



## MEMORANDUM

**No: SOFIDS/013/2019**

To : All FOUNDATION Students

From : Nurizzah Syamira Bt Subri  
Admin Assistant  
School of Foundation and Interdisciplinary Studies

Date : 31<sup>st</sup> December 2019

Subject : **STUDENT EVALUATION FOR LECTURER PERFORMANCE**  
- **ACADEMIC SEMESTER II 2019/2020 (October 2019 SESSION)**

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Assalamualaikum w.b.t & Good day,

For your information, Final Exam for Academic Session 2 2019/2020 will begin on **20<sup>th</sup> January 2019 until 23<sup>th</sup> January 2019**. Thus, you are required to complete the 'Student Evaluation for Lecturer Performance' through Moodle starting from **2<sup>nd</sup> January 2020 until 8<sup>th</sup> January 2020** to claim your examination docket.

Below are the steps:

- Step 1 : Student are required to complete the teaching staff evaluation survey through <http://survey.dhuautomotive.edu.my/index.php/767195?newtest=Y&lang=en> (refer to Moodle).
- Step 2 : Students are required to check their status at SOFIDS Office before collecting the docket.
- Step 3 : Once Faculty officers have check the survey status, the final examination docket release slip will be given to the students.
- Step 4 : Students must show the release slip to Exam Unit as proof.

Students are advised to complete the survey within the stipulated period to avoid any difficulties in collecting the docket.

For any further inquiries, you may contact **Mrs. Mira (Ext. No. 2722)**.  
Thank you.

Regards,

A handwritten signature in blue ink, appearing to read 'Nurizzah'.

**Admin Assistant**  
**School of Foundation and Interdisciplinary Studies**