

# Step 1: Log in to IIS V2 Student Portal

<https://iisv2.ucsiuniversity.edu.my/apex/iisv2/r/iis2-student-portal-login/login>

A screenshot of the UCSI University Student Portal Login page. The page has a red background with a white login form in the center. At the top of the form is the UCSI University logo and the text "UCSI University". Below that is the heading "STUDENT PORTAL LOGIN". There are two input fields: the first is for a student ID (containing "1300000000") and the second is for a password (containing "\*\*\*\*\*"). Below the input fields is a red "Sign In" button and a "Forgot Password" link.

# Step 2: Select "Academic"

## My Academic

### Programme Listing

Intake	Created	Reported Date	File Number	Programme	Code	Status	Convo Date	Internal Programme Transfer	External Credit Transfer In
2022-09									

### Semester

Programme	Semester	Number Of Courses	Total Weightage	GPA
DYHCs	2022-09	6		
	2023-01	5		
	2023-05	0		

### Academic Records

# Step 3: Go to "Semester" and Click the current semester

UCSI - Student Portal Help/Support My Home Page Log Out

Home Page Profile **Academic** Financial Statement

## My Academic

Programme Listing

Intake	Created	Reported Date	File Number	Programme	Code	Status	Convo Date	Internal Programme Transfer	External Credit Transfer In
2022-09									

Semester

Programme	Semester	Number Of Courses	Total Weightage	GPA
DYHCs	2022-09	6		
	2023-01			
	2023-05	0		

Academic Records

# Step 4: Select “Exam Token”

The screenshot displays the UCSI Student Portal interface. At the top, a red header bar contains the text "UCSI - Student Portal" on the left and "Help/Support", "My Home Page", a user profile icon, and "Log Out" on the right. Below the header is a dark grey navigation bar with links for "Home Page", "Profile", "Academic", and "Financial Statement". The main content area is titled "Student Semester Statistic" and features a sub-section with two tabs: "Details" and "Exam Token". The "Exam Token" tab is highlighted with a blue border and a blue arrow pointing to it from the right. Below the tabs, the "Exam Token" section is visible, containing a "Print Exam Slip" button and a "Student No" input field.

# Step 5: Click “Print Exam Slip”

The screenshot displays the UCSI Student Portal interface. At the top, a red navigation bar contains the text "UCSI - Student Portal" on the left and "Help/Support", "My Home Page", a user profile icon, and "Log Out" on the right. Below this is a dark grey menu bar with "Home Page", "Profile", "Academic", and "Financial Statement" options. The main content area is titled "Student Semester Statistic" and features a sub-menu with "Details" and "Exam Token" (the latter is highlighted with a yellow box). Under the "Exam Token" section, there is a "Print Exam Slip" button (highlighted with a blue box) and a "Student No" input field. A blue arrow points to the "Print Exam Slip" button.

# Sample of Exam Token

EXAMINATION		
<b>Warning : No writing or Scribbling is allowed on the examination slip</b>		
Date : 28 March 2023		
Student No :		
Full Name :		
School :	Faculty of Hospitality and Tourism Management (Sarawak)	
Programme :	Diploma in Culinary Arts	
Semester :	2023-01	
Fees Owing :	RM 0	

  

Code	Subject	Remarks
DHA1033	Sanitation, Safety and Hygiene	-
DHA1024	Pastry and Bakery	-
DHT2103	Cross Cultural Studies	-

  

**REMINDER**

- (1) Please verify the above information at ONCE. Should you find any discrepancy, please inform Registrar's Office immediately.
- (2) RM5/= will be charged as penalty for re-printing of examination token.
- (3) Please verify the above information at ONCE. Should you find any discrepancy, please inform Registrar's Office immediately.
- (4) You are **STRICTLY NOT ALLOWED** to bring any unauthorized materials such as bag, pencil box/case, notes/papers or electronic dictionary and devices into the Examination Hall or Room. If you fail to observe these rules, you will be fined and the item(s) will be confiscated. You are responsible for your own valuables and you are advised not to bring valuable items to the UCSI University during examination sessions as the University will not be held responsible for any lost items within the premises.
- (5) Mobile phones are strictly not allowed to be brought into the examination hall. If a mobile phone is found within the examination hall, the mobile phone will be confiscated. A penalty of RM100 will be imposed to redeem both the SIM card and the mobile phone. You are requested to take care of your own mobile phones as UCSI University will not be held responsible for the loss or stolen mobile phones within the premises.
- (6) You are not allowed to enter the Examination Hall 30 minutes after the commencement of the examination.
- (7) Apart from prescribed printing on the examination token, students are restricted from having any notes printed

**Please note of the policy below :-**

- (a) Student who submit medical certificate for absenteeism in the final examination may apply to attempt the supplementary paper at the beginning of the next semester. The medical certificate must be submitted to the Registrar's Office within five (5) calendar days inclusive of the examination day, from the date of the scheduled examination session. The medical certificate has to be issued by a doctor from either a government or private hospital, or from UCSI's clinic. If the medical certificate is issued by private clinics other than UCSI's clinic, the medical certificate must be submitted together with a Medical Attestation Form that was completed by the doctor who attended to the student.  
Time-off slips are NOT acceptable for absenteeism in the final examination. Medical certificate will not be accepted if students are found to have outstanding fees prior to and/or during the final examination period.
- (b) Candidates with genuine and serious medical conditions may appeal during the Application for Supplementary Examination by submitting a medical report from a registered doctor from a public or private hospital, with details of the illness. The University Examination Board will consider each case, taking into consideration the advice of the respective Faculties.