
bagi calon yang tidak hadir

Tandatangan Ketua Pengawas

Nama Ketua Pengawas

TENTUKAN BAHAWA TIAP-TIAP JAWAPAN ITU DIHITAMKAN SEPENUHNYA,
PADAMKAN HINGGA BERSIH MANA-MANA JAWAPAN YANG HENDAK DIUBAH.

ABAT SAHAJA

MESYUARAT PERINGKAT
URUS SETIA
Secretariat Level Meetings

MESYUARAT PERINGKAT URUS SETIA

Secretariat Level Meetings

MESYUARAT Meeting	SIRI MESYUARAT Meeting Series	TARIKH Date
Mesyuarat Jawatankuasa Keutuhan Tadbir Urus MPM MEC's Corporate Governance Committee Meeting	Ke-31 31st	25 Februari 2011 25 February 2011
	Ke-32 32nd	21 Jun 2011 21 June 2011
	Ke-33 33rd	3 Oktober 2011 3 October 2011
Mesyuarat Jawatankuasa Pengurusan Kewangan dan Akaun Financial Management and Accounts Committee Meeting	Suku Tahun Keempat 2010 Fourth Quarter (2010)	19 Januari 2011 19 January 2011
	Suku Tahun Pertama 2011 First Quarter (2011)	8 April 2011 8 April 2011
	Suku Tahun Kedua 2011 Second Quarter (2011)	8 Julai 2011 8 July 2011
	Suku Tahun Ketiga 2011 Third Quarter (2011)	18 Oktober 2011 18 October 2011
Mesyuarat Jawatankuasa Pengurusan Aset Alih Kerajaan Government Moveable Asset Management Committee Meeting	Suku Tahun Keempat 2010 Fourth Quarter (2010)	19 Januari 2011 19 January 2011
	Suku Tahun Pertama 2011 First Quarter (2011)	8 April 2011 8 April 2011
	Suku Tahun Kedua 2011 Second Quarter (2011)	8 Julai 2011 8 July 2011
	Suku Tahun Ketiga 2011 Third Quarter (2011)	18 Oktober 2011 18 October 2011
Mesyuarat Jawatankuasa Pemandu IT IT Steering Committee Meeting	Ke-22 22nd	12 April 2011 12 April 2011
	Ke-23 23rd	14 Oktober 2011 14 October 2011
Mesyuarat Kajian Semula Pengurusan bagi Sistem Pengurusan Kualiti ISO 9001:2008 Review Meeting for the ISO 9001:2008 Quality Management System	Ke-13 13th	14 April 2011 14 April 2011
Mesyuarat Lembaga Penilaian Kompetensi Majlis Peperiksaan Malaysia Malaysian Examination Council Competency Assessment Board Meeting	Ke-9 9th	25 Januari 2011 25 January 2011

MESYUARAT Meeting	SIRI MESYUARAT Meeting Series	TARIKH Date
Mesyuarat Majlis Bersama Jabatan Joint Departmental Council Meeting	Ke-37 37th	7 Mac 2011 7 March 2011
	Ke-38 28th	14 Jun 2011 14 June 2011
	Ke-39 39th	28 Ogos 2011 28 August 2011
	Ke-40 40th	15 Disember 2011 15 December 2011
Mesyuarat antara MPM dengan Sektor Penilaian dan Peperiksaan, Jabatan Pelajaran Negeri Meeting between MEC and Heads of the Evaluation and Examination Sector, State Education Department	Ke-57 57th	19 hingga 20 Julai 2011 19 to 20 July 2011
Mesyuarat Penyelarasan antara Jabatan untuk Pengangkutan Kertas Peperiksaan Coordination Meeting Between Departments for the Transport and Delivery of Examination Papers	Operasi Majlis 1 Tahun 2011 Council Operation 1 (2011)	16 Mac 2011 16 March 2011
	Operasi Majlis 2 dan Operasi Majlis 3 Tahun 2011 Council Operation 2 and 3 (2011)	6 September 2011 6 September 2011
Mesyuarat Jawatankuasa Teknikal Tender Technical Tender Committee Meeting	Pencetakan Kertas Soalan STPM Tahun 2012 - 2013 Printing of STPM Examination Papers Year 2012 - 2013	19 September 2011 19 September 2011
Mesyuarat Jawatankuasa Sistem Penarafan Bintang (System Star Rating) MPM MEC's Star System Rating Meeting	Pertama First	29 Disember 2011 29 December 2011

INISIATIF BAHARU

New Initiatives

INISIATIF BAHARU

New Initiatives

PEREKAYASAAN PROSES KERJA

Sejajar dengan pendekatan konsep “1Malaysia: Rakyat Didahulukan, Pencapaian Diutamakan”, MPM sentiasa menambah baik mutu perkhidmatan kepada pelanggan dengan menggunakan teknologi maklumat dan komunikasi (ICT) sebagai pengupaya. Sistem pendaftaran secara dalam talian dan sistem e-Submission yang telah dibangunkan pada tahun 2010, telah ditambah baik pada tahun 2011 dan diperluaskan skopnya agar ia merangkumi keseluruhan proses dan dapat dimanfaatkan oleh semua pelanggan. Sistem e-Submission ialah sistem penghantaran markah secara dalam talian. Sistem ini telah mula digunakan sepenuhnya pada tahun 2011.

Sistem e-Submission bukan sahaja melibatkan pengumpulan markah untuk kertas ujian bertulis, malah untuk pengumpulan markah ujian amali dan ujian lisan juga. Hasilnya, keseluruhan proses pengumpulan markah dilakukan dengan cepat, tepat, dan berkesan. Untuk tujuan penambahbaikan, MPM menjalankan *post-mortem* bagi setiap perkhidmatan secara dalam talian yang telah dibangunkan dari masa ke semasa.

Bagi menyokong Pelan Strategik ICT Sektor Awam pula, iaitu ‘Back Office Application’, ‘Paperless Initiatives’, dan ‘Zero Face to Face’,

ENHANCEMENT OF WORK PROCESS

In line with the “1Malaysia: People First, Performance Now” concept, MEC constantly seeks to improve its quality of customer service by using Information and Communications Technology (ICT) as a tool. Both the online registration and e-Submission systems, were built in 2010. These systems were upgraded in 2011 and the scope was expanded to encompass all processes to benefit customers. The e-Submission system is an online score delivery system. This system has been fully operationalised since 2011.

The e-Submission system involves score collection for written tests, practicals as well as oral tests. As a result, the process of score collection is swift, accurate and effective. For improvement, MEC carries out post-mortem for each online service from time to time.

To support the Public Sector ICT Strategic Plan, that is, ‘Back Office Application’, ‘Paperless Initiatives’, and ‘Zero Face to Face’, MEC improved its work processes which involve customers by using ICT to ensure the services delivered to customers are more efficient and effective. The enhancement of work processes for the MUET Mid Year 2011 Appeals for the rechecking of results successfully accelerated the release of the results from a duration of 30 days to 18 days.

MPM telah berjaya menjimatkan sehingga setengah juta helai kertas setahun, apabila melaksanakan semua inisiatif ini.

MEC has successfully saved up to half a million sheets of paper a year when implementing these initiatives.

MPM telah merekayasa proses kerja yang melibatkan pelanggan dengan menggunakan ICT bagi membolehkan perkhidmatan disampaikan kepada pengguna dengan lebih cekap dan berkesan. Perekayasaan proses kerja bagi Penyemakan Semula Keputusan MUET Pertengahan Tahun 2011 telah berjaya mempercepatkan tempoh masa pengeluaran keputusan Rayuan Penyemakan Semula Keputusan daripada 30 hari kepada 18 hari.

MPM juga sentiasa mencari ruang untuk mengurangkan penggunaan kertas dalam urusan seharian. Antara inisiatif yang telah dilaksanakan ialah memuat naik semua borang ke dalam portal, pemberitahuan secara talian dan sms, penyemakan keputusan dan pendaftaran secara talian dan e-Submission. Selain itu, satu sistem baharu telah dibangunkan, iaitu Sistem e-JKC. Sistem ini membolehkan Ketua Pengawas di pusat peperiksaan memasukkan maklumat kehadiran calon bagi setiap sesi peperiksaan secara talian. Sistem ini juga diselaraskan dengan e-Submission agar ketidakhadiran calon akan terus dikemaskinikan. MPM telah berjaya menjimatkan sehingga setengah juta helai kertas setahun, apabila melaksanakan semua inisiatif ini.

MEC always seeks to reduce paper usage in its daily operations. Among the initiatives undertaken are to upload all forms into its portal. Notices go on-line and through SMS. Registration and checking of results are online as well as e-Submission. In addition, a new system has been developed, namely the e-JKC System. This system, allows the Chief Invigilator at the examination centre, to enter online information on candidates attendance for each examination session. The system is also aligned with e-Submission to ensure that absence of the candidates for examinations will immediately be updated. MEC has successfully saved up to half a million sheets of paper a year when implementing these initiatives.



SISTEM KLASIFIKASI FAIL

Arkib Negara Malaysia (ANM) telah dipertanggungjawabkan terhadap pengurusan rekod di pejabat awam bermula dari peringkat pewujudan hingga pelupusan. ANM menetapkan penggunaan Sistem Klasifikasi Fail berdasarkan fungsi sebagai kaedah untuk mengurus rekod secara sistematik dan terkawal serta mewujudkan keseragaman dalam klasifikasi fail yang diguna pakai.

Pada tahun 2011, MPM telah memulakan pelaksanaan Sistem Klasifikasi Fail mengikut kaedah yang ditetapkan ANM. Satu Bengkel Pengharmonian Sistem Klasifikasi Fail MPM telah diadakan pada 10 hingga 12 Oktober 2011 di MPM. Bengkel ini bertujuan untuk menyemak klasifikasi fail MPM yang disediakan oleh ANM. Semasa bengkel tersebut, semua klasifikasi fail umum (*house keeping*) dan khusus (*functional*) telah disemak satu per satu mengikut tajuk, maklumat, dan kandungan berdasarkan kesesuaian klasifikasi fail MPM. Sistem ini akan dilaksanakan sepenuhnya pada tahun 2012.

Career Selection Inventory for Malaysian II (CaSIM II)

Selaras dengan perancangan senario MPM untuk mempelbagaikan fungsi, MPM telah membangunkan Career Selection Inventory for Malaysian II (CaSIM II). CaSIM II ialah instrumen pengukuran psikometrik untuk mengukur keserasian antara ciri individu dengan bidang pekerjaan yang boleh digunakan oleh majikan bagi menyaring pengambilan staf, membuat penempatan staf, dan merancang modal insan organisasi dengan mengambil kira faktor psikometrik staf. Instrumen ini dibangunkan oleh satu jawatankuasa yang dianggotai pakar psikometrik dari beberapa buah universiti awam tempatan.

Pada tahun 2011, ujian CaSIM II dijalankan untuk *Razak School of Government* (RSOG).

FILE CLASSIFICATION SYSTEM

The National Archives of Malaysia (NAM) has been entrusted to manage records in public offices from the initial stage to the disposal stage. NAM sets the use of the File Classification System based on its function to manage records systematically and orderly as well as to create uniformity in the classification of files.

In 2011, MEC implemented the File Classification System according to the method prescribed by NAM. A workshop on the Harmonisation of MEC File Classification System was held from 10 to 12 October 2011 at MEC. This workshop aims to review MEC's file classification as prescribed by NAM. During the workshop, all general (*house keeping*) and specific (*functional*) file classification were checked one by one according to title, information and content based on MEC's file classification. This system will be fully implemented in 2012.

Career Selection Inventory for Malaysian II (CaSIM II)

In line with the MEC scenario planning to diversify its function, MEC has developed the Career Selection Inventory for Malaysians II (CaSIM II). CaSIM II is a psychometric instrument to measure the compatibility between an individual's characteristics and the field of employment. This can be used by employers for staff recruitment, staff relocation and human capital organization by taking into account the psychometric factors of the staff. This instrument was developed by a committee comprising psychometric experts from a few local public universities.

In 2011, CaSIM II test was conducted for Razak School of Government (RSOG). The test was conducted at the PETRONAS Training

Ujian telah dijalankan di Pusat Latihan PETRONAS (PERMATA), Bangi pada 27 Oktober 2011. Sebanyak 43 orang calon dalam kalangan pelajar cemerlang lepasan institusi luar negara tajaan Jabatan Perkhidmatan Awam (JPA) telah menduduki ujian ini. Ujian ini telah berjaya membantu RSOG membuat penempatan tempat bertugas calon tersebut mengikut kecenderungan dan keserasian mereka.

Centre (PERMATA), Bangi on 27 October 2011. A total of 43 candidates, outstanding graduates of foreign institutions who were sponsored by the Public Service Department (PSD) sat for this test. This test has succeeded in helping RSOG make candidates placement for workplace according to candidates' preferences and compatibility.



LAPORAN PEPERIKSAAN

Examination Reports

LAPORAN PEPERIKSAAN

Examination Reports

PEPERIKSAAN STPM 2011

Calon

Pada tahun 2011, sebanyak 53,687 calon telah mendaftar untuk menduduki peperiksaan STPM berbanding dengan 53,671 calon pada tahun 2010. Jumlah calon yang mendaftar meningkat sebanyak 17 calon atau 0.03 peratus. Daripada jumlah calon yang mendaftar terdapat 61 orang calon istimewa yang terdiri daripada 12 orang calon kurang upaya dari segi penglihatan (buta), 28 orang calon kurang upaya dari segi penglihatan (rabun), 18 orang calon kurang upaya dari segi anggota/spastik, dan 2 orang calon kurang upaya dari segi pendengaran, 1 orang kurang upaya dari segi pertuturan dan 4 orang calon dari Sekolah Integriti.

Perbandingan bilangan dan peratusan calon STPM 2010 dengan calon STPM 2011 mengikut jenis calon adalah seperti yang berikut:

2011 STPM EXAMINATION

Candidates

In 2011, a total of 53,687 candidates registered for the STPM examination compared to 53,674 candidates in 2010. This is an increase of 17 candidates or 0.03 per cent. Of the number of registered candidates, 61 were candidates with special needs, comprising 12 visually impaired (blind), 28 visually impaired (low vision), 18 physically impaired/spastic, 2 hearing impaired, 1 verbally challenged candidate and 4 candidates from the Integrity School.

A comparison of the number and percentage of 2010 and 2011 STPM candidates according to types of candidates is as follows:

JENIS CALON Type of Candidate	STPM 2010 STPM 2010		STPM 2011 STPM 2011	
	BILANGAN Number	PERATUSAN Percentage	BILANGAN Number	PERATUSAN Percentage
Calon sekolah kerajaan Government school candidates	47,367	88.25	48,247	89.87
Calon sekolah swasta Private school candidates	1,467	2.73	1,259	2.35
Calon persendirian individu Private individual candidates	4,592	8.56	3,990	7.43
Calon sekolah kerajaan negeri State government school candidates	235	0.44	187	0.35
Calon sekolah integriti Integrity school candidates	10	0.02	4	0.01
JUMLAH Total	53,671	100.00	53,687	100.00

Perbandingan bilangan calon STPM 2010 dengan STPM 2011 mengikut mata pelajaran adalah seperti yang berikut:

The comparison of the number of 2010 and 2011 STPM candidates according to subjects is as follows:

MATA PELAJARAN Subject	BILANGAN SEMUA CALON Total Number of Candidates		BILANGAN CALON SEKOLAH KERAJAAN Number of Government School Candidates	
	2010	2011	2010	2011
Pengajian Am General Studies	53,098	53,083	47,367	48,243
Bahasa Malaysia Malay	34,245	34,420	30,481	31,338
Bahasa Cina Chinese	632	532	486	414
Bahasa Tamil Tamil	785	724	626	597
Bahasa Arab Arabic	1,513	1,533	1,182	1,281
Literature in English Literature in English	105	109	72	73
Kesusasteraan Melayu Malay Literature	7,594	7,787	6,678	7,031
Syariah Shariah	2,029	2,167	1,515	1,771
Usuluddin Usuluddin	1,127	1,000	780	751
Sejarah History	25,987	26,013	23,100	23,579
Geografi Geography	15,970	16,098	14,027	14,560
Ekonomi Economics	18,387	17,800	16,711	16,308
Pengajian Perniagaan Business Studies	19,686	19,737	17,603	17,937
Perakaunan Accounting	2,847	2,873	2,470	2,533
Mathematics S Mathematics S	1,924	1,828	1,689	1,606
Mathematics T Mathematics T	8,988	8,489	8,444	7,977
Further Mathematics T Further Mathematics T	22	23	9	6
Computing Computing	446	451	345	330
Physics Physics	3,780	3,627	3,557	3,413
Kimia Chemistry	8,869	8,357	8,378	7,912
Biology Biology	5,301	4,922	4,945	4,582
Sains Sukan Sports Science	1,728	1,762	1,594	1,619
Seni Visual Visual Arts	7,220	7,685	6,701	7,235

Kertas Peperiksaan

Dalam peperiksaan STPM 2011, MPM telah menawarkan 23 mata pelajaran yang terdiri daripada 56 kertas peperiksaan. Kertas peperiksaan bagi tujuh mata pelajaran, iaitu Mathematics S, Mathematics T, Further Mathematics T, Computing, Physics, Chemistry, dan Biology telah disediakan dalam dwibahasa, iaitu Bahasa Inggeris dan Bahasa Malaysia. Calon dibenarkan menulis jawapan sama ada dalam Bahasa Inggeris atau Bahasa Malaysia.

Pentadbiran Peperiksaan

Ujian Lisan Bahasa Arab telah dijalankan pada 20, 21, 22, 27, 28, dan 29 September 2011 manakala peperiksaan STPM bertulis telah dijalankan dari 21 November hingga 15 Disember 2011.

Jumlah pusat peperiksaan STPM bagi tahun 2011 ialah 744 buah. Untuk memudahkan pengurusan calon cacat penglihatan (buta), 4 buah pusat peperiksaan telah diwujudkan, iaitu masing-masing satu pusat di Kedah, Pulau Pinang, Sarawak, dan Wilayah Persekutuan Kuala Lumpur.

Sejumlah 4,942 orang penjawat peperiksaan yang terdiri daripada 418 orang Penyelia Kawasan, 747 orang Ketua Pengawas, dan 749 orang Timbalan Ketua Pengawas, dan 3,028 orang Pengawas telah dilantik untuk mentadbir peperiksaan STPM 2011.

Pemeriksaan Skrip Jawapan

Pada tahun 2011, pemeriksa yang dilantik adalah sebanyak 1,788 orang yang terdiri daripada 49 orang Ketua Pemeriksa, 24 orang Timbalan Ketua Pemeriksa, 287 orang Ketua Kumpulan, dan 1,428 orang pemeriksa.

Mesyuarat penyelarasan pemeriksaan skrip jawapan diadakan sebelum pemeriksa menjalankan kerja memeriksa. Mesyuarat penyelarasan bagi Ujian Lisan Bahasa Arab telah diadakan dari 10 hingga 13 September

Examination Papers

In the 2011 STPM examination, MEC offered 23 subjects which comprised 56 examination papers. The examination papers for seven subjects, Mathematics S, Mathematics T, Further Mathematics T, Computing, Physics, Chemistry and Biology were set in two languages, English and Malay. Candidates were allowed to answer either in English or Malay.

Administration Of Examination

The Arabic Oral Tests were conducted on 20, 21, 22, 27, 28, and 29 September 2011, whereas the written STPM examination was conducted from 21 November to 15 December 2011.

There were 744 STPM examination centres for the 2011 STPM examination. To facilitate the management of visually impaired (blind) candidates, 4 examination centres were set up, one each in Kedah, Pulau Pinang, Sarawak and the Federal Territory of Kuala Lumpur.

A total of 4,942 examination personnel comprising 418 Regional Supervisors, 747 Chief Invigilators, 749 Deputy Chief Invigilators and 3,028 invigilators were appointed to administer the 2011 STPM examination.

Marking Of Answer Scripts

In 2011, 1,788 examiners were appointed comprising 49 Chief Examiners, 24 Deputy Chief Examiners, 287 Team Leaders and 1,428 examiners.

Coordination meetings for the marking of answer scripts were held before the examiners carried out their marking. The coordination meeting for the Arabic Oral Test was held from 10 to 13 September 2011, while the coordination meetings for the written STPM

2011, manakala mesyuarat penyelarasan bagi peperiksaan bertulis telah diadakan dari 25 November hingga 30 Disember 2011. Mesyuarat penyelarasan pemeriksaan skrip jawapan telah diadakan di beberapa buah hotel dan IPTA di Lembah Klang.

Kes Salah Laku Calon

Sebanyak 53 kes salah laku dalam peperiksaan STPM 2011 yang melibatkan 71 orang calon telah disiasat oleh Jawatankuasa Siasatan Kes Salah Laku Calon. Siasatan bagi kes ini telah dijalankan dari 29 Januari hingga 2 Mac 2012.

Daripada keseluruhan 71 calon yang terlibat di dalam kes salah laku sepanjang tahun 2011, lembaga pengelola Majlis dalam Mesyuarat Majlis ke-122 telah memutuskan seramai 45 orang calon didapati tidak sabit dengan tuduhan dan keputusan peperiksaan mereka dikekalkan, manakala 26 orang calon lagi telah disabitkan dengan pertuduhan dan keputusan peperiksaan mereka telah dibatalkan.

Analisis Keputusan Peperiksaan STPM 2011

Keputusan peperiksaan STPM 2011 diumumkan pada 7 Mac 2012. Sebanyak tiga mata pelajaran, iaitu Bahasa Arab, Sejarah, dan Perakaunan, meningkat prestasinya dalam peperiksaan STPM 2011 berdasarkan peratusan calon yang lulus penuh berbanding dengan STPM 2010.

Pada tahun 2011, sebanyak empat mata pelajaran, iaitu Syariah, Pengajian Am, Pengajian Perniagaan, dan Further Mathematics T, menurun prestasinya berbanding dengan STPM 2010.

Sebanyak 16 mata pelajaran yang lain tidak berubah prestasinya.

Pencapaian calon mengikut mata pelajaran dalam peperiksaan STPM 2010 dan STPM 2011 bagi semua calon dan calon sekolah kerajaan masing-masing adalah seperti yang berikut:

examination were held from 25 November to 30 December 2011. The coordination meetings for the marking of answer scripts were held in several hotels and institutions of higher learning in the Klang Valley.

Candidate Malpractice Cases

A total of 53 malpractice cases in the 2011 STPM examination which involved 71 candidates, were investigated by the Malpractice Committee. Investigation into these cases were conducted from 29 January to 2 March 2012.

Of the number of malpractice cases in the 2011 STPM examination, the Council in the 122nd meeting has decided that 45 candidates were found not guilty and their examination results were released and 26 candidates were found guilty and their examination results were declared null and void.

Analysis of 2011 STPM Examination Results

The 2011 STPM examination results were announced on 7 March 2012. There was an improvement in the performance of three subjects, namely Arabic, History and Accounting. The improvement in performance in the 2011 STPM examination was based on the percentage of candidates who obtained full passes compared to the 2010 STPM.

In 2011, there was a drop in performance in four subjects, namely Syariah, General Studies, Business Studies and Further Mathematics T compared to the 2010 STPM.

There were 16 subjects that did not show any change in performance.

The achievement of candidates according to subjects in the 2010 and 2011 STPM examinations for all candidates and government school candidates is as follows:

Pencapaian Semua Jenis Calon Mengikut Mata Pelajaran dalam STPM 2010 dan STPM 2011
Achievement of All Types of Candidates According to Subjects in the 2010 and
2011 STPM Examinations

MATA PELAJARAN Subject	BILANGAN CALON MENDUDUKI Number of Candidates		PERATUSAN LULUS PENUH Percentage of Full Passes		PERATUSAN LULUS SEBAHAGIAN Percentage of Partial Passes		PERATUSAN GAGAL Percentage of Failure		BEZA % LULUS PENUH Difference % In Full Passes
	2010	2011	2010	2011	2010	2011	2010	2011	
Pengajian Am General Studies	50,201	50,208	80.78	77.38	12.79	15.64	6.44	6.98	-3.40
Bahasa Malaysia Malay	32,258	32,533	72.93	73.27	19.06	19.33	8.01	7.40	0.34
Bahasa Cina Chinese	586	502	63.99	64.14	19.80	19.32	16.21	16.53	0.15
Bahasa Tamil Tamil	702	669	67.81	68.61	23.65	24.07	8.55	7.32	0.80
Bahasa Arab Arabic	1,270	1,356	47.64	50.96	25.75	23.67	26.61	25.37	3.32
Kesusasteraan Inggeris Literature In English	84	85	78.57	78.82	8.33	8.24	13.10	12.94	0.25
Kesusasteraan Melayu Malay Literature	7,193	7,339	65.55	66.06	24.94	24.91	9.51	9.03	0.51
Syariah Shariah	1,722	1,927	75.90	73.69	19.40	20.91	4.70	5.40	-2.27
Usuluddin Usuluddin	908	841	72.58	71.22	18.50	20.10	8.92	8.68	-1.36
Sejarah History	24,247	24,386	58.30	62.10	19.93	17.34	21.77	20.56	3.80
Geografi Geography	15,004	15,153	67.16	68.13	18.48	18.14	14.36	13.73	0.96
Ekonomi Economics	17,482	16,880	53.92	54.94	22.55	22.35	23.53	22.71	1.01
Pengajian Perniagaan Business Studies	18,574	18,621	70.28	66.19	12.61	14.04	17.10	19.76	-4.08
Perakaunan Accounting	2,755	2,754	65.34	68.99	13.94	13.11	20.73	17.90	3.68
Mathematics S Mathematics S	1,815	1,740	57.96	57.13	14.55	14.31	27.49	28.56	-0.83
Mathematics T Mathematics T	8,591	8,107	67.07	65.92	9.89	10.52	23.04	23.56	-1.17
Further Mathematics T Further Mathematics T	11	10	72.73	60.00	18.18	10.00	9.09	30.00	-12.73
Computing Computing	430	438	69.53	70.55	23.02	24.20	7.44	5.25	-0.82
Fizik Physics	3,638	3,472	73.45	75.03	15.15	12.87	11.41	12.10	1.58
Kimia Chemistry	8,501	8,011	72.24	74.16	16.73	15.43	11.03	10.41	1.93
Biologi Biology	5,035	4,670	72.93	73.19	22.48	21.95	4.59	4.86	0.27
Sains Sukan Sports Science	1,603	1,614	74.98	74.60	18.15	17.35	6.86	8.05	-0.40
Seni Visual Visual Arts	6,797	7,221	88.27	88.13	6.12	6.81	5.61	5.05	-0.18



Pencapaian Calon Sekolah Kerajaan Mengikut Mata Pelajaran dalam STPM 2010 dan STPM 2011
Achievement of Government School Candidates According to Subjects in the 2010 and 2011 STPM Examinations

MATA PELAJARAN Subject	BILANGAN CALON MENDUDUKI Number of Candidates		PERATUSAN LULUS PENUH Percentage of Full Passes		PERATUSAN LULUS SEBAHAGIAN Percentage of Partial Passes		PERATUSAN GAGAL Percentage of Failure		BEZA % LULUS PENUH Difference % in Full Passes
	2010	2011	2010	2011	2010	2011	2010	2011	
Pengajian Am General Studies	45,967	46,801	82.50	78.76	11.90	15.02	5.60	6.22	-3.75
Bahasa Malaysia Malay	29,500	30,333	75.22	74.58	18.20	18.96	6.58	6.46	-0.64
Bahasa Cina Chinese	467	404	69.16	66.83	19.49	19.06	11.35	14.11	-2.34
Bahasa Tamil Tamil	594	575	70.37	71.48	22.56	23.30	7.07	5.22	1.11
Bahasa Arab Arabic	1,111	1,224	49.14	53.10	25.74	21.98	25.11	24.92	3.95
Kesusasteraan Inggeris Literature In English	68	67	86.76	86.57	7.35	5.97	5.88	7.46	-0.20
Kesusasteraan Melayu Malay Literature	6,463	6,763	66.42	66.51	25.08	25.00	8.49	8.49	0.09
Syariah Shariah	1,455	1,703	81.58	78.04	16.56	18.67	1.86	3.29	-3.61
Usuluddin Usuluddin	734	719	81.47	75.80	15.26	18.78	3.27	5.42	-5.67
Sejarah History	22,302	22,765	60.23	63.55	19.81	17.11	19.96	19.35	3.32
Geografi Geography	13,574	14,070	69.98	69.98	17.86	17.59	12.16	12.43	-0.01
Ekonomi Economics	16,228	15,812	55.03	56.05	22.73	22.50	22.23	21.45	1.00
Pengajian Perniagaan Business Studies	17,104	17,401	73.09	68.02	12.17	13.86	14.74	18.12	-5.07
Perakaunan Accounting	2,438	2,468	66.61	70.71	13.95	12.93	19.44	16.37	4.12
Mathematics S Mathematics S	1,643	1,574	59.28	59.53	14.55	14.17	26.17	26.30	0.25
Mathematics T Mathematics T	8,227	7,804	68.37	67.18	9.85	10.51	21.78	22.31	-1.21
Further Mathematics T Further Mathematics T	9	6	88.89	83.33	11.11	16.67	0.00	0.00	-5.56
Computing Computing	333	323	69.97	71.83	22.82	24.15	7.21	4.02	-0.24
Fizik Physics	3,490	3,353	74.81	76.32	15.04	12.82	10.14	10.86	1.51
Kimia Chemistry	8,165	7,735	73.62	76.55	16.79	15.33	9.59	9.11	1.93
Biologi Biology	4,797	4,466	74.59	74.97	22.18	21.74	3.23	3.29	0.38
Sains Sukan Sports Science	1,526	1,525	76.80	75.87	17.50	16.72	5.70	7.41	-0.95
Seni Visual Visual Arts	6,380	6,883	88.93	88.81	5.97	6.57	5.09	4.62	-0.18



Pencapaian Calon Berdasarkan Purata Nilai Gred Keseluruhan (PNGK)

Purata Nilai Gred Keseluruhan (PNGK) dihitung berdasarkan nilai gred mata pelajaran bagi empat mata pelajaran terbaik termasuk Pengajian Am. Sebanyak 298 orang calon atau 0.59% mendapat PNGK 4.00. Daripada jumlah ini, 155 orang adalah calon aliran Sastera dan 143 orang adalah calon aliran Sains. Sebanyak 162 orang daripadanya adalah calon perempuan manakala 136 orang adalah calon lelaki.

Achievement of Candidates Based on Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) is calculated based on the grade points of four best subjects, including General Studies. A total of 298 candidates (0.59%) obtained a CGPA of 4.00. From this total, 155 candidates were from the Arts stream while 143 were from the Science stream; 162 of the candidates are girls whereas 136 are boys.



Bilangan calon yang mendapat PNGK daripada 2.00 hingga 4.00
ditunjukkan dalam jadual yang berikut:

The number of candidates who obtained a CGPA of 2.00 to 4.00 is shown in the table below:

PURATA NILAI GRED KESELURUHAN (PNGK) Cumulative Grade Point Average (CGPA)	BILANGAN CALON Number of Candidates			PERATUSAN Percentage			PERATUSAN LONGGOKAN Cumulative Percentage		
	2009	2010	2011	2009	2010	2011	2009	2010	2011
4.00	331	343	298	0.63	0.68	0.59	0.63	0.68	0.59
3.92	327	332	357	0.62	0.66	0.71	1.26	1.33	1.29
3.84	223	240	241	0.43	0.47	0.48	1.68	1.81	1.77
3.83	199	218	235	0.38	0.43	0.46	2.06	2.24	2.24
3.75	573	546	506	1.09	1.08	1.00	3.16	3.32	3.24
3.67	659	603	659	1.26	1.19	1.30	4.41	4.51	4.54
3.59	302	286	304	0.58	0.57	0.60	4.99	5.08	5.14
3.58	455	467	446	0.87	0.92	0.88	5.86	6.00	6.02
3.50	926	939	860	1.77	1.86	1.70	7.63	7.86	7.72
3.42	1,053	969	1,011	2.01	1.92	2.00	9.64	9.77	9.72
3.34	416	392	396	0.79	0.78	0.78	10.43	10.55	10.50
3.33	746	715	683	1.42	1.41	1.35	11.85	11.96	11.85
3.25	1,294	1,215	1,228	2.47	2.40	2.43	14.33	14.36	14.28
3.17	1,459	1,387	1,323	2.79	2.74	2.61	17.11	17.11	16.89
3.09	595	504	598	1.14	1.00	1.18	18.25	18.10	18.07
3.08	1,003	985	929	1.91	1.95	1.84	20.16	20.05	19.91
3.00	1,733	1,588	1,523	3.31	3.14	3.01	23.47	23.19	22.92
2.92	1,788	1,648	1,633	3.41	3.26	3.23	26.88	26.45	26.15
2.84	653	626	624	1.25	1.24	1.23	28.13	27.69	27.38
2.83	1,222	1,280	1,142	2.33	2.53	2.26	30.46	30.22	29.64
2.75	1,961	1,875	1,869	3.74	3.71	3.69	34.21	33.93	33.33
2.67	2,066	1,836	1,937	3.94	3.63	3.83	38.15	37.56	37.16
2.59	617	625	591	1.18	1.24	1.17	39.33	38.79	38.32
2.58	1,313	1,340	1,261	2.51	2.65	2.49	41.83	41.44	40.82
2.50	2,017	1,905	1,887	3.85	3.77	3.73	45.68	45.21	44.55
2.42	1,950	1,861	1,942	3.72	3.68	3.84	49.41	48.89	48.38
2.34	546	478	513	1.04	0.95	1.01	50.45	49.83	49.40
2.33	1,342	1,281	1,265	2.56	2.53	2.50	53.01	52.36	51.90
2.25	1,713	1,766	1,812	3.27	3.49	3.58	56.28	55.86	55.48
2.17	1,685	1,627	1,679	3.22	3.22	3.32	59.50	59.07	58.80
2.09	442	443	437	0.84	0.88	0.86	60.34	59.95	59.66
2.08	1,161	1,152	1,101	2.22	2.28	2.18	62.56	62.23	61.84
2.00	1,461	1,396	1,458	2.79	2.76	2.88	65.35	64.99	64.72
JUMLAH CALON Total	34,231	32,868	32,748	65.35	64.99	64.72			
JUMLAH KESELURUHAN CALON Overall Total Number of Candidates	52,383	50,576	50,602						

Kelulusan Penuh

Dalam peperiksaan STPM 2011, sebanyak 2,581 atau 5.10% calon telah lulus penuh 5 mata pelajaran, 20,604 atau 40.72 % calon telah lulus 4 mata pelajaran, 10,205 atau 20.17% calon telah lulus 3 mata pelajaran, 7,065 atau 13.96 % calon telah lulus 2 mata pelajaran, dan 6,192 atau 12.24 % calon telah lulus 1 mata pelajaran.

Jumlah peratusan calon yang mendapat lulus penuh dalam 5 dan 4 mata pelajaran telah menurun, iaitu dari 46.41% (23,473 calon) pada tahun 2010 kepada 45.82 % (23,185 calon) pada tahun 2011.

Perbandingan bilangan dan peratusan calon yang lulus penuh dalam lima mata pelajaran, empat mata pelajaran, tiga mata pelajaran, dua mata pelajaran, dan satu mata pelajaran mengikut jenis calon bagi peperiksaan STPM 2010 dan STPM 2011 adalah seperti yang berikut:

Full Passes

In the 2011 STPM examination, 2,581 or 5.10% candidates obtained full passes in 5 subjects. 2,581 or 40.72% of the candidates passed 4 subjects. 10,205 or 20.17% of the candidates passed 3 subjects. 7,065 or 13.96% of the candidates passed 2 subjects and 6,192 or 12.24% of the candidates passed 1 subject.

The total percentage of candidates who obtained full passes in 5 and 4 subjects had decreased, that is, from 46.41% (23,473 candidates) in 2010 to 45.82% (23,185 candidates) in 2011.

A comparison of the number and percentage of candidates who obtained full passes in 5 subjects, 4 subjects, 3 subjects, 2 subjects and 1 subject according to the types of candidates for the 2010 and 2011 STPM examinations is as follows:

Bilangan dan Peratusan Calon yang Lulus Penuh dalam Peperiksaan STPM 2010 dan STPM 2011 (Semua Calon)
Number and Percentage of Candidates who obtained Full Passes in the 2010 and 2011 STPM Examinations (All Candidates)

BILANGAN MATA PELAJARAN DENGAN KELULUSAN PENUH Number of Subjects with Full Passes	STPM 2010 STPM 2010		STPM 2011 STPM 2011	
	BILANGAN Number	PERATUSAN Percentage	BILANGAN Number	PERATUSAN Percentage
5 mata pelajaran 5 subjects	2,995	5.92	2,581	5.10
4 mata pelajaran 4 subjects	20,478	40.49	20,604	40.72
3 mata pelajaran 3 subjects	10,082	19.93	10,205	20.17
2 mata pelajaran 2 subjects	7,221	14.28	7,065	13.96
1 mata pelajaran 1 subject	6,004	11.87	6,192	12.24
JUMLAH Total	46,780	92.49	46,647	92.18

Bilangan dan Peratusan Calon yang Lulus Penuh dalam Peperiksaan STPM 2010 dan STPM 2011 (Calon Sekolah Kerajaan)

Number and Percentage of Candidates who obtained Full Passes in the 2010 and 2011 STPM Examinations (Government School Candidates)

BILANGAN MATA PELAJARAN DENGAN KELULUSAN PENUH Number of Subjects with Full Passes	STPM 2010 STPM 2010		STPM 2011 STPM 2011	
	BILANGAN Number	PERATUSAN Percentage	BILANGAN Number	PERATUSAN Percentage
5 mata pelajaran 5 subjects	2,841	6.18	2,429	5.19
4 mata pelajaran 4 subjects	19,679	42.80	19,940	42.59
3 mata pelajaran 3 subjects	9,485	20.63	9,660	20.63
2 mata pelajaran 2 subjects	6,534	14.21	6,593	14.08
1 mata pelajaran 1 subject	4,970	10.81	5,368	11.47
JUMLAH Total	43,509	94.63	43,990	93.96

Bilangan dan Peratusan Calon yang Lulus Penuh dalam Peperiksaan STPM 2010 dan STPM 2011 (Calon Sekolah Swasta)

Number and Percentage of Candidates who obtained Full Passes in the 2010 and 2011 STPM Examinations (Private School Candidates)

BILANGAN MATA PELAJARAN DENGAN KELULUSAN PENUH Number of Subjects with Full Passes	STPM 2010 STPM 2010		STPM 2011 STPM 2011	
	BILANGAN Number	PERATUSAN Percentage	BILANGAN Number	PERATUSAN Percentage
5 mata pelajaran 5 subjects	125	8.46	128	10.11
4 mata pelajaran 4 subjects	518	35.07	446	35.23
3 mata pelajaran 3 subjects	290	19.63	251	19.83
2 mata pelajaran 2 subjects	199	13.47	153	12.09
1 mata pelajaran 1 subject	160	10.83	140	11.06
JUMLAH Total	1,292	87.47	1,118	88.31

Bilangan dan Peratusan Calon yang Lulus Penuh dalam Peperiksaan STPM 2010 dan STPM 2011 (Calon Persendirian Individu)

Number and Percentage of Candidates who obtained Full Passes in the 2010 and 2011 STPM Examinations (Private Individual Candidates)

BILANGAN MATA PELAJARAN DENGAN KELULUSAN PENUH Number of Subjects with Full Passes	STPM 2010 STPM 2010		STPM 2011 STPM 2011	
	BILANGAN Number	PERATUSAN Percentage	BILANGAN Number	PERATUSAN Percentage
5 mata pelajaran 5 subjects	29	0.93	24	0.95
4 mata pelajaran 4 subjects	281	9.01	218	8.65
3 mata pelajaran 3 subjects	307	9.84	294	11.67
2 mata pelajaran 2 subjects	488	15.64	319	12.66
1 mata pelajaran 1 subject	874	28.01	684	27.15
JUMLAH Total	1,979	63.43	1,539	61.10

Pelajar Cemerlang STPM 2011

Bilangan calon yang lulus dengan Gred A dalam lima dan empat mata pelajaran dalam STPM 2011 menurun berbanding dengan STPM 2010. Sebanyak 12 orang calon telah mencapai keputusan cemerlang, iaitu gred A dalam lima mata pelajaran yang diambil berbanding dengan lapan orang calon dalam STPM 2010. Daripada jumlah itu, enam calon adalah pelajar aliran sains, manakala enam calon lagi adalah pelajar aliran Sastera.

Outstanding Students of 2011 STPM

The number of candidates who passed with Grade A in five and four subjects in the 2011 STPM increased compared to the 2010 STPM. A total of 12 candidates obtained excellent results with Grade A in all five subjects compared to eight candidates in 2010. Of this total, six candidates were from the Science stream and six candidates were from the Arts stream.

Senarai pelajar yang mendapat lima Gred A adalah seperti yang berikut:
List of students who obtained 5 grade As is as follows:

Bil. No.	NAMA PELAJAR Name of Student	SEKOLAH School
1	Low Wei Yang	SMK Horley Methodist, Teluk Intan, Perak
2	Teoh Han Kheng	SMJK Chung Ling, Georgetown, Pulau Pinang
3	Mohamad Shahrullnizam bin Mahamud	SMK Sultan Abd Jalil Shah, Seberang Perak, Perak
4	Woon Soon Kit	SMK Sam Tet, Ipoh, Perak
5	Muhammad Zulhilmi bin Mohd Salleh	SMK Kota, Kota Bharu, Kelantan
6	Gan Wooi Lun	SMK Sam Tet, Ipoh, Perak
7	Nurul Shazwani binti Kamarudin Darus	SMK Tengku Panglima Raja, Pasir Mas, Kelantan
8	Lim May Teng	SMK (L) Methodist, Kuala Lumpur
9	Eric Khong Mun Kit	SMK (L) Methodist, Kuala Lumpur
10	Malarvili a/p Subramaniam	SMK Ambrose, Ayer Tawar, Perak
11	Lee Jia Chern	SMK Jitra, Jitra, Kedah
12	Teng Lik Sien	SMK Tendong, Pasir Mas, Kelantan

Bilangan calon yang mendapat Gred A dalam lima dan empat mata pelajaran dalam STPM 2009, STPM 2010, dan STPM 2011 adalah seperti yang berikut:

The number of candidates who obtained Grade A in five and four subjects in the 2010 and 2011 STPM is as follows:

BILANGAN MATA PELAJARAN DAN BILANGAN GRED A YANG DIPEROLEH Number of Subjects and Number of Grade A Obtained	BILANGAN CALON STPM 2009 Number of 2009 STPM Candidates	BILANGAN CALON STPM 2010 Number of 2010 STPM Candidates	BILANGAN CALON STPM 2011 Number of 2011 STPM Candidates
Ambil 5 mata pelajaran dan dapat 5A Sat for 5 subjects and obtained 5As	15	8	12
Ambil 5 mata pelajaran dan dapat 4A Sat for 5 subjects and obtained 4As	60	39	36
Ambil 4 mata pelajaran dan dapat 4A Sat for 4 subjects and obtained 4As	259	297	254
JUMLAH Total	334	344	302

Anugerah Pelajar Cemerlang STPM 2011

Daripada 12 orang calon yang mendapat Gred A dalam lima mata pelajaran, terdapat lima orang calon yang mendapat keputusan cemerlang. Senarai pelajar cemerlang tersebut adalah seperti yang berikut:

2011 STPM Outstanding Student Award

Of the 12 candidates who obtained Grade A's in all five subjects, five candidates obtained outstanding results. The list of outstanding students is as follows:

Pelajar Cemerlang STPM 2011
2011 STPM Outstanding Student

Bil. No.	NAMA PELAJAR Name of Student	SEKOLAH School	MATA PELAJARAN YANG DIAMBIL Subjects Taken
1	Low Wei Yang	SMK Horley Methodist, Teluk Intan, Perak	Pengajian Am General Studies Matematik T Mathematics T Fizik Physics Kimia Chemistry Biologi Biology
2	Teoh Han Kheng	SMJK Chung Ling, Georgetown, Pulau Pinang	Pengajian Am General Studies Matematik T Mathematics T Further Mathematics T Further Mathematics T Fizik Physics Kimia Chemistry
3	Mohamad Shahrullnizam bin Mahamud	SMK Sultan Abd Jalil Shah, Seberang Perak, Perak	Pengajian Am General Studies Bahasa Malaysia Malay Kesusasteraan Melayu Malay Literature Geografi Geography Seni Visual Visual Arts
4	Woon Soon Kit	SMK Sam Tet, Ipoh, Perak	Pengajian Am General Studies Matematik T Mathematics T Fizik Physics Kimia Chemistry Biologi Biology
5	Muhammad Zulhilmi bin Mohd Salleh	SMK Kota, Kota Bharu, Kelantan	Pengajian Am General Studies Bahasa Malaysia Malay Kesusasteraan Melayu Malay Literature Sejarah History Geografi Geography

Pelajar Luar Bandar yang Cemerlang
2011 STPM Outstanding Rural Student

Bil. No.	NAMA PELAJAR Name of Student	SEKOLAH School	MATA PELAJARAN YANG DIAMBIL Subjects Taken
1	Jumriah binti Zairul	SMK Tansau, Penampang, Sabah	Pengajian Am General Studies
			Bahasa Malaysia Malay
			Geografi Geography
			Ekonomi Economics
			Pengajian Perniagaan Business Studies

Pelajar Istimewa yang Cemerlang (Kategori Buta)
Outstanding Special Needs Student (Visual Impairment - Blind)

Bil. No.	NAMA PELAJAR Name of Student	SEKOLAH School	MATA PELAJARAN YANG DIAMBIL Subjects Taken	
1	Anis Nabilah binti Wahab	SMK Tunku Abdul Malik (B), Alor Setar, Kedah	Pengajian Am General Studies	B
			Bahasa Malaysia Malay	A-
			Kesusasteraan Melayu Malay Literature	A
			Syariah Shariah	B

Pelajar Istimewa yang Cemerlang (Kategori Rabun)
Outstanding Special Needs Student (Visual Impairment – Low Vision)

Bil. No.	NAMA PELAJAR Name of Student	SEKOLAH School	MATA PELAJARAN YANG DIAMBIL Subjects Taken	
1	Eric Su Chii Mou	SMK Bandar Sibu, Sibu	Pengajian Am General Studies	A
			Matematik T Mathematics T	A
			Kimia Chemistry	A
			Biologi Biology	A-

Pelajar Istimewa yang Cemerlang (Kategori Spastik)
Outstanding Special Needs Student (Spastic Category)

Bil. No.	NAMA PELAJAR Name of Student	SEKOLAH School	MATA PELAJARAN YANG DIAMBIL Subjects Taken	
1	Yeow Ting Fong	SMK Tun Tuah, Bachang, Melaka	Pengajian Am General Studies	A
			Sejarah History	A
			Ekonomi Economics	A-
			Pengajian Perniagaan Business Studies	A

Sebagai menghargai pencapaian cemerlang kesemua kategori pelajar di atas, MPM telah memberikan ganjaran wang RM1,000, sijil penghargaan, dan sebuah plak kepada setiap pelajar.

In recognition of the outstanding performance of all the categories of students mentioned above, MEC presented a cash award of RM1000, a certificate of appreciation and a plaque to each student.



PELAJAR CEMERLANG STPM 2011

2011 STPM Outstanding Students



LOW WEI YANG

SMK Horley Methodist,
Teluk Intan, Perak

Pelajar Cemerlang STPM 2011
2011 STPM Outstanding Student



TEOH HAN KHENG

SMJK Chung Ling, Georgetown,
Pulau Pinang

Pelajar Cemerlang STPM 2011
2011 STPM Outstanding Student



MOHAMAD SHAHRULLIZAM BIN MAHAMUD

SMK Sultan Abd Jalil Shah,
Seberang Perak, Perak

Pelajar Cemerlang STPM 2011
2011 STPM Outstanding Student



WOON SOON KIT

SMK Sam Tet, Ipoh, Perak

Pelajar Cemerlang STPM 2011
2011 STPM Outstanding Student



MUHAMMAD ZULHILMI BIN MOHD SALLEH

SMK Kota, Kota Bharu, Kelantan

Pelajar Cemerlang STPM 2011
2011 STPM Outstanding Student



JUMRIAH BINTI ZAIRUL

SMK Tansau, Penampang, Sabah

Pelajar Luar Bandar Cemerlang
2011 STPM Outstanding Rural Student



ANIS NABILAH BINTI WAHAB

SMK Tunku Abdul Malik (B), Alor
Setar, Kedah

Pelajar Istimewa Cemerlang
(Kategori Buta)
Outstanding Special Needs Student
(Visual Impairment - Blind)



ERIC SU CHII MOU

SMK Bandar Sibul, Sibul

Pelajar Istimewa Cemerlang
(Kategori Rabun)
Outstanding Special Needs Student
(Visual Impairment - Low Vision)



YEOW TING FONG

SMK Tun Tuah, Bachang, Melaka

Pelajar Istimewa Cemerlang
(Kategori Spastik)
Outstanding Special Needs Student
(Spastic Category)

MUET PERTENGAHAN TAHUN 2011

Calon

Sebanyak 85,490 orang calon telah menduduki MUET Pertengahan Tahun 2011 daripada 89,442 orang calon yang mendaftar untuk mengambil ujian ini. Perbandingan bilangan dan peratusan calon MUET Pertengahan Tahun 2010 dengan calon MUET Pertengahan Tahun 2011 adalah seperti yang berikut:

JENIS CALON Type of Candidates	MUET PERTENGAHAN TAHUN 2010 Mid-Year 2010 MUET		MUET PERTENGAHAN TAHUN 2011 Mid-Year 2011 MUET	
	BILANGAN Number	PERATUSAN Percentage	BILANGAN Number	PERATUSAN Percentage
Calon sekolah kerajaan Government school candidates	36,093	44.15	35,996	42.11
Calon sekolah swasta Private school candidates	1,038	1.27	1,165	1.36
Calon persendirian individu Private individual candidates	18,978	23.22	20,657	24.16
Calon matrikulasi Matriculation candidates	3,537	4.33	2,352	2.75
Calon diploma Diploma candidates	15,599	19.08	15,221	17.80
Calon ijazah Degree candidates	5,646	6.91	8,924	10.44
Calon sekolah kerajaan negeri State government school candidates	852	1.04	1,175	1.37
JUMLAH Total	81,743	100.00	85,490	100.00

Pentadbiran Ujian

Ujian *Speaking* MUET Pertengahan Tahun 2011 telah dijalankan pada 4, 5, 6 April dan 11, 12, 13 April 2011 manakala ujian *Listening*, *Reading*, dan *Writing* telah dijalankan pada 16 April 2011 di 888 pusat ujian. Sebanyak 5,182 orang penjawat peperiksaan yang terdiri daripada 340 orang Penyelia Kawasan, 888 Ketua Pengawas, dan 3,953 orang pengawas telah dilantik untuk mentadbirkan MUET Pertengahan tahun 2011.

MID-YEAR 2011 MUET

Candidates

Out of 89,442 candidates who registered for the Mid-Year 2011 MUET, 85,490 candidates sat for the test. A comparison of the number and percentage of candidates for the Mid-Year 2010 and Mid-Year 2011 MUET is as follows:

Administration of Test

The Mid-Year 2011 MUET Speaking tests were conducted on 4, 5, 6 April and 11, 12, 13 April 2011, while the Listening, Reading and Writing tests were conducted on 16 April 2011 at 888 test centres. A total of 5,182 examination personnel comprising 340 Regional Supervisors, 888 Chief Invigilators and 3,953 invigilators were appointed to administer the Mid-Year 2011 MUET.

Pemeriksaan Skrip Jawapan

Bagi MUET Pertengahan Tahun 2011, pemeriksa yang dilantik adalah sebanyak 1,655 orang yang terdiri daripada 1,162 orang pemeriksa kertas *Speaking* dan 493 orang pemeriksa kertas *Listening* dan *Writing*. Mesyuarat penyelarasan pemeriksaan bagi kertas *Speaking* telah diadakan dari 17 hingga 20 Mac 2011, manakala mesyuarat penyelarasan kertas *Writing* dan *Listening* telah diadakan dari 18 hingga 24 April 2011.

Kes Salah Laku Calon

Dalam MUET Pertengahan Tahun 2011, tiada kes salah laku yang dilaporkan.

ANALISIS KEPUTUSAN MUET PERTENGAHAN TAHUN 2011

Keputusan MUET Pertengahan Tahun 2011 diumumkan pada 9 Jun 2011. Pada keseluruhannya prestasi calon bagi MUET Pertengahan Tahun 2011 meningkat berbanding dengan MUET Pertengahan Tahun 2010. Sebanyak 41.81% calon telah mendapat Band 3 atau lebih baik berbanding dengan 33.88% calon bagi MUET Pertengahan Tahun 2010. Prestasi calon bagi MUET Pertengahan Tahun 2011 mengikut kertas adalah seperti yang berikut:

Marking of Answer Scripts

For the Mid-Year 2011 MUET, 1,655 examiners comprising 1,162 examiners for the Speaking paper and 493 examiners for the Writing and Listening papers were appointed. The coordination meeting for the marking of the Speaking paper was held from 17 to 20 March 2011, while the coordination meeting for the marking of the Writing and Listening papers was held from 18 to 24 April 2011.

Candidate Malpractice Cases

In the Mid-Year 2011 MUET, there were no malpractice cases reported.

ANALYSIS OF THE MID-YEAR 2011 MUET RESULTS

The results of the Mid-Year 2011 MUET results were announced on 9 June 2011. On the whole, the performance of the Mid-Year 2011 MUET candidates was better compared to the Mid-Year MUET 2010. A total of 41.81% candidates obtained Band 3 and above compared to 33.88% of the Mid-Year 2010 MUET candidates. The performance of candidates for the Mid-Year 2011 MUET according to papers is as follows:

BAND Band	800/1		800/2		800/3		800/4		800	
	%	% LONGGOKAN % Cumulative	%	% LONGGOKAN % Cumulative	%	% LONGGOKAN % Cumulative	%	% LONGGOKAN % Cumulative	%	% LONGGOKAN % Cumulative
6	2.36	2.36	0.28	0.28	0.37	0.37	0.03	0.03	0.01	0.01
5	9.69	12.05	2.02	2.30	6.20	6.57	0.91	0.94	1.35	1.36
4	16.16	28.20	11.48	13.78	18.37	24.94	5.17	6.11	11.54	12.90
3	12.72	40.92	29.89	43.67	30.32	55.26	21.18	27.29	28.91	41.81
2	21.46	62.38	33.98	77.65	33.17	88.43	42.17	69.46	36.38	78.19
1	37.62	100.00	22.35	100.00	11.57	100.00	30.54	100.00	21.81	100.00

Pencapaian calon (peratusan longgokan) mengikut jenis calon adalah seperti yang berikut:

The achievement of candidates (cumulative percentages) according to types of candidates is as follows:

BAND Band	CALON SEKOLAH KERAJAAN Government School Candidates	CALON SEKOLAH SWASTA Private School Candidates	CALON PERSENDIRIAN INDIVIDU Private Individual Candidates	CALON MATRIKULASI Matriculation Candidates	CALON DIPLOMA Diploma Candidates	CALON IJAZAH Degree Candidates	CALON SEKOLAH KERAJAAN NEGERI State Government School Candidates	SEMUA CALON All Candidates
6	0.02	0.09	0.00	0.00	0.00	0.01	0.00	0.01
5	1.61	2.58	1.13	2.76	0.42	2.14	0.00	1.36
4	12.46	16.22	13.81	33.16	7.92	16.80	1.70	12.90
3	35.15	47.55	49.30	82.48	37.47	51.23	14.21	41.81
2	69.26	84.38	86.23	97.75	81.31	88.26	51.40	78.19
1	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00

MUET AKHIR TAHUN 2011

END OF YEAR 2011 MUET

Calon

Candidates

Sebanyak 93,882 orang calon telah menduduki MUET Akhir Tahun 2011 daripada 99,491 orang calon yang mendaftar untuk mengambil ujian ini. Perbandingan bilangan dan peratusan calon MUET Akhir Tahun 2010 dengan calon MUET Akhir Tahun 2011 adalah seperti yang berikut:

Out of a total of 99,491 candidates who registered for the End of Year 2011 MUET, 93,882 candidates sat for the test. A comparison of the number and percentage of End of Year 2010 MUET and End of Year 2011 MUET candidates is as follows:

JENIS CALON Type of Candidates	MUET AKHIR TAHUN 2010 End of Year 2010 MUET		MUET AKHIR TAHUN 2011 End of Year 2011 MUET	
	BILANGAN Number	PERATUSAN Percentage	BILANGAN Number	PERATUSAN Percentage
Calon sekolah kerajaan Government school candidates	28,946	30.76	26,828	28.58
Calon sekolah swasta Private school candidates	1,107	1.18	1,610	1.71
Calon persendirian individu Private individual candidates	15,420	16.38	20,175	21.49
Calon matrikulasi Matriculation candidates	23,951	25.45	23,322	24.84
Calon diploma Diploma candidates	12,850	13.65	12,835	13.67
Calon ijazah Degree candidates	8,499	9.03	6,379	6.79
Calon sekolah kerajaan negeri State government school candidates	3,344	3.55	2,733	2.91
JUMLAH Total	94,117	100.00	93,882	100.00

Pentadbiran Ujian

Ujian *Speaking* MUET Akhir Tahun 2011 telah dijalankan pada 11, 12, 13 Oktober dan 18, 19, 20 Oktober 2011 manakala ujian *Listening*, *Reading*, dan *Writing* telah dijalankan pada 19 November 2011 di 943 pusat ujian. Sejumlah 6,040 orang penjawat peperiksaan yang terdiri daripada 419 orang Penyelia Kawasan, 908 Ketua Pengawas, dan 4,713 orang pengawas telah dilantik untuk mentadbirkan MUET Akhir Tahun 2011.

Pemeriksaan Skrip Jawapan

Bagi MUET Akhir Tahun 2011, pemeriksa yang dilantik adalah sebanyak 1,936 orang yang terdiri daripada 1,441 orang pemeriksa kertas *Speaking*, dan 495 orang pemeriksa kertas *Listening* dan *Writing*.

Mesyuarat penyelarasan pemeriksaan bagi kertas *Speaking* telah diadakan dari 29 September hingga 2 Oktober 2011 manakala mesyuarat penyelarasan kertas *Writing* dan *Listening* telah diadakan dari 22 hingga 28 November 2011.

Kes Salah Laku Calon

Dalam MUET Pertengahan Tahun 2011, tiada kes salah laku yang dilaporkan.

ANALISIS KEPUTUSAN MUET AKHIR TAHUN 2011

Keputusan MUET Akhir Tahun 2011 diumumkan pada 6 Januari 2012. Pada keseluruhannya prestasi calon bagi MUET Akhir Tahun 2011 meningkat berbanding dengan MUET Akhir Tahun 2010. Sebanyak 46.80% calon telah mendapat Band 3 atau lebih baik berbanding dengan 46.02% calon bagi MUET Akhir Tahun 2010. Prestasi calon bagi MUET Akhir Tahun 2010 mengikut kertas adalah seperti yang berikut:

Administration of Test

The End of Year 2011 MUET Speaking tests were conducted on 11, 12, 13 October and 18, 19, 20 October 2011, while the Listening, Reading and Writing tests were conducted on 19 November 2011, at 943 test centres. A total of 6,040 examination personnel, comprising 419 Regional Supervisors, 908 Chief Invigilators and 4,713 invigilators were appointed to administer the End of Year 2011 MUET.

Marking of Answer Scripts

For the End of Year 2011 MUET, 1,936 examiners comprising 1,441 examiners for the Speaking paper and 495 examiners for the Writing and Listening papers were appointed.

The coordination meeting for the marking of the Speaking paper was held from 29 September 2 October 2011, while the coordination meeting for the marking of the Writing and Listening papers was held from 22 to 28 November 2011.

Candidate Malpractice Cases

In the Mid-Year 2011 MUET, there were no malpractice cases reported.

ANALYSIS OF THE END OF YEAR 2011 MUET RESULTS

The End of Year 2011 MUET results were announced on 6 January 2012. On the whole, the performance of the End of Year 2011 MUET candidates was better compared to the End of Year 2010 MUET. A total of 46.80% of the candidates obtained Band 3 and above compared to 46.02% of the candidates for the End of Year 2010 MUET. The performance of candidates for the End of Year 2011 MUET according to papers is as follows:

BAND Band	800/1		800/2		800/3		800/4		800	
	%	% LONGGOKAN % Cumulative	%	% LONGGOKAN % Cumulative	%	% LONGGOKAN % Cumulative	%	% LONGGOKAN % Cumulative	%	% LONGGOKAN % Cumulative
6	4.07	4.07	0.27	0.27	0.09	0.09	0.01	0.01	0.00	0.00
5	15.58	19.64	1.78	2.05	3.47	3.56	0.39	0.40	0.79	0.79
4	23.57	43.22	11.02	13.07	17.71	21.27	3.52	3.92	10.24	11.03
3	16.03	59.24	35.37	48.44	35.10	56.37	17.78	21.71	35.77	46.80
2	20.93	80.17	36.62	85.06	34.85	91.22	49.88	71.59	38.05	84.85
1	19.83	100.00	14.94	100.00	8.78	100.00	28.41	100.00	15.15	100.00

Pencapaian calon (peratusan longgokan) mengikut jenis calon adalah seperti yang berikut:

The achievement of candidates (cumulative percentages) according to types of candidates is as follows:

BAND Band	CALON SEKOLAH KERAJAAN Government school candidates	CALON SEKOLAH SWASTA Private school candidates	CALON PERSENDIRIAN INDIVIDU Private individual candidates	CALON MATRIKULASI Matriculation candidates	CALON DIPLOMA Diploma candidates	CALON IJAZAH Degree candidates	CALON SEKOLAH KERAJAAN NEGERI State government school candidates	SEMUA CALON All candidates
6	0.00	0.00	0.00	0.01	0.00	0.00	0.00	0.00
5	0.59	0.43	0.82	1.19	0.44	1.19	0.00	0.79
4	6.82	9.69	12.93	15.81	7.92	16.53	0.11	11.03
3	29.72	35.71	54.37	66.05	40.90	57.06	4.65	46.80
2	73.41	67.14	89.03	98.02	86.88	93.04	35.71	84.85
1	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00

Anugerah Pelajar Cemerlang MUET Tahun 2011

Sebagai menghargai pencapaian cemerlang calon MUET, MPM telah memberikan ganjaran wang tunai sebanyak RM1,000, sijil penghargaan, dan sebuah plak kepada dua orang calon, iaitu seorang calon cemerlang masing-masing bagi MUET Pertengahan Tahun 2011 dan MUET Akhir Tahun 2011.



NICHOLAS TAN OOI KIAT
SMK Cochrane

Pelajar Cemerlang | Outstanding Student
MUET Pertengahan Tahun 2011 | Mid-Year 2011 MUET

Outstanding Student Award 2010 MUET

In appreciation of the outstanding performance of MUET candidates, MEC presented a cash award of RM1000, a certificate of appreciation and a plaque to two candidates, that is, one to the outstanding candidate for the Mid-Year 2011 MUET and one for the End of Year 2011 MUET.



JOY LEE XING PEI
SMK Tinggi Kluang, Johor

Pelajar Cemerlang | Outstanding Student
MUET Akhir Tahun 2011 | End of Year 2011 MUET

MALAYSIAN EDUCATORS SELECTION INVENTORY (MEdSI)

Malaysian Educators Selection Inventory (MEdSI) ialah ujian psikometrik untuk menyaring calon yang ingin mengikuti program pendidikan di Institusi Pengajian Tinggi Awam (IPTA). Mulai sesi akademik 2007/2008, calon untuk Program Pengajian Ijazah Sarjana Muda Pendidikan dan Diploma Pendidikan Lepas Ijazah di IPTA diwajibkan menduduki ujian bertulis MEdSI dan temu duga untuk memastikan kualiti calon yang terpilih memenuhi standard yang boleh diterima dan memenuhi kelayakan profesion keguruan.

Pada tahun 2011, Majlis Peperiksaan Malaysia telah menjalankan satu sesi ujian MEdSI bagi pihak Jabatan Pengajian Tinggi, Kementerian Pengajian Tinggi Malaysia pada 30 April 2011.

MALAYSIAN EDUCATORS SELECTION INVENTORY (MEdSI)

The Malaysian Educators Selection Inventory (MEdSI) is a psychometric test to screen and select candidates who wish to pursue education programmes at public institutions of higher learning. For the 2007/2008 academic session, candidates for the Bachelor of Education Programme and Post Degree Diploma in Education programmes in public institutions of higher learning were required to take the MEdSI written test, as well as attend an interview to ensure that the quality of candidates selected are of the right calibre and fulfil the requirements of the teaching profession.

In 2011, the Malaysian Examinations Council conducted a session of MEdSI test for Department of Higher Education, Ministry of Higher Education on 30 April 2011.

Pentadbiran Ujian | Administration of Tests

Tarikh ujian dan kategori calon adalah seperti yang berikut:
The dates of the tests and the categories of candidates are as follows:

SESI UJIAN Test Session	TARIKH UJIAN Date of Test	KATEGORI CALON Category of Candidate	TUJUAN UJIAN Purpose of Test
April	30 April 2011	Lepasan STPM/Pusat Asasi/ Matrikulasi/setaraf, dan Lepasan Ijazah Sarjana Muda Post STPM/Centre for Foundation Studies/ Matriculation/Equivalent and first degree holder	Pemilihan calon untuk program Ijazah Sarjana Muda Pendidikan dan program Diploma Pendidikan Lepas Ijazah Selection of candidates for Bachelor in Education and Post Degree Diploma in Education Programmes

Bilangan pusat dan calon ujian MEdSI tahun 2011 adalah seperti berikut:
The number of centres and candidates for the 2011 MEdSI tests are as follows:

SESI UJIAN Test Session	BILANGAN PUSAT UJIAN Number of Test Centres	BILANGAN CALON YANG MENDAFTAR Number of Registered Candidates	BILANGAN CALON YANG HADIR Number of Candidates Present
30 April 2011	152	24,036	22,100

Bilangan penjawat ujian MEdSI tahun 2011 adalah seperti yang berikut:
The number of personnel for the 2011 MEdSI tests are as follows:

SESI UJIAN Test Session	PENYELIA KAWASAN Regional Supervisor	KETUA PENGAWAS Chief Invigilator	TIMBALAN KETUA PENGAWAS Deputy Chief Invigilator	PENGAWAS Invigilator	PENGEMAS BILIK Cleaner	JUMLAH Total
30 April 2011	243	152	37	943	-	1,375

MALAYSIAN UNIVERSITY SELECTION YEARLY INVENTORY (MUnSyl)

Malaysian University Selection Yearly Inventory (MUnSyl) ialah satu bentuk ujian aptitud yang diadakan kepada calon lepasan STPM, Pusat Asasi, Matrikulasi, Diploma/setaraf yang memohon untuk kemasukan ke Program Ijazah Sarjana Muda di Universiti Sains Malaysia (USM). Pada tahun 2011, Majlis Peperiksaan Malaysia telah menjalankan ujian MUnSyl sebanyak sembilan sesi bagi pihak USM. Ujian ini terbahagi kepada dua versi, iaitu versi bahasa Malaysia dan versi bahasa Inggeris.

MALAYSIAN UNIVERSITY SELECTION YEARLY INVENTORY (MUnSyl)

The Malaysian University Selection Yearly Inventory (MUnSyl) is an aptitude test for post STPM, Centre for Foundation Studies, Matriculation and diploma holders/equivalent who apply for undergraduate programmes at Universiti Sains Malaysia (USM). In 2011, the Malaysian Examinations Council conducted nine sessions of the MUnSyl test for USM. This test has two versions, Malay and English.



Tarikh ujian dan kategori calon adalah seperti yang berikut:
The dates of the tests and the categories of candidates are as follows:

TARIKH UJIAN Date of Test	KATEGORI CALON Category of Candidates	TUJUAN UJIAN Purpose of Test
19 Mac 2011 19 March 2011	Calon Pusat Asasi Universiti Teknologi MARA (UiTM) Puncak Alam dan Pusat Asasi Sains Universiti Malaya (UM) Candidates for the Centre of Foundation Studies, Universiti Teknologi MARA (UiTM) Puncak Alam and Centre for Foundation Studies University of Malaya (UM)	Pemilihan calon untuk program Ijazah Sarjana Muda di USM sidang akademik 2011/2012 Selection of candidates for undergraduate programmes at USM for the 2011/2012 academic session
21 Mac 2011 21 March 2011	Calon Pusat Asasi Sains, UiTM Kampus Kuantan 2 Candidates for the Centre of Foundation Studies, UiTM Kuantan Campus 2	Pemilihan calon untuk program Ijazah Sarjana Muda di USM sidang akademik 2011/2012 Selection of candidates for undergraduate programmes at USM for the 2011/2012 academic session
9 April 2011 9 April 2011	Calon Saluran Perdana (STPM dan Matrikulasi) serta calon Diploma dan yang setaraf dengannya Candidates for prime entry (STPM and Matriculation) and diploma candidates and its equivalent	Pemilihan calon untuk program Ijazah Sarjana Muda di USM sidang akademik 2011/2012 Selection of candidates for undergraduate programmes at USM for the 2011/2012 academic session
18 April 2011 18 April 2011	Calon yang layak tetapi gagal menduduki ujian pada 9 April 2011 Qualified candidates who were unable to attend the test on 9 April 2011	Pemilihan calon untuk program Ijazah Sarjana Muda di USM sidang akademik 2011/2012 Selection of candidates for undergraduate programmes at USM for the 2011/2012 academic session
7, 10, dan 11 Julai 2011 7, 10 and 11 July 2011	Lepasan STPM atau setaraf dan Lepasan Ijazah Sarjana Muda Post STPM and its equivalent and first degree holder	Pemilihan calon untuk program antarabangsa doktor perubatan USM-Karnataka Lingayat Education (KLE) dan saluran alternatif sidang akademik 2011/2012 Selection of candidates for USM-Karnataka Lingayat Education (KLE) international medical doctorate programme and alternative entry for the 2011/2012 academic session
20 Julai 2011 20 July 2011	Calon Pertimbangan Khas USM USM Special Consideration Candidates	Pemilihan calon untuk program antarabangsa doktor perubatan USM-KLE dan saluran alternatif sidang akademik 2011/2012 Selection of candidates for USM- KLE international medical doctorate programmes and alternative entry for the 2011/2012 academic session
15 Ogos 2011 15 August 2011	Calon yang layak tetapi gagal menduduki ujian pada 7, 10, dan 11 Julai 2011 Qualified candidates who were unable to attend the test 7, 10 and 11 July 2011	Pemilihan calon untuk program antarabangsa doktor perubatan USM-KLE dan saluran alternatif sidang akademik 2011/2012 Selection of candidates for USM- KLE international medical doctorate programmes and alternative entry for the 2011/2012 academic session
15 September 2011 15 September 2011	Pelajar di Kolej Pengurusan Astin, Puchong Students from Astin Management College, Puchong	Pemilihan calon untuk program Ijazah Sarjana Muda di Universiti Sains Malaysia sidang akademik 2011/2012 Selection of candidates for undergraduate programmes at USM for the 2011/2012 academic session
13 Oktober 2011 13 October 2011	Calon Pertimbangan Khas USM USM Special Consideration Candidates	Pemilihan calon untuk program usaha sama akademik bagi pengambilan sesi akademik 2011/2012 Selection of candidates for academic joint venture programmes for the 2011/2012 academic session

Pentadbiran Ujian | Administration of Tests

Bilangan pusat dan calon ujian MUnSyl tahun 2011 adalah seperti berikut:
The number of centres and candidates for the 2011 MUnSyl tests are as follows:

SESI UJIAN Test Session	BILANGAN PUSAT UJIAN Number of Test Centres	BILANGAN CALON YANG MENDAFTAR Number of Registered Candidates	BILANGAN CALON YANG HADIR Number of Candidates Present
19 Mac 2011 19 March 2011	2	2,003	1,692
21 Mac 2011 21 March 2011	1	30	30
9 April 2011 9 April 2011	197	27,957	23,190
18 April 2011 18 April 2011	2	53	53
7, 10, dan 11 Julai 2011 7, 10 and 11 July 2011	3	144	62
20 Julai 2011 20 July 2011	1	24	21
15 Ogos 2011 15 August 2011	2	10	8
15 September 2011 15 September 2011	1	60	33
13 Oktober 2011 13 October 2011	1	4	5
JUMLAH Total	210	30,285	25,094

Bilangan penjawat ujian MUnSyl tahun 2011 adalah seperti yang berikut:
The number of personnel for the 2011 MUnSYI are as follows:

SESI UJIAN Test Session	PENYELIA KAWASAN Regional Supervisor	KETUA PENGAWAS Chief Invigilator	TIMBALAN KETUA PENGAWAS Deputy Chief Invigilator	PENGAWAS Invigilator	PENGEMAS BILIK Cleaner	JUMLAH Total
19 Mac 2011 19 March 2011	4	8	-	71	-	83
21 Mac 2011 21 March 2011	-	1	-	1	-	2
9 April 2011 9 April 2011	292	191	47	1,195	7	1,732
18 April 2011 18 April 2011	-	2	-	4	-	6
7, 10, dan 11 Julai 2011 7, 10 and 11 July 2011	2	3	-	5	-	10
20 Julai 2011 20 July 2011	-	1	-	1	-	2
15 Ogos 2011 15 August 2011	-	2	-	2	-	4
15 September 2011 15 September 2011	1	1	-	2	-	4
13 Oktober 2011 13 October 2011	-	1	-	1	-	2
JUMLAH Total	299	210	47	1,282	7	1,845

SHARIAH REGISTERED FINANCIAL PLANNER (SHARIAH RFP)

Shariah Registered Financial Planner (Shariah RFP) merupakan sebuah peperiksaan profesional yang diadakan bertujuan untuk melahirkan perancang kewangan syariah dalam kalangan warga kerja terutamanya dalam sektor insurans dan kewangan. Pada tahun 2011, peperiksaan Syariah RFP telah dilaksanakan sebanyak tiga kali, iaitu pada bulan Mac, Mei, dan Ogos. Manakala, peperiksaan Syariah RFP Capstone dilaksanakan sebanyak empat kali, iaitu pada 19 Februari 2011, 2 April 2011, 2 Julai 2011, dan 29 Oktober. Bagi peperiksaan Syariah RFP Ad-Hoc USIM pula diadakan pada 19 Mei 2011 bersama-sama dengan Syariah RFP sesi Mei. Pada tahun 2011 juga, MPM telah menjalankan RFP Capstone pada 22 Oktober 2011.

SHARIAH REGISTERED FINANCIAL PLANNER (SHARIAH RFP)

The Shariah Registered Financial Planner (Shariah RFP) is a professional examination to produce shariah financial planners among those who work in the insurance and finance sectors. In 2011, three Syariah RFP examinations have been conducted, in March, May and August. Syariah RFP Capstone Programme examinations were conducted on 19 February 2011, 2 April 2011, 2 July 2011 and 29 October 2011. The Syariah RFP Ad-Hoc PNBi examinations were conducted on 19 May 2011, together with the Syariah RFP of the May session. In the same year, MEC had also conducted the RFP Capstone on 22 October 2011.

Bilangan pusat dan calon peperiksaan Syariah RFP tahun 2011 adalah seperti yang berikut:
The number of centres and candidates for the 2011 Syariah RFP examinations are as follows:

SESI UJIAN Test Session	MODUL Module	SHARIAH RFP		
		BILANGAN PUSAT UJIAN Number of Test Centres	BILANGAN CALON YANG MENDAFTAR Number of Registered Candidates	BILANGAN CALON YANG HADIR Number of Candidates Present
26 Februari 2011 26 February 2011	1	2	3	3
	4	1	2	2
27 Februari 2011 27 February 2011	2	1	1	1
5 Mac 2011 5 March 2011	3	1	1	1
	5	1	1	1
21 Mei 2011 21 May 2011	1	2	2	2
	4	1	3	3
22 Mei 2011 22 May 2011	2	1	3	3
	7	1	1	1
28 Mei 2011 28 May 2011	3	2	4	4
	5	2	3	3
6 Ogos 2011 6 August 2011	6	1	2	2
7 Ogos 2011 7 August 2011	2	2	2	2
	7	1	1	1
20 Ogos 2011 20 August 2011	3	2	3	3
	5	1	2	2
JUMLAH Total		22	34	34

SESI UJIAN Test Session	MODUL Module	SHARIAH RFP CAPSTONE PROGRAMME Shariah RFP Capstone Programme		
		BILANGAN PUSAT UJIAN Number of Test Centres	BILANGAN CALON YANG MENDAFTAR Number of Registered Candidates	BILANGAN CALON YANG HADIR Number of Candidates Present
19 Februari 2011 19 February 2011	8	3	20	19
2 April 2011 2 April 2011	8	3	36	34
2 Jun 2011 2 June 2011	8	2	13	13
29 Oktober 2011 29 October 2011	8	6	67	67
JUMLAH Total		14	136	133

SESI UJIAN Test Session	MODUL Module	SHARIAH RFP (AD-HOC USIM) Shariah RFP (Ad-Hoc USIM)		
		BILANGAN PUSAT UJIAN Number of Test Centres	BILANGAN CALON YANG MENDAFTAR Number of Registered Candidates	BILANGAN CALON YANG HADIR Number of Candidates Present
19 Mei 2011 19 May 2011	6	1	14	14
JUMLAH Total		1	14	14

SESI UJIAN Test Session	MODUL Module	RFP CAPSTONE RFP Capstone		
		BILANGAN PUSAT UJIAN Number of Test Centres	BILANGAN CALON YANG MENDAFTAR Number of Registered Candidates	BILANGAN CALON YANG HADIR Number of Candidates Present
22 Oktober 2011 22 October 2011	9	1	27	26
JUMLAH Total		1	27	26

Bilangan penjawat peperiksaan Shariah RFP tahun 2011 mengikut sesi adalah seperti yang berikut:
The number of personnel for the 2011 Shariah RFP are as follows:

SHARIAH RFP Shariah RFP				
SESI UJIAN Test Session	PENYELIA KAWASAN Regional Supervisor	KETUA PENGAWAS Chief Invigilator	PENGAWAS Invigilator	JUMLAH Total
Februari 2011 February 2011	1	2	2	5
Mei 2011 May 2011	-	3	3	6
Ogos 2011 August 2011	-	1	1	2
JUMLAH Total	1	6	6	13

SHARIAH RFP CAPSTONE Shariah RFP Capstone				
SESI UJIAN Test Session	PENYELIA KAWASAN Regional Supervisor	KETUA PENGAWAS Chief Invigilator	PENGAWAS Invigilator	JUMLAH Total
19 Februari 2011 19 February 2011	-	3	3	6
2 April 2011 2 April 2011	-	3	3	6
2 Julai 2011 2 July 2011	-	2	2	4
29 Oktober 2011 29 October 2011	-	6	8	14
JUMLAH Total	0	14	16	30

SHARIAH RFP AD-HOC USIM Shariah RFP Ad-Hoc USIM				
SESI UJIAN Test Session	PENYELIA KAWASAN Regional Supervisor	KETUA PENGAWAS Chief Invigilator	PENGAWAS Invigilator	JUMLAH Total
19 Mei 2011 19 May 2011	-	1	1	2
JUMLAH Total	0	1	1	2

RFP CAPSTONE RFP Capstone				
SESI UJIAN Test Session	PENYELIA KAWASAN Regional Supervisor	KETUA PENGAWAS Chief Invigilator	PENGAWAS Invigilator	JUMLAH Total
22 Oktober 2011 22 October 2011	-	1	1	2
JUMLAH Total	0	1	1	2

MALAYSIAN INFORMATION TECHNOLOGY PROFESSIONAL EXAMINATION (MITPE)

MITPE ialah peperiksaan untuk mengukur tahap kompetensi para profesional dalam bidang Teknologi Maklumat (IT) di Malaysia yang merupakan sebuah program yang dijalankan bersama dan diiktiraf oleh nama Japan Information Technology Engineers Certification (JITEC-IPA) daripada Kementerian Perdagangan dan Industri (METI), Jepun. Mereka yang lulus peperiksaan ini akan secara automatiknya diiktiraf sebagai para profesional IT yang berkecualan di negara-negara seperti Jepun, India, Singapura, Korea, China, Filipina, Thailand, Vietnam, Myanmar, Taiwan, dan Malaysia.

MITPE dikendalikan oleh MPM sejak tahun 2005 bagi pihak Multimedia Technology Enhancement Operations Sdn. Bhd. (METEOR). METEOR bertanggungjawab mengurus pendaftaran calon dan menyediakan kertas peperiksaan ini. MPM pula bertanggungjawab mencetak, membungkus, dan mengedarkan kertas peperiksaan, mentadbirkan peperiksaan, serta mencetak dan mengedarkan slip keputusan peperiksaan calon.

Pada tahun 2011, tiada peperiksaan MITPE dijalankan kerana tiada calon yang mendaftar untuk menduduki peperiksaan tersebut.

MALAYSIAN INFORMATION TECHNOLOGY PROFESSIONAL EXAMINATION (MITPE)

MITPE is an examination to assess the level of competency of Information Technology (IT) professionals in Malaysia. It is recognised by the Japan Information Technology Engineers Certification (JITEC-IPA) from the Ministry of Trade and Industry (METI), Japan. Those who succeed in this examination will automatically be recognised as qualified IT professionals in countries such as Japan, India, Singapore, Korea, China, Philipines, Thailand, Vietnam, Myanmar, Chinese Taipei and Malaysia.

MITPE has been conducted by MEC since 2005 on behalf of Multimedia Technology Enhancement Operations Sdn. Bhd. (METEOR). METEOR is responsible for the registration of candidates and the preparation of the examination papers, while MEC is responsible for the printing, packaging and distribution of the examination papers, administration of the examination and printing and distribution of the examination result slips.

In 2011, no MITPE examination was carried out as no candidate registered for the examination.

CAREER SELECTION INVENTORY FOR MALAYSIAN (CaSIM)

Ujian Career Selection Inventory for Malaysian (CaSIM) ialah satu instrumen pengukuran psikometrik untuk mengukur keserasian antara ciri individu dengan ciri bidang pengajian dan/atau bidang pekerjaan. Ianya terbahagi kepada dua, iaitu CaSIM I dan CaSIM II.

CaSIM I ialah instrumen pengukuran psikometrik untuk mengukur keserasian antara ciri individu dengan bidang pengajian atau jurusan latihan yang boleh digunakan institusi pengajian tinggi atau pusat latihan untuk menyaring pengambilan calon yang memohon melanjutkan pelajaran atau mengikuti kursus di institusi mereka.

CaSIM II ialah instrumen pengukuran psikometrik untuk mengukur keserasian antara ciri individu dengan bidang pekerjaan yang boleh digunakan oleh majikan bagi menyaring pengambilan staf, membuat penempatan staf, dan merancang modal insan organisasi dengan mengambil kira faktor psikometrik staf. Instrumen ini dibangunkan oleh satu jawatankuasa yang dianggotai pakar psikometrik dari beberapa buah universiti awam tempatan.

Pada tahun 2011, hanya satu sesi ujian CaSIM II dijalankan bagi pihak Razak School of Government (RSOG). Ujian telah dijalankan di Pusat Latihan PETRONAS (PERMATA), Bangi, pada 27 Oktober 2011, jam 3:00 petang. Seramai 43 orang calon telah menduduki ujian ini. Seorang Ketua Pengawas dan seorang pengawas telah dilantik untuk mengurus sesi ujian ini.

CAREER SELECTION INVENTORY FOR MALAYSIAN (CaSIM)

The Career Selection Inventory for Malaysians (CaSIM) is a psychometric instrument to measure the compatibility between individual characteristics and the field of study/employment. It is divided into two, namely CaSIM I and CaSIM II.

CaSIM I is a psychometric measurement instrument to measure the compatibility between individual characteristics and the field of study or training that can be used by institutions of higher education or training centres to shortlist candidates applying to further their studies or applying for courses at these institutions.

CaSIM II is a psychometric instrument to measure the compatibility between individual characteristics and the field of employment. This can be used by employers to screen staff recruited, relocate staff, and plan human capital intake by taking into account the psychometric factors of the staff. This instrument was developed by a committee comprising of psychometric experts from a few local public universities.

In 2011, only one CaSIM II test was conducted for the Razak School of Government (RSOG). The test was conducted at the PETRONAS Training Centre (PERMATA), Bangi, on 27 October 2011, at 3:00 pm. A total of 43 candidates sat for the test. A Chief Invigilator and an invigilator were appointed to manage this test.

PENINGKATAN PROFESIONALISME MODAL INSAN

Professional Development
of Human Capital

PENINGKATAN PROFESIONALISME MODAL INSAN

Professional Development of Human Capital

Kursus yang Dihadiri oleh Staf MPM
Courses Attended by MEC Staff

BIL. No.	NAMA KURSUS Course	TARIKH Date	ANJURAN Organiser
1	Tahsin Pegawai dan Staf Kementerian Pelajaran Malaysia (KPM) Ke-21 Tahun 2011 21st Quran Recitation for Ministry of Education (MOE) Officers and Staff Year 2011	11 Januari 2011 11 January 2011	Bahagian Pendidikan Islam (BPI), KPM Islamic Education Division, MOE
2	Kepimpinan dan Penyeliaan Berkesan Effective Leadership and Supervision	7 – 10 Februari 2011 7 – 10 February 2011	Institut Tadbiran Awam Negara (INTAN) Kampus Wilayah Timur (INTIM) National Institute of Public Administration (INTAN) Eastern Regional Campus (INTIM)
3	English GRAMMAR untuk Pegawai Kumpulan Pengurusan dan Profesional English Grammar for Professional and Management Officers	11 dan 24 Februari 2011 11 and 24 February 2011 4, 11, dan 24 Mac 2011 4, 11 and 24 March 2011 20 Mei 2011 20 May 2011 3, 7, 24, dan 30 Jun 2011 3, 7, 24 and 30 June 2011 8 Julai 2011 8 July 2011	Majlis Peperiksaan Malaysia (MPM) Malaysian Examinations Council (MEC)
4	Penyata Kewangan Badan Berkanun Persekutuan (BBP) Federal Statutory Body Financial Statement	21 – 25 Februari 2011 21 – 25 February 2011	Akademi Audit Negara (AAN) National Audit Academy
5	Pentadbiran dan Perundangan (Pengambilan Tanah) untuk Kakitangan Pelbagai Kementerian/ Jabatan/Agensi (TB01/11) bagi Gred 17 – XX) Administration and Land Legislation (Land Acquisition) for Staff at Various Ministries/ Departments/Agencies	28 Februari – 4 Mac 2011 28 February – 4 March 2011	Institut Tanah dan Ukur Negara (INSTUN) National Institute of Land and Survey
6	Better Spoken English Better Spoken English	28 Februari – 3 Mac 2011 28 February – 3 March 2011	Institut Latihan Islam Malaysia (ILIM) Malaysian Islamic Training Institute
7	Keselamatan Perlindungan Modul Bengkel Keselamatan Fizikal Siri 1/2011 Protection Security (Physical Safety Module Workshop) Series 1/2011	1 – 3 Mac 2011 1 – 3 March 2011	Pejabat Ketua Pegawai Keselamatan Kerajaan (KPKK) Malaysia Office of the Government Chief Security Officer, Malaysia
8	Perakaunan Bayaran Kerajaan Government Payment Accounts	7 – 9 Mac 2011 7 – 9 March 2011	Institut Perakaunan Negara (IPN) National Accounting Institute
9	Pra Persaraan bagi Bakal Pesara dan Bengkel Pengurusan Pencen bagi Pengurus Sumber Manusia/Perkhidmatan Pre-Retirement for Future Pensioners and Workshop on Pension Management for Manager of Human Resource/Service	13 – 15 Mac 2011 13 – 15 March 2011	Baraqqah Ikhtiar Consultancy
10	Curriculum Development Workshop Curriculum Development Workshop	16 – 18 Mac 2011 16 – 18 March 2011	Talent Enhancement Academy, Universiti Kebangsaan Malaysia (UKM)

BIL. No.	NAMA KURSUS Course	TARIKH Date	ANJURAN Organiser
11	Perbandingan Agama Comparison in Religion	21 – 24 Mac 2011 21 – 24 March 2011	ILIM ILIM
12	Pengukuhan Integriti Sektor Awam Bil. 1/2011 Strengthening Public Sector Integrity No. 1/2011	22 – 25 Mac 2011 22 – 25 March 2011	INTAN, Bukit Kiara
13	Jurulatih Seni Budaya Negara (JSBN) Bil. 1/2011 Teater dan Muzik Tahap II National Coach for Culture and Arts No. 1/2011 (Music and Theatre Stage II)	24 – 29 Mac 2011 24 – 29 March 2011	Jabatan Kebudayaan dan Kesenian Negara (JKKN) National Culture and Arts Department
14	Pengurusan Strategik Bil. 1/2011 Strategic Management No. 1/2011	28 Mac – 1 April 2011 28 March – 1 April 2011	INTAN, Bukit Kiara
15	Training Oracle 11g DB Training Oracle 11g DB	4 – 6 April 2011 4 – 6 April 2011 13 – 14 April 2011 13 – 14 April 2011	eNCoral Digital Solutions
16	Pemikiran Kreatif Bil. 2/2011 Creative Thinking No. 2/2011	4 – 7 April 2011 4 – 7 April 2011	INTAN, Kampus Wilayah Tengah (INTENGAH) INTAN, Central Regional Campus (INTENGAH)
17	Microsoft Project 2007 Step by Step Bil. 2/2011 Microsoft Project 2007 Step by Step No. 2/2011	12 – 14 April 2011 12 – 14 April 2011	INTAN, Bukit Kiara
18	International English Language Teaching Conference 2011 International English Language Teaching Conference 2011	13 – 15 April 2011 13 – 15 April 2011	Penang English Language Learning & Teaching Association (PELLTA)
19	Kebekerkesanan Penilaian Peserta Program Bimbingan Seni Budaya Negara Peringkat Wilayah Persekutuan Kuala Lumpur The Effectiveness of Participants Evaluation, National Culture Coaching Programme, Federal Territory of Kuala Lumpur Level	16 – 17 April 2011 16 – 17 April 2011	Jabatan Kebudayaan dan Kesenian Negara (JKKN) National Culture and Arts Department
20	Metodologi Penyelidikan Research Methodology	18 – 29 April 2011 18 – 29 April 2011	INTAN, Bukit Kiara
21	Penyelenggaraan Bangunan dan Harta Property and Building Maintenance	19 – 21 April 2011 19 – 21 April 2011	FNR Consultants
22	Perancangan dan Strategik Strategic and Planning	3 – 4 Mei 2011 3 – 4 May 2011	MPM MEC
23	Kreativiti di Tempat Kerja Bil.1/2011 Creativity in the Workplace No. 1/2011	3 – 6 Mei 2011 3 – 6 May 2011	INTENGAH
24	Pengurusan Perolehan Awam Bil. 3/2011 Public Sector Procurement Management No. 3/2011	9 – 12 Mei 2011 9 – 12 May 2011	INTENGAH
25	Laporan Penilaian Prestasi (LNPT) Secara Atas Talian Menggunakan Sistem HRMIS Annual Performance Evaluation Report using the Online HRMIS System	9 – 10 Mei 2011 9 – 10 May 2011	Cawangan Pengurusan Maklumat, Bahagian Pengurusan Sumber Manusia (BPSM), Kementerian Pelajaran Malaysia (KPM) Information Management Branch Human Resource Management Division, Ministry of Education
26	Perkhidmatan Pelanggan yang Berbudi Bahasa Siri 4/2011 Customer Service Courteous Series 4/2011	9 – 13 Mei 2011 9 – 13 May 2011	INTENGAH
27	Pengurusan Projek Landskap Landscape Project Management	9 – 13 Mei 2011 9 – 13 May 2011	INTAN, Bukit Kiara
28	Pemprosesan Data dan Analisis Data Menggunakan Komputer SPSS Processing and Analysing Data Using SPSS	9 – 20 Mei 2011 9 – 20 May 2011	INTAN, Bukit Kiara

BIL. No.	NAMA KURSUS Course	TARIKH Date	ANJURAN Organiser
29	Laporan Pengisytiharan Harta Secara Talian Menggunakan Sistem HRMIS Declaration of Assets via Online HRMIS System	11 – 12 Mei 2011 11 – 12 May 2011	Cawangan Pengurusan Maklumat, BPSM, KPM Information Management Branch Human Resource Management Division, Ministry of Education
30	Nilai dan Etika Value and Ethics	23 – 25 Mei 2011 23 – 25 May 2011	INTAN, Bukit Kiara
31	Penulisan Teks Ucapan dan Pengucapan Awam Bil. 1/2011 Speech Writing and Public Speaking No. 1/2011	24 – 26 Mei 2011 24 – 26 May 2011	INTENGAH
32	Pembangunan Sumber Manusia Melalui Kaunseling Human Resource Development Through Counselling	30 Mei 2011 30 May 2011	Bahagian Pendidikan Guru (BPG), KPM BPG, MOE
33	Kesedaran Keselamatan siri 4/2011 Safety Awareness 4/2011 series	7 – 9 Jun 2011 7 – 9 June 2011	Pejabat KPKK Malaysia Office of the Government Chief Security Officer, Malaysia
34	Protokol dan Pengurusan Majlis KPM Protocol and MOE's Ceremony Management	10 – 12 Jun 2011 10 – 12 June 2011	Bahagian Khidmat Pengurusan (BKPM), KPM Management Services Division, MOE
35	Dasar dan Peraturan Kewangan (Arahan Perbendaharaan) serta Pengurusan Bajet Finance Rules and Policy (Tresury Directires) and Budget Management	13 Jun 2011 13 June 2011	BPG, KPM BPG, MOE
36	Latihan Simulasi Pementoran dan Pemantauan Pementoran di MPM Mentor Simulation Training and Mentor Supervision in MEC	20 Jun 2011 20 June 2011	MPM MEC
37	Keselamatan Perlindungan Modul Bengkel Keselamatan Fizikal Siri 2/2011 Protection Security Physical Security Module Workshop Series 2/2011	21 – 23 Jun 2011 21 – 23 June 2011	Pejabat KPKK Malaysia Office of the Government Chief Security Officer, Malaysia
38	Penulisan Laporan dan Kertas Cadangan Berkualiti Bil. 2/2011 Writing Quality Report and Proposals No. 2/2011	21 – 23 Jun 2011 21 – 23 June 2011	INTENGAH
39	Pemikiran Kreatif Bil. 3/2011 Creative Thinking No. 3/2011	27 – 30 Jun 2011 27 – 30 June 2011	INTENGAH
40	Latihan Asas Perniagaan Basic Business Training	27 Jun – 1 Julai 2011 27 June – 1 July 2011	NEDS Resources NEDS Resources
41	Keselamatan Perlindungan Modul Kursus Asas Kawalan Keselamatan (SGC 1010) Siri 3/2011 Protection Security Basic Safety Control Course (SGC 1010) Module Series 3/2011	4 – 8 Julai 2011 4 – 8 July 2011	Pejabat KPKK Malaysia Office of the Government Chief Security Officer, Malaysia
42	Assessment and Evaluation Symposium Assessment and Evaluation Symposium	6 – 8 Julai 2011 6 – 8 July 2011	British Council
43	Practical Rasch Measurement – Further Topic (kursus dijalankan secara dalam talian) Practical Rasch Measurement – Further Topic (course conducted via on-line)	8 Julai – 5 Ogos 2011 8 July – 5 August 2011	Statistic.Com
44	Kumpulan Inovatif dan Kreatif Bil. 4/2011 Creative and Innovative Group No. 4/2011	11 – 14 Julai 2011 11 – 14 July 2011	INTENGAH
45	Perakaunan Bayaran Kerajaan Government Payment Account	18 – 20 Julai 2011 18 – 20 July 2011	Institut Perakaunan Negara (IPN) National Accountancy Institute
46	Kepimpinan Integrasi Integration Leadership	18 – 20 Julai 2011 18 – 20 July 2011	INTAN, Bukit Kiara

BIL. No.	NAMA KURSUS Course	TARIKH Date	ANJURAN Organiser
47	Latihan Keselamatan Kebakaran Siri 2 KPM MOE Fire Drill Series 2	19 – 20 Julai 2011 19 – 20 July 2011	KPM MOE
48	English for Meeting untuk Pegawai-pegawai Bahagian di KPM Tahun 2011 'English for Meeting' for Division Officers of MOE Year 2011	20 Julai 2011 20 July 2011	KPM MOE
49	Standard Setting Standard Setting	22 Julai 2011 22 July 2011	MPM MEC
50	Audit Dalaman MS ISO 9001:2008 Internal Audit MS ISO 9001:2008	25 – 26 Julai 2011 25 – 26 July 2011	SIRIM Berhad
51	Business Continuity Management (BCM) Business Continuity Management (BCM)	25 – 26 Julai 2011 25 – 26 July 2011	MPM MEC
52	Outcome Based Education Outcome Based Education	27 – 29 Julai 2011 27 – 29 July 2011	Universiti Kebangsaan Malaysia (UKM)
53	Pengukuran dan Penilaian Pendidikan untuk Pegawai Baharu MPM Education Measurement and Evaluation for New Officer of MEC	1 – 4 Ogos 2011 1 – 4 August 2011	MPM MEC
54	Pengurusan Integriti Sektor Awam untuk Pegawai-Pegawai di Bahagian-Bahagian Bil. 1/2011 KPM Public Sector Integrity Management for Officers from Divisions of the Ministry of Education No. 1/2011	9 Ogos 2011 9 August 2011	KPM MOE
55	Pengurusan Risiko dan Krisis Risk and Crisis Management	20 – 23 September 2011 20 – 23 September 2011	INTAN, Bukit Kiara
56	Kumpulan Inovatif dan Kreatif Bil. 5/2011 Creative and Innovative Group No. 5/2011	26 – 29 September 2011 26 – 29 September 2011	INTENGAH
57	CCNA Exploration 1: Network Fundamentals CCNA Exploration 1: Network Fundamentals	26 – 30 September 2011 26 – 30 September 2011	INTAN, Bukit Kiara
58	Penilaian Keberkesanan Latihan dan Peningkatan Keberkesanan Latihan Evaluation of Training Effectiveness and Enhancement the Effectiveness of Training	4 – 5 Oktober 2011 4 – 5 October 2011	HPI Consultants Sdn. Bhd.
59	Pengharmonian Sistem Klasifikasi Fail MPM Harmonization MEC File Classification System	10 – 12 Oktober 2011 10 – 12 October 2011	Arkib Negara National Archives of Malaysia
60	Penyampaian Perkhidmatan Berkesan Effective Service Delivery	10 – 12 Oktober 2011 10 – 12 October 2011	INTAN, Bukit Kiara
61	Falak Modul Arah Qiblat Module Direction	10 – 12 Oktober 2011 10 – 12 October 2011	Bahagian Falak, Jabatan Mufti Negeri Selangor Falak Division, Selangor State Mufti Department
62	Perundingan Berkesan Effective Negotiation	11 – 13 Oktober 2011 11 – 13 October 2011	INTAN, Bukit Kiara
63	Pengurusan Perkhidmatan dan Pentadbiran Pejabat bagi Kumpulan Gred 17 dan 22 Service Management and Office Administration for Grade 17 and 22 staff	12 – 13 Oktober 2011 12 – 13 October 2011	MPM MEC
64	Pengurusan Fail dan Rekod untuk Pembantu Am Pejabat File and Record Management for General Office Assistants	17 Oktober 2011 17 October 2011	MPM MEC
65	Effective Writing Skills Effective Writing Skills	17 – 21 Oktober 2011 17 – 21 October 2011	Institut Diplomasi dan Hubungan Luar Negeri (IDFR) Malaysia Institute of Diplomacy and Foreign Relations (IDFR) Malaysia

BIL. No.	NAMA KURSUS Course	TARIKH Date	ANJURAN Organiser
66	Penataran Bahasa Melayu dan Penulisan Dokumen Rasmi Sektor Awam Bahasa Melayu Enhancement and Writing Official Documents for Public Service	19 – 20 Oktober 2011 19 – 20 October 2011	Yayasan Amanah Latihan Berkanun Statutory Training Foundation Trust
67	Pengurusan Kewangan dan Perakaunan Sekolah School Accounting and Finance Management	19 – 20 Oktober 2011 19 – 20 October 2011	MPM MEC
68	Perolehan, Bayaran, dan Daftar Bil Procurement, Payment and Bill Registration	20 Oktober 2011 20 October 2011	MPM MEC
69	Kaunseling Tahap I bagi AKRAB (Rakan Pembimbing Perkhidmatan Awam) Level I Counselling for AKRAB (Public Service Peer Guidance)	8 – 11 November 2011 8 – 11 November 2011	MPM MEC
70	Pengurusan Integriti Sektor Awam Untuk Pegawai Bahagian-Bahagian di KPM Public Sector Integrity Management for Officers from Division in the Ministry of Education	10 November 2011 10 November 2011	KPM MOE
71	Hornby Trust Regional School Assessing Young Learners: Classroom – Based Approaches Hornby Trust Regional School Assessing Young Learners: Classroom – Based Approaches	14 – 18 November 2011 14 – 18 November 2011	British Council
72	Pengurusan Konflik Bil. 2/2011 Conflict Management No. 2/2011	15 – 18 November 2011 15 – 18 November 2011	INTAN, Bukit Kiara
73	Perkhidmatan Pelanggan yang Berbudi Bahasa Siri 3/2011 Courteous Customer Service 3/2011 series	21 – 25 November 2011 21 – 25 November 2011	INTAN, Bukit Kiara
74	Penyeliaan Berkesan bagi staf gred 22 hingga 38 Effective Supervision for grade 22 to 38 staff	29 dan 30 November 2011 29 and 30 November 2011	MPM MEC
75	Professional English Skills – Effective Public Speaking bagi latihan Pegawai Kanan, Eksekutif Pelapis, dan Pegawai Pakar Kementerian Professional English Skills – Effective Public Speaking training for Senior Officers, Junior Executive, and Ministry Experts	7 Disember 2011 7 December 2011	BPG, KPM BPG, MOE
76	Asas Word Word Basic	13, 14, 19, dan 20 Disember 2011 13, 14, 19 and 20 December 2011	MPM MEC
77	Pemikiran Kreatif dan Penyelesaian Masalah untuk Pegawai di Bahagian-Bahagian Kementerian Pelajaran Malaysia Creative Thinking and Problem Solving for Officers from Divisions in the Ministry of Education	15 Disember 2011 15 December 2011	BPG, KPM BPG, MOE
78	Asas Excel Basic Excel	15, 16, 21, dan 22 Disember 2011 15, 16, 21 and 22 December 2011	MPM MEC

Seminar dan Persidangan yang Dihadiri oleh Staf MPM
Seminar and Conferences Attended by MEC Staff

BIL. No.	NAMA SEMINAR/PERSIDANGAN Seminar/Conference	TARIKH Date	ANJURAN Organiser
1	Standardization of Awards Between Subjects Standardization of Awards Between Subjects	7 Februari 2011 7 February 2011	MPM MEC
2	Deskriptif Audio Audio Descriptive	25 Februari 2011 25 February 2011	Majlis Kebangsaan bagi Orang Buta Malaysia (NCBM) National Council for the Blind, Malaysia (NCBM)
3	Program L.I.P.S Workshop untuk Pegawai Eksekutif/Pembantu Khas L.I.P.S Workshop for Executives/Special Assistants	31 Mac 2011 31 March 2011	Cenderawasih Event, UiTM
4	"Wanita dan Cabaran Aliran Pascamodenisme: Penilaian dari Perspektif Islam" Women and Postmodernism Challenge: Evaluation from an Islamic Perspective	19 – 20 April 2011 19 – 20 April 2011	Institut Kefahaman Islam Malaysia (IKIM) Institute of Islamic Understanding Malaysia
5	Kecemerlangan Setiausaha dan Pembantu Tadbir Excellence of Secretaries and Administrative Assistants	26 – 27 April 2011 26 – 27 April 2011	Unit Latihan, Universiti Sains Malaysia (USM) Training Unit, Universiti Sains Malaysia (USM)
6	Program "Wanita Unggul & Trampil.... Aspirasiku" "Wanita Unggul & Trampil....Aspirasiku" Programme	28 April 2011 28 April 2011	Baseerah Resources
7	"National Higher Education Symposium 2011: Corporate Strategy & Performance Management" National Higher Education Symposium 2011: Corporate Strategy & Performance Management	22 – 23 Jun 2011 22 – 23 June 2011	Universiti Islam Antarabangsa (UIAM) International Islamic University of Malaysia (IIUM)
8	Konvensyen Kewangan Islam 2011 Islamic Finance Convention 2011	7 Mei 2011 7 May 2011	Persatuan Ulama' Malaysia Cawangan Selangor Ulama Association of Malaysia, Selangor Branch
9	Mesra Pelanggan Siri 8/2011 Peringkat KPM (Semenanjung Malaysia) Customer Friendly 8/2011 series, Ministry of Education Stage	7 Jun 2011 7 June 2011	Unit Komunikasi Korporat, KPM dengan Kerjasama INTAN Corporate Communication Unit, Ministry of Education in collaboration with INTAN
10	Tajaan ke Persidangan Kalkulator Grafik Kebangsaan ke-4 (NCGC 2011) Sponsorship to 4 th National Conference on Graphic Calculator (NCGC 2011)	21 – 23 Jun 2011 21 – 23 June 2011	Pusat Sains Matematik, USM Mathematical Science Centre, USM
11	Invitation for Certificate Presentation by Department of Standards Malaysia and Seminar on Information Security Management System(ISO 27001) Invitation for Certificate Presentation by Department of Standards Malaysia and Seminar on Information Security Management System (ISO 27001)	13 Julai 2011 13 July 2011	SIRIM QAS Internasional Sdn. Bhd.
12	Majlis INTAN Financial Executive Talk: Kecemerlangan Kerajaan membetulkan yang biasa, membiasakan yang betul INTAN Financial Executive Talk: Government Excellence in making the familiar correct, familiarizing what is correct	28 Julai 2011 28 July 2011	INTAN

BIL. No.	NAMA SEMINAR/PERSIDANGAN Seminar/Conference	TARIKH Date	ANJURAN Organiser
13	Gagasan 1 Malaysia Gagasan 1 Malaysia	12 Ogos 2011 12 August 2011	BPI, KPM Islamic Education Division, MOE
14	"International Conference on Measurement and Evaluation in Education (ICMEE) 2011" International Conference on Measurement and Evaluation in Education (ICMEE) 2011	9 – 12 Oktober 2011 9 – 12 October 2011	Pusat Pengajian Ilmu Pendidikan, Universiti Sains Malaysia (USM) School of Educational Studies, Universiti Sains Malaysia (USM)
15	Program Hari Terbuka INTAN Sempena Gemburee INTAN 2011: "Pemimpin Minda Mendepan Arus Perubahan" INTAN Open Day Programme in Cunjunction with INTAN 2011 Jamboree: "Mind Leader Facing Changes"	12 September 2011 12 September 2011	INTAN, Bukit Kiara
16	Hari Inovasi INTAN INTAN Innovation Day	15 September 2011 15 September 2011	INTAN, Bukit Kiara
17	International Forum on Women in Science & Technology in Muslim Countries International Forum on Women in Science & Technology in Muslim Countries	20 – 22 September 2011 20 – 22 September 2011	International Forum on Women in Science & Technology c/o Academy of Sciences Malaysia
18	Technology Update Siri 7/2011: "Smarts Organisation Suite" Technology Update 7/2011 Series: Smarts Organisation Suite	27 September 2011 27 September 2011	INTAN, Bukit Kiara
19	Asia Pacific Conference on Educational Management and Leadership (APCEMaL 2011) Asia Pacific Conference on Educational Management and Leadership (APCEMaL 2011)	29 November – 1 Disember 2011 29 November – 1 December 2011	Universiti Pendidikan Sultan Idris (UPSI)
20	Invitation for Network Security & Performance Beyond Invigation Invitation for Network Security & Performance Beyond Invigation	1 Disember 2011 1 December 2011	eNCoral Digital Solutions



Bengkel yang Dihadiri oleh Staf MPM
Workshops Attended by MEC Staff

BIL. No.	NAMA BENGKEL Workshop	TARIKH Date	ANJURAN Organiser
1	Rasch Facet Staf Appraisal 2010 Staff Appraisal Facet Rasch 2010	7 dan 10 Mac 2011 7 and 10 March 2011	MPM MEC
2	Bahasa Melayu (Penulisan) Bahasa Melayu (Writing)	15 dan 16 Mac 2011 15 and 16 March 2011	Institut Terjemahan Negara Malaysia (ITNM) National Institute of Translation Malaysia
3	Knowledge Management Knowledge Management	28 Feb – 3 Mac 2011 28 Feb – 3 March 2011	INTAN, Bukit Kiara
4	Latihan Facet Analysis Berdasarkan Data MUET Pertengahan Tahun 2010 Facet Analysis Training Based on Mid 2010 MUET Data	5 – 6 April 2011 5 – 6 April 2011	MPM MEC
5	Sistem Klasifikasi Fail KPM MEC File Classification System	19 – 21 April 2011 19 – 21 April 2011	KPM MOE
6	Pengurusan Berkualiti (Star Rating) KPM Ministry of Education Quality Management (Star Rating)	21 – 23 April 2011 21 – 23 April 2011	BKP, KPM Management Services Division, MOE
7	Taklimat dan Bengkel Perlaksanaan Sistem Pengurusan Audit Nilai dalam Perkhidmatan Awam di Agensi Kerajaan Briefing and Workshop on Implementation of Value Audit Management System of the Public Sector in Government Agencies	9 – 10 Mei 2011 9 – 10 May 2011	Bahagian Psikologi dan Kaunseling (BPsk), KPM Division of Psychology and Counseling, MOE
8	20 th Melita International Conference 2011: English Language Education And Global Learning: Policy, Practice and Performance 20 th Melita International Conference 2011: English Language Education And Global Learning: Policy, Practice and Performance	30 Mei – 1 Jun 2011 30 May – 1 June 2011	Malaysian English Language Teaching Association (MELTA)
9	Pengemaskinian Maklumat bagi Kriteria Pengurusan Pelanggan Sistem Star Rating KPM Information Update for Ministry of Education Customer Management Criteria in the Star Rating System	13 – 15 Jun 2011 13 – 15 June 2011	Unit Komunikasi Korporat, KPM Corporate Communication Unit, MOE
10	Dokumen Spesifikasi Keperluan Aplikasi Application Specification Requirement Document	17 – 19 Jun 2011 17 – 19 June 2011	eNCoral Digital Solutions
11	Mempromosi Perkhidmatan LPPKN melalui Program Kesihatan Bergerak Promoting LPPKN's Services through Mobile Health Programme	21 Jun 2011 21 June 2011	Klinik Nur Sejahtera Selayang, Lembaga Penduduk dan Pembangunan Negara Nur Sejahtera Clinic, National Population and Family Development Board
12	Taklimat dan Bengkel Kerja Pelaksanaan Modul Pengurusan Prestasi – Sub Modul Laporan Prestasi Tahunan (LNPT) bagi Bahagian- Bahagian KPM Briefing and Performance Management Module Implementation Workshop – Annual Performance Report Sub Module for the divisions in the Ministry of Education	19 – 22 Julai 2011 19 – 22 July 2011	KPM MOE
13	Latihan Facet Analysis (Sambungan) Facet Analysis Training (Continuation)	15, 24, dan 25 Ogos 2011 15, 24 and 25 August 2011	MPM MEC

BIL. No.	NAMA BENGKEL Workshop	TARIKH Date	ANJURAN Organiser
14	Reka Bentuk Skrin Screen Design	23 – 27 September 2011 23 – 27 September 2011	eNCoral Digital Solutions
15	Latihan untuk Mengoperasi Winsteps dan Menganalisis Data bagi Soalan Aneka Pilihan Training for Winsteps Operation and Data Analysis for Multiple Choice Questions	7 September 2011 7 September 2011	MPM MEC
16	Latihan untuk Mengoperasi Winsteps untuk Menganalisis Data Rating Scales Training for Winsteps Operation to Analyse Data Rating Scales	22 September 2011 22 September 2011	MPM MEC
17	Latihan Analisis untuk Standard Setting dan Pengoperasian Winsteps serta Analisis Data Untuk Partial Credit Model Analysis Training for Standard Setting and Winsteps Operation as well as Data Analysis for Partial Credit Model	1 – 3 November 2011 1 – 3 November 2011	MPM MEC
18	Penterjemahan Bahasa Arab Arabic Translation	10 – 14 Oktober 2011 10 – 14 October 2011	Institut Terjemahan Negara Malaysia (ITNM) National Institute of Translation Malaysia



Kursus The Development and Administration of Examinations anjuran University of Cambridge Local Examinations Syndicate (UCLES) di Cambridge Assessment, United Kingdom
The Development and Administration of Examinations Course organized by University of Cambridge Local Examinations Syndicate (UCLES) at Cambridge Assessment, United Kingdom

Ceramah yang Dihadiri oleh Staf MPM
Talks Attended by MEC Staff

BIL. No.	NAMA CERAMAH Talk	TARIKH Date	ANJURAN Organiser
1	Pro-Parenting Pro-Parenting	17 Januari 2011 17 January 2011	BKSSK, MPM Staff Welfare, Culture and Sports Body, MEC
2	Bicara Wahyu Bil. 1/2011 "Muhammad di dalam Bible dan Kitab-Kitab Terdahulu" Dialogue No.1/2011: "Muhammad in the Bible and previous holy books"	11 Februari 2011 11 February 2011	BPI, KPM Islamic Education Division, MOE
3	Bicara Wahyu Bil. 2/2011 "Anak Soleh Anak Toleh" Dialogue No. 2/2011: "Anak Soleh Anak Toleh"	11 Mac 2011 11 March 2011	BPI, KPM Islamic Education Division, MOE
4	Program Pementoran Mentor Programme	23 Mac 2011 23 March 2011	MPM MEC
5	Maulidur Rasul Maulidur Rasul	31 Mac 2011 31 March 2011	MPM MEC
6	Bicara Wahyu Bil. 3/2011 "Nikah Itu Sunnah Nabi" Dialogue No. 3/2011: "Marrying is Prophet's Sunnah"	8 April 2011 8 April 2011	BPI, KPM Islamic Education Division, MOE
7	Bicara Wahyu Bil. 4/2011 "Saya yang Menurut Perintah" Dialogue No. 4/2011: "Saya yang Menurut Perintah"	6 Mei 2011 6 May 2011	BPI, KPM Islamic Education Division, MOE
8	Soft – Skill: Instrument MY 3S Soft – Skill: Instrument MY 3S	18 Mei 2011 18 May 2011	MPM MEC
9	Soft – Skill: Kemahiran Generik Pelajar-Pelajar Sekolah Kerajaan di Malaysia Soft – Skill: Generic Skills of Government School Students in Malaysia	20 Mei 2011 20 May 2011	MPM MEC
10	Fire Prevention Awareness Fire Prevention Awareness	24 Mei 2011 24 May 2011	Fire Prevention Centre
11	Program Tempat Kerja Bebas Dadah (Sektor Awam) Drug Free Work Place Programme (Public Sector)	26 Mei 2011 26 May 2011	MPM MEC
12	Tentang Pendedahan PBS, Standard Prestasi, dan Sistem Pengurusan PBS SBA exposure, Performance Standards and SBA Management System	7 Jun 2011 7 June 2011	MPM MEC
13	Bicara Wahyu Bil. 5/2011 "Tanyalah Mufti: Mencari Erti Kehidupan dalam Israk Mikraj" Dialogue No. 5/2011 " Ask Mufti: Finding the Meaning of Life in Israk Mikraj"	10 Jun 2011 10 June 2011	BPI, KPM Islamic Education Division, MOE
14	Tentang AKRAB dan Peranannya dalam Organisasi AKRAB and its Role in the Organisation	28 Jun 2011 28 June 2011	MPM MEC
15	Tentang Bahaya Rasuah The Danger of Bribery	4 Julai 2011 4 July 2011	MPM MEC
16	Israk Mikraj Israk Mikraj	5 Julai 2011 5 July 2011	MPM MEC
17	Bicara Profesional KPM Bil. 1 Tahun 2011 "Warga Cemerlang Organisasi Gemilang" Ministry of Education Professional Dialogue No. 1 Year 2011: "Excellent People Outstanding Organisation"	13 Julai 2011 13 July 2011	Bahagian Pengurusan Sumber Manusia, KPM Human Resource Division, MOE

BIL. No.	NAMA CERAMAH Talk	TARIKH Date	ANJURAN Organiser
18	Bicara Wahyu Bil. 6/2011 "Kita Serupa" Dialogue No. 6/2011 "We are the Same"	15 Julai 2011 15 July 2011	BPI, KPM Islamic Education Division, MOE
19	Implementation of Information Security Management System MS ISO/IEC 27001 Implementation of Information Security Management System MS ISO/IEC 27001	1 Ogos 2011 1 August 2011	MPM MEC
20	Bicara Wahyu Bil. 7/2011 "Ramadhan yang Ku nanti" Dialogue No. 7/2011 "The Awaited Ramadhan"	5 Ogos 2011 5 August 2011	BPI, KPM Islamic Education Division, MOE
21	Bicara Wahyu Bil. 8/2011 "Keunikan Al-Quran Kalam Allah" Dialogue No. 8/2011 "The Uniqueness of Quran, Allah's words"	12 Ogos 2011 12 August 2011	BPI, KPM Islamic Education Division, MOE
22	Fitnah dan Bahayanya Fitnah Slander and Its Danger	12 Ogos 2011 12 August 2011	MPM MEC
23	Forum Perdana Hal Ehwal Islam KPM Sempena Ihya' Ramadhan 1432H/2011M Ministry of Education Forum Perdana Hal Ehwal Islam in conjunction with Ihya' Ramadhan 1432H/2011M	19 Ogos 2011 19 August 2011	BPI, KPM Islamic Education Division, MOE
24	Bicara Wahyu Bil. 10/2011M/1432H "Kalaulah Aku Dapat Lailatul Qadar" Dialogue No. 10/2011M/1432H "If Only I Get Lailatul Qadar"	26 Ogos 2011 26 August 2011	BPI, KPM Islamic Education Division, MOE
25	Berkaitan dengan Gangguan Seksual di Tempat Kerja Sexual Harassment at the Work Place	14 September 2011 14 September 2011	MPM MEC
26	Pengurusan Masa Time Management	21 September 2011 21 September 2011	MPM MEC
27	Bicara Wahyu Bil. 11/2011 "Jadilah Yang Terbaik" Dialogue No. 11/2011 "Be the Best"	23 September 2011 23 September 2011	BPI, KPM Islamic Education Division, MOE
28	Bicara Profesional KPM Bil. 2 Tahun 2011: Kajian Tindakan Dalam Pembangunan Inovasi Pendidikan Ministry of Education Professional Dialogue No.2 Year 2011: Action Research Development of Innovation in Education	30 September 2011 30 September 2011	BPI, KPM Islamic Education Division, MOE
29	Bicara Wahyu Bil. 12/2011 "Qurban: Ibadat jadi Adat" Dialogue No. 12/2011 "Qurban : Rituals To Customs"	21 Oktober 2011 21 October 2011	BPI, KPM Islamic Education Division, MOE
30	Bicara Profesional KPM Bil. 3 Tahun 2011: Kreativiti dan Inovasi Memacu Kecemerlangan Organisasi/Sekolah Ministry of Education Professional Dialogue No. 3 Year 2011: Creativity and Innovation towards Excellence of Organizations/Schools	28 Oktober 2011 28 October 2011	BPG, KPM BPG, MOE
31	Pengenalan Pencegahan Kebakaran dan Alat Pemadam Api serta Mengadakan Latihan Kawad Kebakaran dan Tanah Runtuh Introduction to Fire Prevention and Fire Extinguishers as well as Fire and Landslide Drill	18 November 2011 18 November 2011	MPM MEC
32	Etika Komunikasi Ethics in Communication	22 November 2011 22 November 2011	MPM MEC

BIL. No.	NAMA CERAMAH Talk	TARIKH Date	ANJURAN Organiser
33	Bicara Profesional Kementerian Pelajaran Malaysia Bil. 4 Tahun 2011: "How the World Must Improve School Systems Keep Setting Better" Ministry of Education Professional Dialogue No. 4 Year 2011: How the World Must Improve School Systems Keep Setting Better	25 November 2011 25 November 2011	BPG, KPM BPG, MOE
34	Bicara Wahyu Bil. 13/2011 "Berhijrahlah, Hidup akan Terserlah" Dialogue No. 13/2011 "Migrate, Life will be Better"	25 November 2011 25 November 2011	BPI, KPM Islamic Education Division, MOE
35	Penggunaan Bahasa yang Betul dalam Penulisan Kertas Soalan Sempena Menyambut Bulan Bahasa Kebangsaan Correct Language Usage in Question Paper Writing in Conjunction with National Language Month	27 November 2011 27 November 2011	MPM MEC
36	Pengurusan Stres dari Perspektif Islam Islamic View of Stress Management	2 Disember 2011 2 December 2011	YaPEIM Malaysian Islamic Economic Development Foundation
37	Keluarga dan Kerjaya – Satu Matlamat Career and Family – One Goal	23 Disember 2011 23 December 2011	YaPEIM Malaysian Islamic Economic Development Foundation



Kursus dan Persidangan Luar Negara
Overseas Courses and Conferences

BIL. No.	KURSUS/PERSIDANGAN Course/Conference	TARIKH Date	ANJURAN Organiser	NAMA PESERTA Nama Peserta
1	Kursus The Development and Administration of Examinations The Development and Administration of Examinations Course	9 – 20 Mei 2011 9 – 20 May 2011	University of Cambridge Local Examinations Syndicate (UCLES) di Cambridge Assessment, United Kingdom University of Cambridge Local Examinations Syndicate (UCLES) at Cambridge Assessment, United Kingdom	1.Encik Zainal Abidin bin Ahmad @ Mohd 2.Cik Mariatul Kibtiyah binti Silahudin Jarjis
2	Pacific Rim Objective Measurement Symposium (PROMS) Pacific Rim Objective Measurement Symposium (PROMS)	12–15 Julai 2011 12–15 July 2011	Nanyang Technological University National Institute of Education, Singapore Nanyang Technological University National Institute of Education, Singapore	1.Puan Hajah Ruhaibah binti Hassan 2.Puan Sharifah Norsana binti Syed Abdullah 3.Puan Shafiza binti Mohamed 4.Puan Nor Fatimah binti Mohamed
3	International Association of Education Assessment (IAEA): Multicultural Education – Perspective Instruction and Assessment International Association of Education Assessment (IAEA): Multicultural Education – Perspective Instruction and Assessment	23 – 28 Oktober 2011 23 – 28 October 2011	International Association of Education Assessment (IAEA) International Association of Education Assessment (IAEA)	1.Tuan Haji Omar bin Abu Bakar 2.Puan Maziyan binti Hamzah

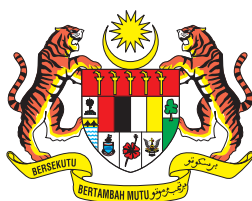


Kursus kepada Agensi Luar
Courses for External Agencies

BIL. No.	NAMA Name	TARIKH Date	ANJURAN Organiser
1	Bengkel Pengajaran dan Pembelajaran Bahasa Melayu STPM STPM Bahasa Melayu Teaching and Learning Workshop	21 April 2011 21 April 2011	Jabatan Pelajaran Wilayah Persekutuan Kuala Lumpur Wilayah Persekutuan, Kuala Lumpur
2	Kursus Pengajaran dan Pembelajaran Tatabahasa Bahasa Melayu STPM STPM Bahasa Melayu Grammar Teaching and Learning Course	26 hingga 28 April 2011 26 to 28 April 2011	Jabatan Pelajaran Negeri Sabah Sabah State Education Department
3	Bengkel Coaching Penggubalan Soalan Peperiksaan Formulating Examination Questions Coaching Workshop	14 hingga 17 Jun 2011 14 to 17 June 2011	Polis Diraja Malaysia Royal Police Malaysia
4	Kursus Penggubalan Soalan Peperiksaan Formulating Examination Questions Course	24 hingga 27 September 2011 24 to 27 September 2011	Kolej ADTEC, Kementerian Sumber Manusia, Kulim, Kedah ADTEC College, Human Resource Ministry, Kulim, Kedah
5	Kolokium Pelajar Tingkatan Enam Negeri Johor Johor Form Six Students Colloquium	21 hingga 23 Oktober 2011 21 to 23 October 2011	Jabatan Pelajaran Negeri Johor Johore State Education Department
6	Kursus Penggubalan Soalan Peperiksaan Formulating Examination Questions Course	12 hingga 14 Disember 2011 12 to 14 December 2011	Kolej Matrikulasi Negeri Sembilan Negeri Sembilan Matriculation College



PENYATA KEWANGAN Financial Statements



SIJIL KETUA AUDIT NEGARA MENGENAI PENYATA KEWANGAN MAJLIS PEPERIKSAAN MALAYSIA BAGI TAHUN BERAKHIR 31 DISEMBER 2011

Auditor-General's Certificate on The Financial Statements of the
Malaysian Examinations Council for the Year Ended 31 December 2011

Penyata Kewangan Majlis Peperiksaan Malaysia bagi tahun berakhir 31 Disember 2011 telah diaudit oleh wakil saya. Pihak pengurusan bertanggungjawab terhadap Penyata Kewangan ini. Tanggungjawab saya adalah mengaudit dan memberi pendapat terhadap Penyata Kewangan tersebut.

Pengauditan telah dilaksanakan mengikut Akta Audit 1957 dan berpandukan piawaian pengauditan yang diluluskan. Piawaian tersebut menghendaki pengauditan dirancang dan dilaksanakan untuk mendapat kepastian yang munasabah sama ada Penyata Kewangan adalah bebas daripada kesilapan atau ketinggalan yang ketara. Pengauditan ini termasuk memeriksa rekod dan dokumen secara semak uji dan bagi memastikan ketepatan angka dan pendedahan yang mencukupi dalam Penyata Kewangan. Penilaian juga dibuat terhadap prinsip perakaunan yang digunakan, unjuran signifikan oleh pengurusan dan persembahan Penyata Kewangan secara keseluruhan. Saya percaya pengauditan yang dilaksanakan memberi asas yang munasabah terhadap pendapat saya.

Pada pendapat saya, Penyata Kewangan ini memberi gambaran yang benar dan saksama terhadap kedudukan kewangan Majlis Peperiksaan Malaysia pada 31 Disember 2011 serta hasil operasi dan aliran tunai untuk tahun tersebut adalah selaras dengan piawaian perakaunan yang diluluskan.

NOOR RITA BINTI KASSIM

b.p. KETUA AUDIT NEGARA MALAYSIA / for the AUDITOR-GENERAL OF MALAYSIA
PUTRAJAYA
24 APRIL 2012

The Financial Statements of the Malaysian Examinations Council for the year ended 31 December 2011 have been audited by my representative. The management is responsible for these financial statements. My responsibility is to audit and to express an opinion on the financial statements.

The audit has been carried out in accordance with the Audit Act 1957 based on approved auditing standards. Those standards require an audit to be planned and performed to obtain reasonable assurance that the financial statements are free of error or omission. The audit includes examining the records and documents, on a test basis, to ensure accuracy of figures and adequate disclosures in the financial statement. An assessment is also made on the accounting principles used, significant projections by the management and the overall presentation of the Financial Statement. I believe the audit carried out provides reasonable basis for my opinion.

In my opinion, these Financial Statements give a true and fair view of the financial position of the Malaysian Examinations Council as at 31 December 2011 and of its operating revenues and cash flows for the year, in accordance with approved accounting standards.

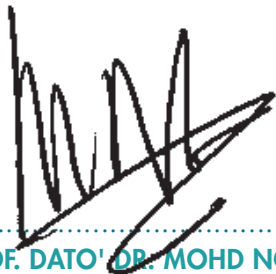


PENYATA OLEH AHLI-AHLI MAJLIS

Statement by Members of the Council

Kami, Prof. Dato' Dr. Mohd Noh bin Dalimin dan Datuk Kamal D.E. Quadra yang merupakan dua orang daripada ahli-ahli Majlis Peperiksaan Malaysia dengan ini menyatakan bahawa, pada pendapat ahli-ahli Majlis, penyata kewangan di muka surat 155 hingga 168 ini adalah disediakan untuk menunjukkan pandangan yang benar dan saksama berkenaan kedudukan majlis pada 31 Disember 2011 dan hasil kendaliannya dan perubahan kedudukan kewangannya bagi tahun yang berakhir pada tarikh tersebut.

Bagi pihak Majlis,



PROF. DATO' DR. MOHD NOH BIN DALIMIN

Pengerusi/ Chairman
Majlis Peperiksaan Malaysia
Malaysian Examinations Council

Di/ At : Bandar Baru Selayang
Selangor Darul Ehsan

Tarikh/ Date : 7 Mac 2012/ 7 March 2012

We, Prof. Dato' Dr. Mohd Noh bin Dalimin and Datuk Kamal D.E. Quadra, being members of the Malaysian Examinations Council, hereby state that in the opinion of the members of the Council, the financial statement on pages 155 to 168 are drawn up to give a true and fair view of the state of affairs of the council as at 31 December 2011 and of the operating revenues and changes in its financial position for the year ended on that date.

On behalf of the Council,



DATUK KAMAL D.E. QUADRA

Ahli/ Member
Majlis Peperiksaan Malaysia
Malaysian Examinations Council

Di/ At : Bandar Baru Selayang
Selangor Darul Ehsan

Tarikh/ Date : 7 Mac 2012/ 7 March 2012



PENGAKUAN BERKANUN

Statutory Declaration

Kami, Maziyan binti Hamzah dan Suhana binti Sadina Ali, pegawai-pegawai utama yang bertanggungjawab ke atas pengurusan kewangan Majlis Peperiksaan Malaysia, dengan ikhlasnya mengakui bahawa penyata kewangan di muka surat 155 hingga 168 mengikut sebaik-baik pengetahuan dan kepercayaan kami, adalah betul dan kami membuat ikrar ini dengan sebenarnya mempercayai bahawa ianya itu adalah benar dan atas kehendak-kehendak Akta Akuan Berkanun, 1960.

Sebenarnya dan sesungguhnya diakui oleh penama di atas Maziyan binti Hamzah dan Suhana binti Sadina Ali di Bandar Baru Selayang, Selangor Darul Ehsan pada 20hb. Februari 2012.



(MAZIYAN BINTI HAMZAH)

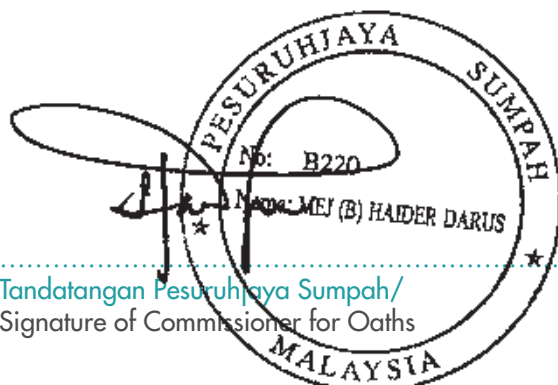
We, Maziyan binti Hamzah and Suhana binti Sadina Ali, the officer primarily responsible for the financial management of the Malaysian Examinations Council, do solemnly declare that the financial statements set out on page 155 to 168 are, to the best of our knowledge and belief, correct and we make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act, 1960.

Subscribed and solemnly declared by the above named Maziyan binti Hamzah and Suhana binti Sadina Ali in Bandar Baru Selayang, Selangor Darul Ehsan on 20th February 2012.



(SUHANA BINTI SADINA ALI)

Di hadapan saya/ Before me:



Alamat Tempat Perniagaan
NO. 71, JALAN 2/16
DATARAN TEMPLER
BANDAR BARU SELAYANG
68100 BATU CAVES,
SELANGOR

LEMBARAN IMBANGAN PADA 31 DISEMBER 2011

Balance Sheet as at 31 December 2011

		2011 RM	2010 RM
ASET ASSETS			
	Nota/Note		
Harta Tanah dan Peralatan Property and Equipment	4	16,760,061	16,030,304
Pelaburan Am Investments	5	10,105,091	
ASET SEMASA CURRENT ASSETS			
Wang Cagaran dan Prabayar Deposits and Prepayments		2,770	2,770
Pendahuluan Pinjaman Loan Advances	6	214,190	195,814
Penghutang Pelbagai Other Receivables	7	3,294,087	961,583
Simpanan Tetap Fixed Deposits	8	102,755,156	104,046,163
Tunai dan Baki Bank Cash and Bank Balances	9	13,654,784	20,289,221
		<u>119,920,987</u>	<u>125,495,551</u>
LIABILITI SEMASA CURRENT LIABILITIES			
Pemiutang Pelbagai Other Payables	10	55,145	280,576
ASET SEMASA BERSIH NET CURRENT ASSETS		<u>119,865,842</u>	<u>125,214,975</u>
ASET BERSIH NET ASSETS		<u>146,730,994</u>	<u>141,245,279</u>
DIBIAYAI OLEH FINANCED BY:			
Kumpulan Wang Pengurusan Management Fund	11	127,717,438	119,609,344
Kumpulan Wang Pembangunan Development Fund	12	17,775,556	20,397,935
Kumpulan Wang Pusingan : Revolving Fund:			
Pinjaman Kenderaan Vehicle Loan		900,000	900,000
Pinjaman Komputer Computer Loan		120,000	120,000
Rezab Penilaian Semula Revaluation Reserve		218,000	218,000
		<u>146,730,994</u>	<u>141,245,279</u>

PENYATA PENDAPATAN BAGI TAHUN BERAKHIR 31 DISEMBER 2011

Income Statement for the Year Ended 31 December 2011

	2011 RM	2010 RM
PENDAPATAN INCOME		
Geran/Sumbangan Kerajaan Government Grants	18,467,500	14,616,000
Yuran Peperiksaan Examination Fees	17,189,149	28,926,732
Jualan Penerbitan dan Pelbagai Sale of Publications and Miscellaneous	86,004	122,478
Faedah dan Dividen Interests and Dividends	3,556,041	2,656,594
JUMLAH PENDAPATAN TOTAL INCOME	39,298,694	46,321,804
(-) Tolak Less:		
PERBELANJAAN EXPENDITURE		
Gaji, Elaun-Elaun dan Caruman KWSP Salary, Allowances and EPF Contributions	7,633,615	9,343,927
Perjalanan dan Sara Hidup Travelling and Cost of Living	7,190,622	8,989,903
Pengangkutan Barang-Barang Transport of Goods	561,971	955,683
Perhubungan dan Utiliti Communications and Utilities	1,092,710	1,072,676
Sewaan Rentals	728,715	684,319
Bekalan dan Bahan-Bahan Supplies and Materials	605,396	1,040,961
Penyelenggaraan dan Pembaikan Kecil Maintenance and Minor Repairs	755,158	807,275
Perkhidmatan Ikhtisas dan Hospitaliti Hospitality and Professional Services	8,893,485	10,098,705
Penerbitan dan Percetakan Publications and Printing	2,060,282	3,813,374
Pencen dan Sumbangan Pension and Contribution	862,705	904,787
Lain-lain Perbelanjaan Other Expenditures	75,029	-
Susutnilai dan Pelupusan Harta Tetap Depreciation and Disposal of Fixed Assets	730,912	491,054
JUMLAH PERBELANJAAN TOTAL EXPENDITURE	31,190,600	38,202,664
LEBIHAN PENDAPATAN NET SURPLUS	8,108,094	8,119,140

PENYATA ALIRAN TUNAI BAGI TAHUN BERAKHIR 31 DISEMBER 2011

Cash Flow Statement for the Year Ended 31 December 2011

	Nota/Note	2011 RM	2010 RM
ALIRAN TUNAI DARI AKTIVITI OPERASI			
CASH FLOW FROM OPERATING ACTIVITIES			
Tunai Diterima Daripada Pelanggan		33,755,127	43,701,423
Cash Received From Customers			
Tunai Dibayar Kepada Pembekal dan Pekerja		(30,685,119)	(37,610,916)
Cash Paid to Suppliers and Employees			
Aliran Tunai Bersih Daripada Operasi		3,070,008	6,090,507
Net Cash Flow from Operations			
ALIRAN TUNAI DARI AKTIVITI PELABURAN			
CASH FLOW FROM INVESTMENT ACTIVITIES			
Pembelian Harta Tetap		(1,648,393)	(265,398)
Purchase of Fixed Assets			
Perbelanjaan Pembangunan	13	(2,242,955)	(1,307,649)
Development Expenditure			
Pelaburan Am		(10,105,091)	-
General Investment			
Pembiayaan/Kutipan pinjaman/Pendahuluan		(19,794)	56,705
Financing/Loan Collection/Advance			
Kutipan Sewa Pejabat		54,000	54,000
Office Rental Collection			
Faedah Diterima		2,966,781	2,455,077
Interest Received			
Tunai Bersih Digunakan Untuk Aktiviti Pelaburan		(10,995,452)	992,735
Net Cash Used in Investment Activities			
PERTAMBAHAN/(PENGURANGAN) BERSIH			
TUNAI DAN KESETARAAN TUNAI			
NET INCREASE/(DECREASE) IN CASH AND CASH EQUIVALENT			
TUNAI DAN KESETARAAN TUNAI PADA AWAL TAHUN			
CASH AND CASH EQUIVALENT AT THE BEGINNING OF THE YEAR			
		124,335,384	117,252,142
		116,409,940	124,335,384
TUNAI DAN KESETARAAN TUNAI PADA AKHIR TAHUN			
CASH AND CASH EQUIVALENT AT END OF YEAR			
KOMPONEN TUNAI DAN KESETARAAN TUNAI :-			
CASH COMPONENT AND CASH EQUIVALENT:-			
Tunai dan Baki Bank	9	13,654,784	20,289,221
Cash and Bank Balances			
Simpanan Tetap	8	102,755,156	104,046,163
Fixed Deposits			
		116,409,940	124,335,384

PENYATA PERUBAHAN EKUITI BAGI TAHUN BERAKHIR 31 DISEMBER 2011

Statement of Changes in Equity for the Year Ended 31 December 2011

	KUMPULAN WANG PENGURUSAN MANAGEMENT FUND	KUMPULAN WANG PEMBANGUNAN DEVELOPMENT FUND	KUMPULAN WANG PINJAMAN KENDERAAN VEHICLE LOAN FUND	KUMPULAN WANG PINJAMAN KOMPUTER COMPUTER LOAN FUND	REZAB PENILAIAN SEMULA REVALUATION RESERVES	JUMLAH TOTAL
	RM	RM	RM	RM	RM	RM
Baki pada 1 Januari 2010 Balance at 1 January 2010	111,490,204	22,085,009	900,000	120,000	218,000	134,813,213
Pembayaran Payments	-	(1,687,074)	-	-	-	(1,687,074)
Pindahan Transfers	-	-	-	-	-	-
Lebihan Pendapatan Surplus Income	8,119,140	-	-	-	-	8,119,140
Baki pada 31 Disember 2010 Balance at 31 December 2010	119,609,344	20,397,935	900,000	120,000	218,000	141,245,279
Pembayaran Payments	-	(2,622,379)	-	-	-	(2,622,379)
Pindahan Transfers	-	-	-	-	-	-
Lebihan Pendapatan Surplus Income	8,108,094	-	-	-	-	8,108,094
Baki pada 31 Disember 2011 Balance at 31 December 2011	127,717,438	17,775,556	900,000	120,000	218,000	146,730,994

NOTA-NOTA KEPADA PENYATA KEWANGAN BAGI TAHUN BERAKHIR 31 DISEMBER 2011

Notes to the Financial Statements for the Year Ended 31 December 2011

NOTA 1: LATAR BELAKANG DAN AKTIVITI UTAMA

Majlis Peperiksaan Malaysia (Majlis) telah ditubuhkan pada 1 Februari 1980 di bawah Undang-undang Malaysia, iaitu Akta Majlis Peperiksaan Malaysia 1980 [Akta 225]. Aktiviti utama Majlis adalah seperti berikut:

- (a) Menyediakan dan menerbitkan sukatan pelajaran peperiksaan/ujian;
- (b) Menyediakan kertas-kertas peperiksaan/ujian;
- (c) Mendaftarkan calon peperiksaan/ujian;
- (d) Mentadbirkan peperiksaan/ujian Sijil Tinggi Persekolahan Malaysia (STPM), Malaysian University English Test (MUET), Malaysian University Selection Inventory (MUnSyl), Shariah Registered Financial Planner, Shariah Registered Financial Planner Capstone, dan Shariah Registered Financial Planner Ad hoc PNBi;
- (e) Mengeluarkan keputusan peperiksaan/ujian; dan
- (f) Memberi latihan kepada penjawat peperiksaan tentang pengukuran dan penilaian peperiksaan.

Jumlah kakitangan Majlis pada akhir tahun kewangan adalah seramai 163 orang (2010 : 166 orang)

NOTA 2: DASAR UTAMA PERAKAUNAN

2.1 Asas Penyediaan Akaun

Penyata kewangan Majlis telah disediakan menurut Piawaian Perakaunan diluluskan MASB untuk Entiti Persendirian di Malaysia.

Penyata kewangan telah disediakan mengikut dasar kos sejarah.

NOTE 1 BACKGROUND AND MAIN ACTIVITIES

MEC was established on 1 February 1980 under the 1980 Malaysian Examinations Council Act [Act 225]. The main objectives of the Council are as follows:

- (a) To prepare and publish examination syllabuses;
- (b) To prepare examination papers/tests;
- (c) To register examinations/test candidates;
- (d) To administer examinations/tests for the Sijil Tinggi Persekolahan Malaysia (STPM), the Malaysian University English Test (MUET), the Malaysian University Selection Inventory (MUnSyl), the Shariah Registered Financial Planner Capstone, and Shariah Registered Financial Planner Ad hoc PNBi;
- (e) To release examination/tests results; and
- (f) To provide training to examination officers on testing and evaluation personnel on the measurement and assessment of examination.

The total Council staff for the end of financial year was 163 (2010: 166).

NOTE 2 SIGNIFICANT ACCOUNTING POLICIES

2.1 Basis of Accounting

The financial statements have been prepared in accordance with the MASB Applicable Approved Accounting Standards for Private Entities in Malaysia

The financial statements have been prepared on the historical cost basis.

2.2 Pengiktirafan Pendapatan dan Perbelanjaan

Pendapatan dan perbelanjaan diiktiraf atas dasar akrual.

- (a) Yuran peperiksaan/ujian dan lain-lain bayaran peperiksaan/ujian diambil kira apabila permohonan berkaitan diterima dan diluluskan.
- (b) Keuntungan/faedah simpanan tetap diambil kira sebagai akrual apabila kadar dan tempoh simpanan telah dipersetujui.
- (c) Dividen diambil kira apabila ianya diterima.

2.3 Aset Tetap dan Susutnilai

Aset tetap dinyatakan pada kos setelah ditolak susutnilai terkumpul.

Susutnilai tidak diperuntukkan bagi tanah milik bebas. Setiap unit aset tetap yang kosnya RM1,000 atau lebih dan mempunyai usia berguna melebihi satu tahun akan dipermodalkan. Aset tetap yang kosnya kurang daripada RM1,000 dan mempunyai usia berguna melebihi satu tahun akan direkodkan dalam daftar inventori. Susutnilai bagi semua aset tetap dikira berdasarkan kaedah garis lurus ke atas anggaran hayat kegunaan aset tetap berkenaan. Susutnilai dikenakan dalam tahun pembelian dan tiada susutnilai dikenakan dalam tahun penjualan. Baki bersih aset tetap hendaklah tidak kurang daripada RM1.

Kadar susutnilai tahunan adalah seperti berikut:

Perabot dan Kelengkapan Pejabat	10-33 ¹ / ₃ % setahun
Kenderaan Bermotor	20% setahun
Pengubahsuaian/Kemudahan Pejabat	10-33 ¹ / ₃ % setahun
Bangunan	2% setahun

2.2 Income and Expense Recognition

Income and expense is on an accrual basis.

- (a) Exams/tests fees and other exams/tests payments are taken into account when related applications are received and approved.
- (b) Profit/interest from the fixed deposits are recognised as accruals when the rates and terms of deposits have been agreed upon.
- (c) Dividends are recognised upon received.

2.3 Fixed Assets and Depreciation

Fixed assets are stated at cost less accumulated depreciation.

Depreciation is not provided for freehold land. Every unit of fixed asset costing RM1,000 or more will possess a period of use which exceeds one year will be capitalized. As for fixed assets which cost less than RM1,000 and possess a period of use which exceed one year will be recorded in the inventory. Depreciation for all fixed assets is calculated based on the straight line approach on the estimated usefulness of life of the fixed assets. Depreciation is charged on the year of purchase, and no depreciation is charged for the year of sales. The net balance of fixed assets should not be less than RM1.

Depreciation rates are as follows:

Furniture and Office Equipment	10-33 ¹ / ₃ % per year
Motor Vehicles	20% per year
Office Renovation/Facilities	10-33 ¹ / ₃ % per year
Building	2% per year

2.4 Penurunan Nilai Aset

Tertakluk kepada keperluan pada tarikh kunci kira-kira, Majlis perlu menilai sama ada terdapat sebarang tanda penurunan nilai aset. Jika terdapat sebarang tanda sedemikian, anggaran bagi jumlah aset yang boleh diperolehi semula akan dilakukan.

Amaun yang boleh diperolehi adalah yang paling tinggi antara harga jualan dan nilai penggunaan. Dalam mengukur nilai penggunaan, anggaran aliran tunai masa hadapan didiskaunkannya kepada nilai semasanya menggunakan kadar diskaun sebelum cukai yang menggambarkan penilaian pasaran semasa bagi nilai masa wang dan risiko aset tertentu.

Kerugian penurunan nilai ditimbal balik jika terdapat perubahan dalam anggaran yang digunakan untuk menentukan jumlah yang boleh diperolehi.

Kerugian penurunan nilai ditimbal balik hanya apabila jumlah aset dibawa tidak melebihi jumlah dibawa yang mungkin ditentukan, nilai bersih susutnilai atau pelunasan, jika tiada kerugian penurunan nilai diiktiraf.

2.5 Pelaburan Am

Pelaburan dinyatakan pada asas kos. Peruntukan untuk pengurangan nilai dibuat bila pada pendapat ahli Majlis, terdapat pengurangan nilai yang kekal pada nilai pelaburan.

2.6 Tunai dan Bersamaan Tunai

Tunai dan bersamaan tunai meliputi tunai dalam tangan, deposit dengan institusi kewangan berlesen dan pelaburan jangka pendek berkecairan tinggi yang mempunyai risiko perubahan nilai yang tidak signifikan.

2.4 Impairment of Assets

If required at the balance sheet date, Council shall assess whether there is any indication that an asset may be impaired. If any such indication exists, the recoverable amounts of the assets are estimated.

Recoverable amount is the higher of the net selling price and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset.

An impairment loss is recognised immediately in income statements, unless it reverses a previous revaluation, in which case it is treated as a revaluation decrease.

An impairment loss recognised in prior financial periods for an asset, other than goodwill, is reversed if there has been a change in the estimates used to determine the asset's recoverable amount.

An impairment loss is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined, net of depreciation if no impairment loss had been recognised.

2.5 General Investments

General Investments is stated at a basic cost. Allocation for the reduction of value is made on the advice of members of the Council, there is a decrease in the permanent value on the investment.

2.6 Cash and Equivalent to Cash

Cash and equivalent to cash consist of cash in hand, deposit with licensed financial institutions and short term high liquidity which contains the risk of change no significant value.

2.7 Rezab Penilaian Semula

Jumlah ini merupakan peningkatan nilai hartanah berikutan daripada penilaian semula yang dibuat oleh penilai bertauliah ke atas hartanah Majlis. Pertambahan nilai ini diambil kira sebagai rezab khas yang dipermodalkan.

2.8 Inventori

Penerbitan dan kos percetakan buku sukatan peperiksaan telah diambil kira dalam perbelanjaan tahun yang berkenaan.

2.7 Revaluation Reserve

This amount is the increase in property value following the revaluation of Council's property by an accredited valuer. This increase in value is considered as special reserve which is capitalised.

2.8 Inventories

The costs of the publication and printing of the examination syllabuses have been accounted for in the expenditure for the year.

NOTA 3: PENGURUSAN RISIKO KEWANGAN

Objektif pengurusan kewangan Majlis adalah bertujuan memastikan Majlis menerbitkan nilai dan meningkatkan pulangan kepada Majlis. Polisi pengurusan kewangan Majlis bertujuan memastikan sumber kewangan dan bukan kewangan mencukupi untuk menjalankan operasinya dengan lancar dan berkesan. Pihak Majlis membiayai operasinya dengan dana dalaman dan oleh itu tidak terdedah kepada risiko kadar faedah dari pinjaman bank.

(a) Risiko Kredit

Deposit tunai dan penerimaan dari bayaran peperiksaan kemungkinan terdedah kepada risiko kredit sekiranya pihak berkenaan tidak menunaikan tanggungjawabnya yang dipersetujui. Pihak berkenaan yang dimaksudkan ialah sekolah, maktab, institut pengajian, institut kewangan berlesen, dan syarikat kewangan tempatan.

(b) Risiko Kecairan

Majlis sentiasa mengamalkan pengurusan risiko yang berhemat untuk memastikan kecukupan kecairan aset bagi membiayai komitmen kewangan dan tanggungan apabila tiba masanya.

NOTE 3: FINANCIAL RISK MANAGEMENT

The objectives of the financial management of the Council are to ensure that the Council provides value and increased returns to the Council. Its financial management policies are to ensure that adequate financial and non-financial resources are available to carry out its operations efficiently and effectively. The Council finances its operations with internal funds, and therefore, it is not exposed to risks of interest rate from bank loans.

(a) Credit Risk

Cash deposits and receipts from examination fees may be exposed to credit risk if the parties concerned are unable meet their obligations. The parties concerned are schools, colleges, learning institutions, licensed financial institutions and local financial companies.

(b) Liquidity Risk

The Council practises prudent risk management to ensure the adequacy of its asset liquidity to finance its financial commitments and liabilities when they are due.

NOTA 4: HARTA TANAH DAN PERALATAN

NOTE 4: PROPERTY AND EQUIPMENT

TAHUN 2011 YEAR 2011	TANAH LAND	BANGUNAN BUILDINGS	PERABOT & PERALATAN FURNITURE & EQUIPMENT	KENDERAAN VEHICLE	UBAHSUAI PEJABAT OFFICE RENOVATION	KOMPUTER COMPUTER	JUMLAH TOTAL
	RM	RM	RM	RM	RM	RM	RM
HARTA TETAP PENGURUSAN MANAGEMENT FIXED ASSETS							
Kos							
Pada 1 Januari 2011	327,000	233,000	2,168,019	714,894	295,130	6,555,793	10,293,836
Cost							
At 1 January 2011							
Tambahan/Additions	-	-	12,937	-	-	1,827,156	1,840,093
Pada 31 Disember 2011	327,000	233,000	2,180,956	714,894	295,130	8,382,949	12,133,929
At 31 December 2011							-
Susut nilai terkumpul							
Accumulated Depreciation							
Pada 1 Januari 2011	29,327	60,477	2,096,526	531,292	295,117	6,175,839	9,188,578
At 1 January 2011							
Susutnilai Tahun Semasa	3,433	4,731	50,460	69,888	-	602,400	730,912
Current Year Depreciation							
Pada 31 Disember 2011	32,760	65,208	2,146,986	601,180	295,117	6,778,239	9,919,490
At 31 January 2011							-
Nilai Buku Bersih							
Pada 31 Disember 2011	294,240	167,792	33,970	113,714	13	1,604,710	2,214,439
Net Book Value							
At 31 December 2011							
HARTA TETAP PEMBANGUNAN DEVELOPMENT FIXED ASSETS							
Kos							
Pada 1 Januari 2011	635,658	18,971,221	499,531	-	-	-	20,106,410
Cost							
At 1 January 2011							
Tambahan/Additions	-	-	-	-	-	-	-
Pada 31 Disember 2011	635,658	18,971,221	499,531	-	-	-	20,106,410
At 31 December 2011							
Susutnilai Terkumpul							
Accumulated Depreciation							
Pada 1 Januari 2011	-	4,681,837	499,527	-	-	-	5,181,364
At 1 January 2011							
Susutnilai Tahun Semasa	-	379,424	-	-	-	-	379,424
Current Year Depreciation							
Pada 31 Disember 2011	-	5,061,261	499,527	-	-	-	5,560,788
At 31 December 2011							
Nilai Buku Bersih							
Pada 31 Disember 2011	635,658	13,909,960	4	-	-	-	14,545,622
Net Book Value							
At 31 December 2011							
Nilai Buku Bersih Harta Tetap Pengurusan dan Pembangunan	929,898	14,077,752	33,974	113,714	13	1,604,710	16,760,061
Net Book Value Management and Development Fixed Assets							

Nota:

- (a) #-Sebanyak RM187,700 adalah terdiri daripada 18 buah peralatan dan pekakasan komputer bagi pelaksanaan sistem Standard Accounting for Government Agencies (SAGA) yang disumbangkan oleh Kerajaan melalui Jabatan Akauntan Negara Malaysia (JANM) di bawah Projek Perluasan SAGA Fasa V
- (b) *-Sebanyak RM4,000 merupakan sebuah rak server yang diterima daripada JANM bagi Projek Perluasan SAGA Fasa V
- (a) #-A total of RM187,700 consist of 18 computer equipment and peripheral for the implementation of the Standard Accounting for Government Agencies (SAGA) which was contributed by the Jabatan Akauntan Negara Malaysia (JANM) under the SAGA Expansion Project V Phase
- (b) *-A total of RM4,000 was a server rack received from JANM for SAGA Expansion Project V Phase.

NOTA 4: HARTA TANAH DAN PERALATAN
NOTE 4: PROPERTY AND EQUIPMENT

TAHUN 2010 YEAR 2010	TANAH LAND	BANGUNAN BUILDINGS	PERABOT & PERALATAN FURNITURE & EQUIPMENT	KENDERAAN VEHICLE	UBAHSUAI PEJABAT OFFICE RENOVATION	KOMPUTER COMPUTER	JUMLAH TOTAL
	RM	RM	RM	RM	RM	RM	RM
HARTA TETAP PENGURUSAN MANAGEMENT FIXED ASSETS							
Kos							
Pada 1 Januari 2010	327,000	233,000	2,181,437	788,090	295,130	6,554,964	10,379,621
Cost							
At 1 January 2010							
Tambahan/Additions	-	-	2,598	-	-	262,800	265,398
Pelupusan/Disposal	-	-	(16,016)	(73,196)	-	(261,971)	(351,183)
Pada 31 Disember 2010	327,000	233,000	2,168,019	714,894	295,130	6,555,793	10,293,835
At 31 December 2010							
Susut nilai terkumpul Accumulated Depreciation							
Pada 1 Januari 2010	25,894	55,746	2,034,962	521,362	294,494	6,116,249	9,048,707
At 1 January 2010							
Susutnilai Tahun Semasa Current Year Depreciation	3,433	4,731	61,564	9,930	623	59,590	139,871
Pada 31 Disember 2010	29,327	60,477	2,096,526	531,292	295,117	6,175,839	9,188,578
At 31 December 2010							
Nilai Buku Bersih Pada 31 Disember 2010 Net Book Value At 31 December 2010	297,673	172,523	71,493	183,602	13	379,954	1,105,258
HARTA TETAP PEMBANGUNAN DEVELOPMENT FIXED ASSETS							
Kos							
Pada 1 Januari 2010	635,658	18,971,221	499,531	-	-	-	20,106,410
Cost							
At 1 January 2010							
Tambahan/Additions	-	-	-	-	-	-	-
Pada 31 Disember 2010	635,658	18,971,221	499,531	-	-	-	20,106,410
At 31 December 2010							
Susutnilai Terkumpul Accumulated Depreciation							
Pada 1 Januari 2010	-	4,302,413	499,527	-	-	-	4,801,940
At 1 January 2010							
Susutnilai Tahun Semasa Current Year Depreciation	-	379,424	-	-	-	-	379,424
Pada 31 Disember 2010	-	4,681,837	499,527	-	-	-	5,181,364
At 31 December 2010							
Nilai Buku Bersih Pada 31 Disember 2010 Net Book Value At 31 December 2010	635,658	14,289,384	4	-	-	-	14,925,046
Nilai Buku Bersih Harta Tetap Pengurusan dan Pembangunan Net Book Value Management and Development Fixed Assets	933,331	14,461,907	71,497	183,602	13	379,954	16,030,304

NOTA 5: PELABURAN AM
NOTE 5: INVESTMENTS

Pelaburan disenaraikan, pada kos:
 Quoted investments, at cost:

Sekuriti

Securities

Pelaburan Berportfolio

Portfolio Investment

Nilai Pasaran Pelaburan Berportfolio
 Market Value of Portfolio Investments

2011 RM	2010 RM
5,105,091	-
5,000,000	-
<u>10,105,091</u>	<u>-</u>
5,128,356	-

NOTA 6: PENDAHULUAN PINJAMAN
NOTE 6: LOAN ADVANCES

Penghutang Pinjaman Kenderaan

Vehicle Loan Debtors

Penghutang Pinjaman Komputer

Computer Loan Debtors

2011 RM	2010 RM
191,384	159,900
22,807	35,915
<u>214,190</u>	<u>195,814</u>

NOTA 7: PENGHUTANG PELBAGAI
NOTE 7: OTHER RECEIVABLES

Faedah terakru simpanan tetap

Fixed deposit accrued interests

Penghutang yuran peperiksaan

Examination fee debtors

Penghutang pelbagai

Other debtors

Pendahuluan kepada pegawai

Advances to officers

2011 RM	2010 RM
1,519,566	930,306
1,770,340	28,514
-	594
4,181	2,169
<u>3,294,087</u>	<u>961,583</u>

NOTA 8: SIMPANAN TETAP
NOTE 8: FIXED DEPOSITS

Simpanan dengan bank-bank berlesen

Deposits with licensed banks

Simpanan Akaun Amanah Institusi

Deposits with Institutional Trust Account

2011 RM	2010 RM
93,145,517	94,839,565
9,609,639	9,206,598
<u>102,755,156</u>	<u>104,046,163</u>

NOTA 9: TUNAI DAN BAKI BANK
NOTE 9: CASH AND BANK BALANCES

Tunai dalam tangan
Cash in hand
Baki bank
Bank balances

2011 RM	2010 RM
12,000	12,000
13,642,784	20,277,221
<u>13,654,784</u>	<u>20,289,221</u>

NOTA 10: PEMIUTANG PELBAGAI
NOTE 10: OTHER PAYABLES

Pemiutang bekalan dan perkhidmatan
Supply and service creditors
Pemiutang potongan gaji
Salary deduction creditors
Lain-lain pemiutang
Other creditors
Pemiutang wang tak dituntut
Unclaimed money creditors

2011 RM	2010 RM
20,053	155,590
-	62,219
-	20,058
35,092	42,710
<u>55,145</u>	<u>280,576</u>

NOTA 11: KUMPULAN WANG PENGURUSAN
NOTE 11: MANAGEMENT FUND

Baki pada 1 Januari
Balance at 1 January

Campur: Lebihan pendapatan
Add: Gain on net surplus

Baki pada 31 Disember
Balance at 31 December

2011 RM	2010 RM
119,609,344	111,490,204
8,108,094	8,119,140
<u>127,717,438</u>	<u>119,609,344</u>

NOTA 12: KUMPULAN WANG PEMBANGUNAN
NOTE 12: DEVELOPMENT FUND

	2011 RM	2010 RM
12.1 Kumpulan Wang Pembangunan Am General Development Fund		
Baki pada 1 Januari Balance at 1 January	19,470,127	21,115,130
Tolak Less:		
Susut nilai bangunan tahun semasa Current year building depreciation	(379,424)	(379,424)
Bekalan/Perkhidmatan bangunan Supply/Building services	(2,200,446)	(1,265,579)
Baki pada 31 Disember Balance at 31 December	<u>16,890,256</u>	<u>19,470,127</u>
12.2 Tabung Biasiswa Kakitangan MPM MEC Staff scholarship Fund		
Baki pada 1 Januari Balance at 1 January	927,809	969,879
Campur Add:		
Pindahan daripada Kumpulan Wang Pembangunan Am Transfer from General Development Fund	-	-
Tolak Less:		
Bayaran Anugerah Biasiswa Payment for Scholarship Award	(42,509)	(42,070)
Baki pada 31 Disember Balance at 31 December	<u>885,300</u>	<u>927,809</u>
Jumlah Baki pada 31 Disember Total Balance at 31 December	<u>17,775,556</u>	<u>20,397,935</u>

NOTA 13: PERBELANJAAN PEMBANGUNAN
NOTE 13: DEVELOPMENT EXPENDITURE

Jumlah ini merupakan bayaran kemajuan kerja untuk perkara berikut:-
 These amounts are work progress payment for the following:-

	2011 RM	2010 RM
Perbelanjaan Pembangunan Ibu Pejabat Development Expenditure for Headquarters	2,200,446	1,265,580
Bayaran Biasiswa Scholarship Payment	42,509	42,070
	<u>2,242,955</u>	<u>1,307,650</u>
Kerja dalam pelaksanaan Work in progress	-	-
Bekalan/Perkhidmatan peperiksaan Examination supplies/Services	(2,242,955)	(1,307,650)
	<u>-</u>	<u>-</u>

NOTA 14: PENCUKAIAN
NOTE 14: TAXATION

Mengikut kuasa di bawah Seksyen 127(3)(b) Akta Cukai Pendapatan 1967 Menteri Kewangan telah bersetuju Majlis Peperiksaan Malaysia dikecualikan daripada membayar cukai pendapatan kecuali pendapatan dividen bagi tempoh tahun taksiran bermula tahun 2002.

According to Section 127(3)(b) of the Income Tax Act 1967, the Minister of Finance has agreed to exempt the Malaysian Examinations Council from income tax except for dividend income for the assessment year beginning from 2002.

**BADAN KEBAJIKAN, KEBUDAYAAN,
DAN SUKAN KAKITANGAN
(BK KSK), DAN PUSPANITA**

Staff Welfare, Culture
and Sports Body
(BK KSK) and PUSPANITA

BADAN KEBAJIKAN, KEBUDAYAAN, DAN SUKAN KAKITANGAN (BKKS), DAN PUSPANITA

Staff Welfare, Culture and Sports Body (BKKS) and PUSPANITA

AKTIVITI BADAN KEBAJIKAN, KEBUDAYAAN, DAN SUKAN KAKITANGAN (BKKS)

Pada tahun 2011 BKKS telah menjalankan aktiviti yang meliputi aspek pendidikan, ekonomi, sosial, keagamaan, dan sukan.

Bagi aktiviti pendidikan, jawatankuasa lebih memberi tumpuan kepada urusan dan proses mendaftarkan TASKA MPM. Pendaftaran TASKA MPM dilakukan bertujuan untuk membolehkan taska dapat beroperasi secara sah dan mendapat pengiktirafan daripada Kementerian Pembangunan Wanita, Keluarga, dan Masyarakat. Sehubungan dengan itu, beberapa aktiviti telah dilakukan seperti yang disenaraikan dalam jadual di bawah:

STAFF WELFARE, CULTURE AND SPORTS BODY (BKKS) ACTIVITIES

In 2011, BKKS carried out educational, economic, social, religious and sports activities.

For educational activities, the committee focused more on efforts related to the registration of MEC's Creche. The registration of MEC's Creche was to allow the creche to operate legally and obtain recognition by the Ministry of Women, Family, and Community. Several activities were carried out as listed in the table below:

AKTIVITI PENDIDIKAN Educational Activity	TARIKH Date
Lawatan Sambil Belajar ke Pusat Jagaan Kanak-Kanak (HADANAH), USM Pulau Pinang Visit to Pusat Jagaan Kanak-kanak (HADANAH), USM Penang	28 Januari 2011 28 January 2011
Temuduga calon untuk Jawatan Guru TASKA MPM Interview of candidates for the post of MEC's Creche teacher	9 Mac 2011 9 March 2011
Penghantaran guru TASKA MPM ke Kursus Asas Asuhan Kanak-Kanak (KAAK) anjuran Majlis Kebajikan dan Pembangunan Masyarakat Malaysia (MAKPEM) Sending MEC's Creche teachers to Child Care Courses (KAAK) organized by the Malaysian Welfare and Social Development Council (MAKPEM)	11 – 30 April 2011 11 – 30 April 2011
Perbincangan tentang proses pendaftaran TASKA MPM bersama-sama dengan Pegawai Kebajikan Masyarakat di Jabatan Kebajikan Masyarakat Daerah Gombak Discussion with Gombak District Social Welfare Officer about the MEC's Creche registration process	24 Mei 2011 24 May 2011
Lawatan ke Pejabat Bomba dan Penyelamat Zon Rawang Visit to the Fire and Rescue office, Rawang Zone	31 Mei 2011 31 May 2011
Penerimaan surat kelulusan hasil dari pemeriksaan pencegahan kebakaran di TASKA MPM oleh Pejabat Bomba dan Penyelamat Zon Rawang Receipt of approval letter, after fire prevention inspections at MEC's Creche by the Fire and Rescue office, Rawang Zone	1 Jun 2011 1 June 2011
Lawatan ke Pejabat Kesihatan Daerah Gombak A visit to the Gombak District Health Office	4 Ogos 2011 4 August 2011
Penerimaan surat kelulusan hasil dari pemeriksaan tahap kesihatan dan kebersihan TASKA MPM oleh Pejabat Kesihatan Daerah Gombak Receipt of approval letter, after a health and hygiene inspection at MEC's Creche by Gombak District Health Office	8 Ogos 2011 8 August 2011
Penghantaran dokumen pendaftaran TASKA ke Pejabat Kebajikan Masyarakat, Daerah Gombak Delivery of the Creche registration documents to the Social Welfare Office, Gombak District	13 Ogos 2011 13 August 2011

Manakala, aktiviti yang melibatkan penstrukturan dan penambahbaikan TASKA MPM pula adalah seperti yang berikut:

Meanwhile, the activities that involve the restructuring and enhancement of MEC's Creche are as follows:

AKTIVITI PENDIDIKAN Educational Activity	TARIKH Date
Pemasangan peralatan dan perabot TASKA (Baby Cot, Playpen, Stackable Cot) Installation of Creche's equipment and furniture (Baby Cot, Playpen, Stackable Cot)	1 Januari 2011 1 January 2011
Pembelian peralatan, perabot, dan bahan pengajaran & pembelajaran TASKA di K-Mode Marketing, Puchong dan IKEA, Damansara Purchase of Creche's equipment, furniture and teaching & learning materials from K-Mode Marketing, Puchong and IKEA, Damansara	13 Januari 2011 hingga 7 Disember 2011 13 January 2011 to 7 December 2011
Penghantaran dan pemasangan peralatan dan perabot TASKA MPM (kerusi, meja, rak pakaian, rak permainan, dan lain-lain) Delivery and installation of MEC Creche's equipment and furniture (chairs, tables, clothing racks, toys shelves, etc.)	12 Februari 2011 12 February 2011
Sambutan hari lahir kanak-kanak di TASKA MPM secara berkelompok (sekali dalam tempoh tiga bulan) Group celebration of children's birthday at MEC's Creche (once every three months)	10 Mac 2011, 20 Jun 2011, 23 September 2011, dan 9 Disember 2011 10 March 2011, 20 June 2011, 23 September 2011 and 9 December 2011
Kerja-kerja pengubahsuaian dan pemasangan, dan penambahan ruang TASKA MPM Renovation, installation and space expansion of MEC's Creche	11 April 2011 11 April 2011
Jamuan Hari Raya TASKA MPM MEC's Creche Hari Raya Feast	23 September 2011 23 September 2011

Dalam bidang ekonomi pula, BKKSK telah menganjurkan aktiviti ceramah untuk memupuk dan menguatkan nilai kerohanian dan keibubapaan dalam kalangan warga MPM, terutama dalam mendidik anak-anak masing-masing. Selain itu, jawatankuasa ekonomi juga telah mengurus pembekalan baju korporat kepada staf MPM untuk dipakai oleh semua warga MPM pada setiap hari Rabu. Ringkasan aktiviti yang telah dijalankan adalah seperti yang berikut:

In the field of economics, BKKSK organised talks to foster and strengthen spiritual values and parenting among MEC staff, especially in educating their respective children. In addition, the economics committee also managed to arrange the supply of corporate shirts for the staff to wear every Wednesday. A summary of the activities are as follows:

AKTIVITI EKONOMI Economics Activity	TARIKH Date
Ceramah Pro-parenting Pro-parenting talk	17 Januari 2011 17 January 2011
Mengurus baju korporat kepada staf MPM Supplying the corporate shirts for MEC staff	24 November 2011 24 November 2011

Dalam bidang keagamaan pula, BKKSJ telah berjaya menganjurkan pelbagai aktiviti untuk memupuk dan menguatkan nilai kerohanian dalam setiap sanubari warga MPM. Antara aktiviti yang telah dijalankan adalah seperti yang berikut:

As for the religious activities, BKKSJ has successfully organized various activities to promote and strengthen spiritual values in the hearts of MEC staff. Among the activities carried out are as follows:

AKTIVITI KEAGAMAAN Religious Activity	TARIKH Date
Majlis Sambutan Maulidur Rasul 1432H Maulidur Rasul 1432H Celebration	31 Mac 2011 31 March 2011
Majlis Bacaan Yasin dan tahlil arwah kepada; Yasin Recital and Tahlil Arwah for;	4 Mei 2011 4 May 2011
(a) Bapa Father of Puan Wan Faizatul Azirah binti Ismayatim	4 Mei 2011 4 May 2011
(b) Bapa Father of Puan Nur Hashimah bt Rahmad	
(c) Ibu Mother of Tuan Haji Zulkepli b Haji Jusoh	13 Oktober 2011 13 October 2011
Majlis bacaan Yasin dan doa kesyukuran kepada En. Adenan bin Hj. Khalid kerana menunaikan fardu Haji Yasin Recital and Doa Kesyukuran for En. Adenan bin Hj. Khalid who performed the Haji	13 Oktober 2011 13 October 2011
Program mengimarahkan bulan Ramadhan seperti yang berikut: Programmes for the Month of Ramadhan are as follows:	
(a) Tadarus Al-Quran	1 - 30 September 2011 1 - 30 September 2011
(b) Nur Pagi	
(c) Fadilat Ramadhan	
(d) Kutipan derma Ramadhan Ramadhan Donation Gathering (minggu pertama Ramadhan first week of Ramadhan)	
Pembelian Al-Quran, Al-Quran Terjemahan, Rehal, dan rak untuk surau MPM Purchase of Al-Quran, Al-Quran Translation, Rehal and shelves for MEC's Surau	5 Oktober 2011 5 October 2011
Majlis bacaan Yasin, Tahlil, Doa Selamat, dan Solat Hajat untuk peperiksaan STPM dan MUET 2011 Yasin Recital, Tahlil, Doa Selamat and Solat Hajat for 2011 STPM examinations and MUET test	14 November 2011 14 November 2011
Majlis Ceramah Maal Hijrah 2011 dan jamuan makan tengah hari 2011 Maal Hijrah lunch and celebration	8 Disember 2011 8 December 2011



Manakala dalam bidang sosial pula, BKKSJ juga telah menganjurkan aktiviti untuk memperkukuh ikatan silaturahim antara warga MPM. Aktiviti yang telah dijalankan adalah seperti yang berikut:

While in the social field, the BKKSJ also organised activities to strengthen the bond among MEC's staff. The activities carried out are as follows:

AKTIVITI SOSIAL Social Activity	TARIKH Date
Mengeluarkan Poster Ucapan Selamat Hari Lahir kepada staf MPM secara berkelompok mengikut bulan kelahiran <i>Produce birthday greetings posters for MEC staff (in groups) according to the month of birth</i>	Januari – Disember 2011 <i>January – December 2011</i>
Kad Ucapan Tahun Baru Cina <i>Chinese New Year greeting cards</i>	2 Februari 2011 <i>2 February 2011</i>
Hari Keluarga MPM 2011 di Taman Tasik Titiwangsa, Kuala Lumpur <i>2011 MEC Family Day at Tasik Titiwangsa, Kuala Lumpur</i>	19 Mac 2011 <i>19 March 2011</i>
Lawatan ke Zoo Negara <i>Visit to the National Zoo</i>	18 Jun 2011 <i>18 June 2011</i>
Aktiviti Jom Makan Buah 2011 <i>2011 Jom Makan Buah</i>	28 Julai 2011 <i>28 July 2011</i>
Pengagihan bubur lambuk kepada staf MPM sempena bulan Ramadhan <i>Bubur Lambuk distribution to MEC staff in honour of the month of Ramadhan</i>	23 Ogos 2011 <i>23 August 2011</i>
Majlis Sambutan Hari Raya Aidilfitri MPM 2011 <i>2011 MEC Hari Raya Aidilfitri celebration</i>	9 September 2011 <i>9 September 2011</i>
Penyampaian anugerah pencapaian terbaik dalam Ujian Pencapaian Sekolah Rendah (UPSR) kepada anak-anak ahli BKKSJ <i>Presentation of best achievement award in the Ujian Penilaian Sekolah Rendah (UPSR) to the children of BKKSJ members</i>	14 Disember 2011 <i>14 December 2011</i>
Bantuan yuran persekolahan bagi tahun 2012 untuk anak-anak ahli BKKSJ <i>2012 school fees aid for the children of BKKSJ members</i>	30 Disember 2011 <i>30 December 2011</i>
Mengurus pinjaman peribadi yang diperlukan oleh ahli <i>Manage personal loans to members</i>	Sepanjang tahun <i>Throughout the year</i>
Melawat ahli/keluarga ahli yang meninggal dunia/sakit <i>Visit members/family of members who are unwell/who have passed away</i>	Sepanjang tahun <i>Throughout the year</i>

Pada tahun 2011, BKKSJ telah mengadakan beberapa aktiviti sukan untuk kakitangan MPM. Antara aktiviti sukan yang disertai ialah seperti berikut:

In 2011, BKKSJ organized several sports activities for employees of the MEC. Among the sports are:

AKTIVITI SUKAN MPM MEC Sports Activity	TARIKH Date
Sukaneka Hari Keluarga MPM 2011 di Taman Tasik Titiwangsa, Kuala Lumpur <i>2011 MEC Family Day Telematch at Tasik Titiwangsa, Kuala Lumpur</i>	19 Mac 2011 <i>19 March 2011</i>
Larian Serentak 1Murid 1Sukan (1M 1S) 1Malaysia bersama-sama dengan pelajar dari SMK Sungai Kertas, Batu Caves <i>1Murid 1Sukan (1M1S) 1Malaysia Run with students from SMK Sungai Kertas, Batu Caves</i>	2 Julai 2011 <i>2 July 2011</i>
Karnival Sukan MPM 2011 di Institut Aminuddin Baki, Genting Highlands <i>2011 MEC Sports Carnival at Aminuddin Baki Institute, Genting Highlands</i>	1 dan 2 Oktober 2011 <i>1 and 2 October 2011</i>

BKKSJ juga telah menghantar peserta untuk menyertai Karnival MESCA yang dikelolakan oleh Ministry of Education Sports and Cultural Association (MESCA). Bagi acara badminton, karom, dan bola sepak, tiga orang staf MPM, iaitu Encik Adnan bin Husin (Badminton), Encik Senol bin Keling (Karom), dan Encik Rusli bin Mokhtar (Bola sepak) telah mewakili Kementerian Pelajaran Malaysia ke pertandingan Karnival Sukan anjuran Kementerian Pelajaran Singapura dari 5 hingga 7 April 2011. Ringkasan bagi acara sukan yang disertai dan pencapaian MPM adalah seperti yang berikut:

ACARA SUKAN MESCA MESCA Sports Activity	PENCAPAIAN Achievement
Futsal Futsal	Johan dan Naib johan Champion and Runner-up
Karom Carrom	Johan Champion
Badminton (wanita) Badminton (ladies)	Johan Champion
Badminton (lelaki) Badminton (men)	Naib Johan Runner-up
Boling tenpin Ten-pin Bowling	Ke-10 10 th place

Selain itu, BKKSJ juga turut menghantar peserta untuk menyertai Karnival Sukan Sempena Bulan Kecergasan Kementerian Pelajaran Malaysia Tahun 2011 yang telah diadakan di Taman Equine, Seri Kembangan, Selangor. Acara yang disertai dan pencapaian yang diperoleh adalah seperti berikut:

BKKSJ also sent players to participate in the MESCA Carnival which was organized by the Ministry of Education Sports and Cultural Association (MESCA). For badminton, carrom and football, three MEC staff, Mr Adnan bin Husin (Badminton), Mr Senol bin Keling (Carrom) and Mr Rusli bin Mokhtar (Football) represented the Ministry of Education Malaysia to the Sports Carnival organised by the Singapore Ministry of Education from 5 to 7 April 2011. A summary of the events participated in and achievements of MEC are as follows:

Apart from that, BKKSJ also sent participants to join the Sports Carnival in conjunction with the 2011 Ministry of Education, Fitness Month which was held at Taman Equine, Seri Kembangan, Selangor. Events participated in and achievements are as follows:

KARNIVAL SUKAN SEMPENA BULAN KECERGASAN KEMENTERIAN PELAJARAN MALAYSIA Sports Carnival in conjunction with 2011 Ministry of Education, Fitness Month	PENCAPAIAN Achievement
Badminton Lelaki Badminton (men)	Johan Champion
Futsal Futsal	Pusingan kedua Second round
Bola sepak Football	Separuh akhir Semi final



Hari Keluarga MPM 2011 di Taman Tasik Titiwangsa, Kuala Lumpur
2011 MEC Family Day at Tasik Titiwangsa, Kuala Lumpur

Hari Keluarga MPM 2011 yang diadakan pada 19 Mac 2011 di Taman Tasik Titiwangsa, Kuala Lumpur
 2011 MEC Family Day was held on 19th March 2011 at Tasik Titiwangsa, Kuala Lumpur



AKTIVITI PUSPANITA MPM TAHUN 2011

MEC 2011 PUSPANITA Activities

Sepanjang tahun 2011, PUSPANITA MPM telah merancang dan melaksanakan aktiviti-aktiviti seperti yang berikut:

In 2011, MEC's PUSPANITA planned and executed the following activities:

Program “Apa Kata Wanita” di Angkasapuri

“Apa Kata Wanita” Programme at Angkasapuri



1. Program “Apa Kata Wanita” di Angkasapuri

Program pertama anjuran PUSPANITA MPM pada tahun 2011 merupakan Lawatan ke set penggambaran “Apa Kata Wanita” bersama Zamzarina yang diadakan pada 2 April 2011 di Studio 1 Angkasapuri, Kuala Lumpur. Para peserta diberi pendedahan berada di dalam set penggambaran bagi program yang disiarkan secara langsung.

1. “Apa Kata Wanita” Programme at Angkasapuri

The first programme organised by PUSPANITA in 2011 was a visit to the studio set of “Apa Kata Wanita” with Zamzarina on 2 April 2011 at Studio 1, Angkasapuri, Kuala Lumpur. Participants gained the experience of being in the set of a live broadcast programme.

2. Lawatan Sambil Belajar ke Banting dan Ladies Night @ Bagan Lalang

Ahli Jawatankuasa PUSPANITA telah merancang dan mengatur program untuk Lawatan Sambil Belajar ke Banting.

Lawatan ini telah dapat dilaksanakan dengan jayanya pada **14 dan 15 Mei 2011** (Sabtu dan Ahad). Ini adalah kali yang pertama PUSPANITA mengadakan Lawatan Sambil Belajar. Seramai 27 orang peserta mengikuti lawatan ke Kampung Sungai Lang Baru, Banting ini. Kesemua peserta dibawa melawat ke perusahaan kecil dan sederhana di tempat berkenaan termasuk Sambal Kentang, Baulu, Kerepek & Jeli Kelapa. Seterusnya semua peserta di bawa ke Bagan Lalang, dan meneruskan acara sukaneka pada sebelah petangnya. Sebelah malam pula aktiviti Treasure Hunt dan bertukar hadiah diadakan bagi merapatkan lagi silaturrahim antara ahli.

2. Educational Visit to Banting and Ladies Night at Bagan Lalang

PUSPANITA's committee members planned and organised an educational visit to Banting.

This visit was successfully organised on **14 and 15 May 2011** (Saturday and Sunday). This was the first time PUSPANITA organised an educational visit. 27 members took part in the visit to Kampung Sungai Lang Baru, Banting. Participants were taken to visit potato sambal, baulu, chips and coconut Jelly small and medium industries. All participants were then brought to Bagan Lalang in the evening for the telematch event. At night, a treasure hunt and gift exchange event were held to strengthen the bond among members.

Lawatan Sambil Belajar ke Banting dan Ladies Night @ Bagan Lalang

Educational Visit to Banting and Ladies Night at Bagan Lalang





Lawatan ke Vietnam

Visit to Vietnam

3. Lawatan Ke Vietnam

Ahli Jawatankuasa PUSPANITA MPM telah mengadakan program lawatan ke Vietnam. Program ini merupakan Program PUSPANITA MPM buat pertama kalinya ke luar negara. Seramai 18 orang peserta menyertai lawatan ini pada 10 hingga 12 Julai 2011. Program ini dapat meluaskan pandangan dan ilmu pengetahuan ahli kepada persekitaran dan juga budaya serta adat resam negara luar.

3. Visit to Vietnam

MEC PUSPANITA committee members organised a visit to Vietnam. This was MEC PUSPANITA's first overseas visit. A total of 18 staff made this visit from 10 to 12 July 2011. This visit widened members' view and knowledge of the environment and culture, as well as, customs of foreign countries.

4. Pertandingan Bowling dan jamuan perpisahan Timbalan Pengerusi 1 PUSPANITA MPM

Pertandingan Bowling diadakan sekali lagi pada tahun 2011 atas permintaan ramai ahli PUSPANITA. Pertandingan ini diadakan di Wangsa Bowl, Selayang Mall pada 23 Julai 2011 dari jam 10 pagi hingga 2 petang. Seramai 28 orang ahli yang mengambil bahagian dalam pertandingan ini.

4. Bowling Tournament and Farewell Party for MEC's PUSPANITA Deputy Chairman 1

As requested by many PUSPANITA members, a bowling tournament was held again in 2011. The tournament was held at Wangsa Bowl, Selayang Mall on 23 July 2011 from 10 am to 2pm. A total of 28 members took part in this tournament.

Acara ini diadakan bersama-sama dengan jamuan perpisahan Timbalan Pengerusi 1 PUSPANITA MPM, Puan Norlia binti Mohmed Hussein. Sedikit jamuan diadakan sempena majlis perpisahan ini.

Dengan mengadakan acara sebegini dapat memupuk semangat kerjasama di kalangan ahli PUSPANITA dan secara tidak langsung dapat mengeratkan silaturahim antara semua ahli terlibat dalam suasana yang ceria lagi muhibah. Pertandingan ini juga dianjurkan bagi menjadikan sukan, rekreasi dan riadah menjadi amalan hidup ahli PUSPANITA bagi meningkatkan tahap kesihatan dan kecergasan ahli.

5. Demo masakan Tiramisu dan Jamuan Aidil Fitri PUSPANITA MPM 2011

Demonstrasi masakan Tiramisu anjuran PUSPANITA MPM ini dikendalikan oleh Puan Mazlina binti Mohd Aris. Demonstrasi ini diadakan pada 23 September 2011 dari jam 12 tengah hari.

Demonstrasi ini disambung dengan acara Jamuan Hari Raya Aidil Fitri pada jam 1 hingga 3 petang bertempat di Tingkat 4 Selatan, Bangunan MPM. Hampir keseluruhan ahli PUSPANITA MPM (60 orang) menyertai acara ini. 3 hadiah untuk pakaian raya terbaik telah disumbangkan oleh Puan Azizah binti Mohamad.

6. Kelas Masakan menggunakan Tupper Wok (Tupperware)

PUSPANITA MPM telah menganjurkan dua sesi kelas masakan menggunakan Tupper Wok (produk Tupperware), iaitu pada 9 Disember 2011 dan 16 Disember 2011. Sesi pertama telah dihadiri oleh tetamu khas, Puan Azizah binti Mohamad, Pengerusi PUSPANITA MPM, yang juga merupakan Master Chef untuk acara

This event is held in conjunction with the farewell party for MEC's PUSPANITA Deputy Chairman 1, Mrs Norlia binti Mohmed Hussein. A small feast was held in conjunction with this farewell.

These events can foster the spirit of cooperation among the members of PUSPANITA and indirectly strengthen the relationship between all members involved in the activity. The tournament was also organised to make sport, recreation and leisure the lifestyle of PUSPANITA members to enhance their health and fitness levels.

5. Tiramisu Baking Demonstration and PUSPANITA 2011 Aidil Fitri

A tiramisu baking demonstration was organized by MEC PUSPANITA, led by Mrs Mazlina binti Mohd Aris. This demonstration was held at noon on 23 September 2011.

This demonstration was followed by a Hari Raya Aidil Fitri lunch from 1 pm till 3 pm at Level 4 South, MEC. Almost all MEC PUSPANITA members (60 staff) participated in this event. 3 prizes for the best Raya attire were donated by Mrs Azizah binti Mohamad.

6. Cooking With Tupper Wok (Tupperware) Class

PUSPANITA MEC organized two cooking classes with Tupper Wok (Tupperware products) on 9 and 16 December 2011. The first session was attended by a special guest, Mrs Azizah binti Mohamad, Chairman of MEC PUSPANITA, who was also the Master Chef for the event. She showed her ability to cook the family's favourite recipes; Fried

ini. Beliau telah menunjukkan kebolehan memasak resipi kegemaran keluarganya iaitu Sotong Goreng Tepung dan Punch Longan dan Jeli. Acara ini diserikan lagi dengan tunjuk ajar seorang lagi chef MPM, iaitu Puan Padzilah binti Ali dengan resipi Sambal Salsa Udang menggunakan Tupper Wok. Majlis ini dimeriahkan lagi dengan cabutan bertuah barangan Tupperware sumbangan Puan Padzilah binti Ali.

Sesi kedua juga menampilkan Puan Azizah binti Mohamad dan Puan Padzilah binti Ali sekali lagi sebagai chef dengan resipi Puding Buah-buahan dan Tart telur. Majlis diserikan dengan penyampaian cenderamata untuk Puan Azizah binti Mohamad.

Squid, Longan Punch and Jelly. The event also had the guidance of another MEC Chef, Mrs Padzilah binti Ali with her Prawn Salsa Sauce recipe using Tupper Wok. A lucky draw of Tupperware products was also held. The gifts were sponsored by Mrs Padzilah binti Ali.

The second session also featured Mrs Azizah binti Mohamad and Mrs Padzilah binti Ali as the chefs once again with Fruit Pudding and Egg Tart recipes. A souvenir was presented to Mrs Azizah binti Mohamad.

Puan Azizah binti Mohamad, Pengerusi PUSPANITA MPM menerima cenderamata daripada Puan Maziyan binti Hamzah, Timbalan Ketua Eksekutif 1 MPM, ketika itu
Mrs Azizah binti Mohamad, Chairman of MEC PUSPANITA received a token of appreciation from Mrs Maziyan binti Hamzah, MEC's Deputy Chief Executive 1

