

Exams and Assessments Policy

Policy #	AA-108	Revision #	02
Accessibility level	A	Effective date	20 Jan. 2021

1. Purpose

This Policy highlights the rules and regulations that govern conditions for exams and assessments.

2. Definitions

- 2.1. **Final exam:** A course exam is held once at the end of the semester.
- 2.2. **Final exam score:** the score attained by a student in the final examination for each course.
- 2.3. **Incomplete Grade:** A provisional grade assigned to each course in which a student fails to complete the requirements by the required date. This is indicated in the academic record by the letter grade (IC).
- 2.4. **In Progress Grade:** A provisional grade assigned to each course which requires more than one semester to complete. This is indicated in the academic record by the letter grade (IP).

3. Policy

3.1. At the beginning of each semester, the course instructor should provide students with the Course Syllabus and announce how the semester grades will be distributed and the expected dates of the semester exams.

3.2. Examinations:

- A) Courses are evaluated either by (1) at least three written examinations, or by (2) oral and/or practical examinations, research, term papers and other activities plus at least two written exams. In any case, class work score must not be less than 30% of the final course grade. All examinations, excluding the finals, are scheduled by the instructors. It is recommended that at least one exam be conducted and the results disclosed before the last day of the final course withdrawal deadline so that a student can decide whether to withdraw from the course or not.
- B) Final examinations are scheduled by the Registrar's Office. The schedule indicates the date, time and location of all examinations. The day and time of a final examination should be strictly adhered to. In exceptional cases, with justifiable reasons, a faculty member may request a rescheduling of a final examination with the approval of the Dean of the College.
- C) The College Council - to which the course is affiliated - based on the recommendation of the Department Council may allow for practical or oral examination in the final exam and determine the grades assigned to it from the final exam scores.
- D) The course instructor writes the exam questions. If deemed necessary, question may be written by a specialized person chosen by the College Council based on the recommendation of the Department Head.

E) The duration of a final written examination should not be less than one hour and not more than three hours.

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- F) The course instructor grades the final examination of his course, and the Head of the Department - if needed - may appoint one or more specialists instructors to participate in grading process. The College Council may, when necessary, assign the grading to whom it deems appropriate.
- G) A student may not be tested in more than two courses in one day. In this case, some of the exams will be postponed with the approval of the college dean.
- H) The College Council may apply confidentiality in the final examination procedures.

3.3. Final Grade Policy:

- A) At least 60 percent of the total course grade should be allocated to written examinations, with a minimum of 30% assigned to the final exam with emphasis on practical work and projects for the remaining percentage. Any grading scenario that does not meet this policy should be cleared with the dean early in the semester.
- B) A certain portion of the final grade will be assigned for class participation among other possible course requirements (e.g., term paper, project, homework, etc.).
- C) It is permissible to exclude seminars, research and courses of a practical or field nature from the these provisions or some of them, by a decision of the College Council based on the recommendation of the Department Council, and the College Council determines the means of assessing student achievement in these courses.

3.4. Conduct of Final Examinations:

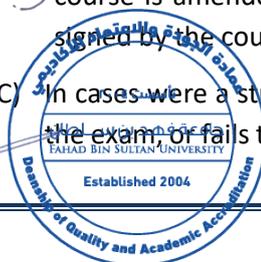
- A) No student will be allowed to sit for a final examination after the lapse of 30 minutes from the beginning of the examination. Also, no student will be allowed to leave the examination venue less than 30 minutes after the beginning of the examination.
- B) Cheating in the exam, attempting it, or violating the instructions and rules for conducting the test are matters punishable according to the Student Disciplinary Regulations issued by the University Council.

3.5. Submission of Final Grades: The instructor posts the grades through online grading system.

3.6. Make-Up Examinations

- A) If a student misses an examination, other than the final, the instructor will make arrangements for a make-up examination if the student submits an approved excuse for his/her absence.
- B) If the student is not able to attend the final exam for a compulsive excuse, an incomplete grade (IC) is given, the college council may accept the student's excuse and allow the student to take a make-up exam within a period not exceeding the end of the next regular semester (summer semester is excluded). In this case, the student's grade in the course is amended after taking the make-up exam through a Change of Grade Form signed by the course instructor, the Department Chairperson, and the College Dean.

- C) In cases where a student misses the final exam, fails to obtain approval for a make-up of the exam, or fails to take the approved make-up exam before the end of the next regular



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semester, the student will get a score of zero in that exam, and his/her grade in the course will be the obtained grade of the semester work.

3.7. Reviewing Semester Exams:

- The course instructor is obligated to announce the results of the semester exams within two weeks from the date of taking the exam.
- Students have the right to review their answer sheets and to compare their answers with the typical answers of the exam.

3.8. Work In Progress Grade

For courses of a research nature which require more than one semester to complete, the grade of IP (In Progress) is assigned to the student in all terms, where the course is registered, prior to the completion of the designated work. After the completion of the course, the student will be given the grade he/she has earned. In case the work is not completed within the specified time, the Department Council concerned may recommend changing the grade from IP to IC (Incomplete).

3.9. Incomplete Work Grade:

If the work for a course is not completed by the date on which the semester ends, the following procedures will apply:

- To secure permission to complete the work for a course, a student must submit a valid excuse to the instructor and the Department Council at least two weeks before the date of the scheduled final exam of the course.
- Incomplete course work will be reported as an "IC" followed by a numerical grade reflecting the evaluation of the student available at the end of the semester. This evaluation is to be based on a grade of zero on all missed work. The student grade will not be included in the calculation of the cumulative or semester GPA.
- Students permitted to complete work for a course must do so by the end of the following regular semester. After the incomplete work is done and evaluated by the faculty member, a grade change will be considered by the Department Council and a new grade is reported to the Office of the Registrar.
- If no valid excuse is presented and the work, if permitted, is not completed within the time limits specified above, the "IC" will be changed, and the numerical grade available becomes the final grade in the course.
- For the purposes of averaging, the numerical grade will not be used, until changed through the procedure set above.
- It is the responsibility of the student to find out from his/her instructor the specific dates by which requirements must be fulfilled. The deadline for submission of incomplete grades by the instructor is within 72 hours after a student has completed the course work.



Policy #	AA-108	Revision #	02
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3.10. Reviewing a Final Exam Grade

A student, who feels that the grading was unfair, must fill a Request for Final Exam Review form and submit it to the chairperson of the department offering the course for approval within the first two weeks after the start of the next semester. If approved, the student can discuss the matter with the instructor of the course. During a two week period, the student is allowed to review his/her final exam paper with the instructor. If the student and the instructor are unable to arrive at a solution, the student may write a petition to the chairperson of the department offering the course no later than the end of the fourth week of the next semester pointing to why s/he feels that the grade is unfair. The department chairperson will investigate the student's arguments and may call on the Academic Committee for a review of the instructor's evaluation of the final examination score.

3.11. Grading System and Codes

Grade	Points	Letter Grade	Grade Interpretation
95-100	5.00	A+	Outstanding
90-94	4.75	A	Excellent
85-89	4.50	B+	Superior
80-84	4.00	B	Very Good
75-79	3.50	C+	Above Average
70-74	3.00	C	Good
65-69	2.50	D+	High Pass
60-64	2.00	D	Pass
Below 60	1.00	F	Fail
AU			Audit
DN			Denied
DS			Disciplinary Action
NP			No grade-Pass (Not considered in GPA Calculation)
NF			No grade-Fail (Not considered in GPA Calculation)
IC			Incomplete
IP			In Progress
W			Withdrawn
WF			Withdrawn - Fail
WP			Withdrawn - Pass
T			Transfer

3.12. Change of Grade:

Normally, grades cannot be changed after the submission of the final grades to the Registrar's Office. Under certain circumstances, a written request from the course instructor can be addressed to the registrar explaining the reasons for the change. Such a request for a grade change must be endorsed by the department chairperson and the Dean of the College and approved by the College Council. The Registrar's Office should be informed of the change of grade no later than the beginning of the final examinations for the following semester.



Policy #	AA-108	Revision #	02
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3.13. Failing Courses

If a student fails a course, no re-examination will be permitted. A student who fails a required course must repeat the course at the earliest opportunity. A student who fails an elective course is not required to repeat it as long as he/she can achieve the minimum cumulative average and the minimum number of credits required for graduation. However, the grade of the non-repeated course will be included in tallying the cumulative GPA.

3.14. Repeating Courses

- If the student fails in a course, there is no re-examination for this course. Rather, the student must re-register the course at the earliest possible opportunity, and the higher mark is used for calculating the student's GPA.
- The student who fails an elective course is not required to repeat the same course. The student may study another elective course from the same group, with the approval of the College Dean, and the higher grade is used in calculating the student's GPA.
- A student who wishes to improve his/her academic standing may repeat the courses in which s/he obtained a ``C" or a lower grade, and the last grade obtained for that course shall be the one recorded on his/her register and used in calculating the GPA. Should a student repeat a required course and fail, he/she must repeat the course. When a course is repeated, the last grade is considered in computing the student's cumulative average. All grades are included in the student's transcript.

4. Related Documents

- Final Exam Scheduling Procedure (AA-108-P1)
- Final Exam Schedule Conflict Procedure (AA-108-P2)
- Final Grade Entry and Approval Process (AA-108-P3)
- In progress (IP) Grade (AA-108-P4)
- Final Exam Review Procedure (AA-108-P5)
- Change of Grade Procedure (AA-108-P6)
- Academic Petition Form (AA-108-F1)
- Request for Final Exam Review Form (AA-108-F2)
- In progress (IP) Grade Approval Form (AA-108-F3)
- Change of Grade Form (AA-108-F4)
- Incomplete Grade Approval Form (AA-108-F5)
- Final Exam Letter (AA-108-F6)
- Training Evaluation Report (AA-108-F7)

