Exams and Assessments Policy

جامعة فهد بن سلطان
FAHAD BIN SULTAN UNIVERSITY

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Accessibility level	A	Effective date	20 Jan 2021

Final Grade Entry and Approval Process

1. Definitions

1.1. **Final exam:** A course exam is held once at the end of the semester.

1.2. **Final exam score:** the score attained by a student in the final examination for each course.

1.3. **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. Procedure

2.1. Students' scores for a course are entered directly into the grades module of the SIS system. The course instructor enters scores of each student for the semester works and for the final exam. The final score for absent students is left blank.

2.2. The instructor then checks the students' scores and confirms them.

2.3. Upon confirmation of the course instructor, the SIS calculates the summation and converts the scores to letter grades based on the achieved score and university grading system. The student gets an incomplete grade (IC) for a course if s/he fails to attend the scheduled final exam.

2.4. After confirmation, the course instructor is not permitted to change the grades without the approval of the College Dean.

2.5. The course instructor prints the students' scores and grades report, signs it, obtains the signature of the department chair, and uploads it into the Course Portfolio.

2.6. Grades are subject to the approval of the college dean. Upon approval, grades are confirmed by the Director of Admission and Registration on the SIS, a process that updates students records and enables students to check their grades.

2.7. After confirmation of grades on the SIS, it is not allowed to change any grade without a Change of Grade Form bearing the signature of the course instructor, department chairperson and college dean.

3. Related Documents

3.1. Change of Grade Form (AA-108-F4)