



STUDENT ASSESSMENT



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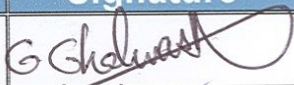










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Revision
4

DOCUMENT APPROVAL / REVISION

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Summary of Change

Summary of Change	Date
<ol style="list-style-type: none"> Changes in Approvers Upgrade to ISO 9001:2008 Modifications in the system 	

MPI1/1

1.0 Purpose

- 1.1 To ensure that all methods of course assessment are prepared and conducted in a consistent manner.

2.0 Scope

- 2.1 This code of practice is applicable to the assessment of all undergraduate, post graduate courses of study.

3.0 Definitions

- 3.1 None

4.0 Related Documents

- | | | |
|-----|---------------------------|-------|
| 4.1 | Assessment of Students | MPC 5 |
| 4.2 | Students Appeals | MPS 2 |
| 4.3 | Written Final examination | MPC 6 |

5.0 Code

- 5.1 General Scheme

5.1.1 All students shall be regularly assessed.

5.1.2 Regular assessments are scheduled as such :

7th week of the semester

12th week of the semester

16th week of the semester

5.1.3 The total score of the assessment is 100 marks on the following basis

30 marks on the 7th week

20 marks on the 12th week

40 marks on the final examination (16th week)

10 marks assessing students during the semester .

5.1.4 Five marks bonus are accredited to students who show excellence in certain fields such sports, social and cultural activities.

5.2 Preparation for assessment

5.2.1 The examiner should refer to the contents of the course file in order to determine the criteria for selecting the appropriate exam questions.

5.2.2 In the oral assessment, the examiner shall prepare a set of questions each typed on a separate paper where duplicate questions are not allowed.

5.3 Types of assessment

5.3.1 Oral

5.3.1.1 Each student shall be taken individually into the examination room.

5.3.1.2 No books, calculators are allowed unless permitted by the examiners.

5.3.1.3 Students shall select their oral exam questions at random from the pile of exam paper questions written by the examiner.

5.3.1.4 The exam questions must not deviate from the contents of the course.

5.3.1.5 The students answers must be clear and meaningful.

5.3.1.6 All students are given the same number of questions and time inside the examination room.

5.3.1.7 The student is not allowed to leave the examination room, unless permitted by the examiner.

5.3.1.8 The examiner shall make the time and place of the examination clear in written to all students.

5.3.1.9 If the examination is postponed, all students should be aware in written.

5.3.2 Term paper / Thesis

- 5.3.2.1 Term paper thesis submission dates shall be defined.
- 5.3.2.2 Applications for extension should be made in writing to the examiner and granted, or refused.
- 5.3.2.3 Submission dates may be altered with the agreement of 70% of the students concerned in writing.
- 5.3.2.4 No late paper thesis shall be accepted.
- 5.3.2.5 Plagiarism shall not be accepted, unless the appropriate means of reference has been made.
- 5.3.2.6 All prescribed text and references shall be mentioned and included.
- 5.3.2.7 Copies of term paper/ thesis shall not made, unless the approval of the owner is given.
- 5.3.2.8 The student must always provide a copy of his thesis to the library.
- 5.3.2.9 Any late submission due to illness shall be justified.

5.3.3 Continuous Assessment

- 5.3.3.1 10 marks are accredited to each student to evaluate his/her performance during the term.
- 5.3.3.2 performance includes :
 - Attendance
 - Communication skills
 - Home works and assignments
 - Quizzes
- 5.3.3.3 Attendance is an evaluating parameter worth a total of 15 points.

5.3.3.4 Homework & assignments are worth 10 points.

5.3.3.5 Quizzes are worth 10 points.

5.3.3.6 Communication skills are worth 5 points.

5.3.3.7 These marks are all summed up and divided by 4 to obtain a mark out of 10.

5.3.4 Bonus Marks

5.3.4.1 Bonus marks accredited to high performing students in sports, social and cultural activities shall not exceed 5 marks.

5.3.4.2 These 5 marks are added to the student's total score.

5.3.4.3 Bonus marks may also be used by the lecturer to motivate his students, where no student is allowed to score more than 5 marks on one course.

5.3.5 Practical Work

5.3.5.1 All practical work shall be conducted in the academy's laboratories.

5.3.5.2 Practical work shall be accredited 20 % of the scheduled assessment.

5.3.5.3 The accredited marks shall be distributed as follows

- a. Obtained results
- b. Students comprehension of the work
- c. Working time

5.3.5.4 If results are wrong but the students comprehends his work, then he is accredited half mark at the discretion of the lecturer.

5.3.5.5 Students may be allowed to work in groups, according to the size of the project.

5.3.5.6 In a multi-group work each student shall be assessed individually.

5.3.5.7 The examiner shall keep all practical results of each students / group.

5.3.6 Project Work

5.3.6.1 Regulations governing the conduct of project work, as a final-year graduation requirement, shall be developed locally in every college. These shall be brought to student's knowledge while registering for the graduation project.

5.3.7 Final Written examination

5.3.7.1 Exam Committee

- a. The examination Committee produces and circulates an initial schedule for a week of examination four weeks in advance of the particular examination week.
- b. The schedule specifies
 - examination timings
 - examination locations (Wherever possible)
 - the number of invigilators required per location and which departments are to provide them.
- c. Every examination venue requires one invigilator, and an assessment invigilator unless there is only one candidate.
- d. Chief invigilators will be members of academic staff, except in cases where there is only one candidate to be invigilated.
- e. Departmental administrators check that the departments' requirements have been met.
- f. Once the timings of the examinations papers are known, departmental administrators or nominated members bring the examination paper

masters to the examination office. This must occur no less than one week before the date published for the examination.

- g. Each exam paper must have a signed question paper requisition form with it. This gives the details of how the paper is to be printed, the number of copies, submission time.
- h. The department should inform the Committee of any external requirement needed during the examination such as:
 - o The course book (for open exam).
 - o Graph paper
 - o Students whose first language is not English are permitted access to a dictionary (electronic dictionaries are not allowed).
- i. The examination Committee liaises with the print unit to have the papers printed. The print unit is usually given ten working days to prepare the question papers.
- J. Strict security is observed concerning both the storage of examination papers in the examination office and print unit, and also in their transfer to the 2 offices.
- k. The examination Committee provide candidate attendance register, which candidates fill in at the beginning of the exam.
- l. These registers are returned to the examination office.
- m. Students answer books shall also be ready and stamped in the examination office.
- n. Exam answer books and exam questions shall be sealed in a large envelope with the name of course, name of lecturer, room number, invigilators' name, examination time, and number of students.
 - o The envelope shall indicate if the exam is an open book or not.

- p. All additional requirement such as graph paper shall be made available and sealed. Stamping isn't required.
- q. After the exam is over, exam answer books are handed in to the Examination Committee who in turn distributes it to the relevant lecturer.

5.3.7.2. Preparation and approval of exam papers:

- a. Each lecturer shall prepare and submit his master exam paper one week in advance before the published date of examination.
- b. The lecturer has to seek approval of the exam from the course Co-ordinator before submitting it to the Examination Committee.
- c. No repeated exams questions are allowed from previous exams.
- d. The structure of the exam questions is left to the lecturer depending on the nature of the course.
- e. The structure may be in the form of :
 - Multiple choice questions
 - True or False questions
 - Essay questions
 - Short answers questions
 - Others according to the nature of the course.
- f. Templates for exam questions and answer books are used for the preparation of exam question sheets and answer books.
- g. Different templates are used for different methods of assessment.
- h. For oral assessment attachment 4 is used. For practical work assessment, the lecturer refers to the practical notebook mentioned in the course file. The thesis/paper work assessment.

5.3.7.3. Role of Invigilator

- a. They shall take the exam papers & answer books from the examination office, 10 Minutes before the exam starts.
- b. It is prime duty of invigilators to ensure that no improper practices occur within the examination room & that the examinations are conducted within the terms of this code of practice.
- c. Not less than two invigilators will be allocated to each examination room. Invigilators must remain in the examination room throughout the examination except when their duties require them to leave, where at least one should remain in the room.
- d. One invigilator in each room shall be designated Senior Invigilator. The Senior invigilator shall be responsible for the co-ordination of the invigilation in that room & such duties as may be set out in this code of practice.
- e. At the time scheduled for the start of the examination the Senior Invigilator shall :
 - Make an announcement to the effect that candidates must satisfy themselves that they are in possession of the correct paper.
 - Ask candidates to study carefully the rubric at the head of the examination paper.
 - Make all other necessary announcements
- f. The invigilator shall forward the attendance register once the examination has started.
- g. No candidates may admitted after the examination has been in progress for half the time.

- h. Invigilators may require a candidate to leave the examination room, if his/her conduct is disturbing other candidates.
- i. Candidates leaving the examination room temporarily for any reason must be accompanied by an invigilator.
- j. Once the exam is over, the invigilator shall collect the exam answer papers, question papers & pass them to the Examination Committee.
- k. If a candidate is caught cheating, he shall be exempted from the exam, and reported to the Examination Committee.
- l. Any irregularities of conduct within the examination room will reported to the Examination Committee and the invigilator may order a candidate to leave the room.

5.3.7.4. Conduct the exam

- a. No candidate is permitted to leave the examination room half way through the time.
- b. Candidates are allowed to enter late up to half the exam time, where late students have no extension of time.
- c. Candidates are forbidden to take into the examination room any books (unless it is an open-book exam where he/she is only allowed to take the course book), papers, any information storage and retrieval device (notebook).
- d. Candidates are forbidden to pass calculators or any other item to one another during examination.
- e. If a candidate suspects that there is a printing error in a question paper he/she should consult an invigilator.
- f. smoking is not allowed in the examination rooms.

- g. Candidates are forbidden to take into the examination room any devices that may emit noise or are likely to disturb other candidates.
- h. All students may seek clarification of exam questions from the invigilators.

5.3.7.5. Special Circumstances

- a. In case of illness which prevented the student from attending his exam, a medical certificate must be brought, stamped from the academy's clinic & given to the head of department.
- b. Consistent penalties need to be indicated for late submission in the absence of an explanation accepted by the faculty or department.
- c. These penalties will cause 20 % of the assessment mark to be taken off where the late submission won't be accepted a week later from the date of submission.
- d. Possible arrangements for late submission of assignments when evidence of illness or mis-adventure is provided either before hand or after the due date.
- e. In case of fire students shall leave the examination room, where the examination is considered "canceled".
- f. If the student gets ill inside the exam room, the student may resit the exam, where the circumstance shall reported.

5.3.7.6. Marking

- a. 7th week and 12th week exams are marked by the course instructor or his nominee.
- b. The course lecturer only shall correct final exams.
- c. All examination answer books shall be corrected in the Academy.
- d. Only lectures who do not live in Alexandria may be allowed to take their examination answer books home.

- e. The examination Committee shall assign special rooms for marking the examination answer books.
- f. Models answer for written examination shall be made and distributed to all participants involved in the marking procedure.
- g. Model answers shall be provided for short answer, multiple choice and true / false questions.
- h. Only course lecturers are allowed to mark the final written examination.
- i. If the course lecturer needs assistance, only qualified people may assist in marking.
- j. Results are recorded according to section 5.3.6.8.
- k. All final exam results should be submitted 72 hours from the termination of the exam.
- l. If a student scores 45 marks or above and less than 50 marks the Head of department or his/her nominee may consider adding extra marks to a score 50.

5.3.7.7. Grading

- a) Assessment is out of 100 marks

Marks	Grade	Verbal Grade
95 or above	A+	Excellent
90 to less than 95	A	Excellent
85 to less than 90	A-	Excellent
80 to less than 85	B+	V. Good
75 to less than 80	B	V. Good
70 to less than 75	B-	V. Good
65 to less than 70	C+	Good
60 to less than 65	C	Good
55 to less than 60	C-	Satisfactory/conditional Pass

50to less than 55	D	Satisfactory/Conditioned Pass
Less than 50	F	Fail

- A : Performance of the student has been of the highest level.
- B : Performance of the student has been good.
- C : Performance of the student has been adequate.
- D : Performance of the student has been less than adequate.
- F : (fail) Performance of the student has been such that course requirements have not been met.
- I : (Incomplete) Performance of the student has been incomplete due to circumstances beyond his/her control.
- W : Withdrawal from the course.
- U:(ungraded): Registration done for the course but still ungraded

b)A+,A-,B,B+,B- and C+ are passing grades. C- and D and D+ are conditional passing grades, which are not counted as passing grades unless the student achieves the proper cumulative Grade point Average for his registered Credit hours. If he fails to do so, he shall have to repeat the Courses with grade C- and D to raise his GPA.

c) The grading system is applied to all the courses, with the exception of specific courses approved by the standard of success set higher than for other courses, or assessed on a pass/ fail basis.

d) General grade is set according to the following cumulative grade point averages :

Satisfactory	from 2 to less than 2.4	50%-less to 60%
Good	from 2.4to less than 2.8	60%-less to 70%
Very Good	from 2.8to less than 3.4	70%-less to 85%
Excellent	from 3.4 and above	85% and above

5.3.7.8. Reporting results:

- a. Each instructor or his nominee sends a copy of the 7th week exam marks to the students department and is entered to the system by staff members by the support of Information Centre programs .
- b. 12th week & continuous assessment marks are kept with the lecturer or his nominee.
- c. At the time of the final examination, the final evaluation of 100 marks is entered to the system by staff members by the support of information centre programs(S/W).
- d. Students can check their results through their pin code on the Academy's site on the internet within a week after the final course examination.

e.5.3.6.9. Awarding Degrees:

The Academy grants certificates and grades to students completing the following graduation requirements.

a. **Bachelor of Science in the following Engineering major :**

1. Electronics and Communication Engineering
2. Computer Engineering
3. Mechanical engineering
4. Electrical and control engineering
5. Industrial and management engineering
6. Marine engineering
7. Construction & Building engineering
8. Architecture engineering and environmental design

b. Bachelor of Maritime Transport in :

1. Marine Nautical (plus second mate)
2. Marine Engineering Technology (plus third marine engineer)

c. Bachelor of Business Administration in :

1. Finance and accounting
2. E-Commerce
3. Management information systems
4. Marketing and International Trade
5. Hotels and Tourism

For bachelor degrees students must complete at least:

1. 180 Credit hours in Engineering studies
2. 144 credit hours in Management and tourism Studies
3. 144 credit hours in Maritime Studies.
4. A minimum Grade average point of 2.

d. Master / Diploma in :

1. Mechanical Engineering
2. Marine Engineering
3. Engineering management
4. Computer engineering
5. Electronics and communication engineering
6. Electrical and Control engineering
7. Total Quality management
8. Business administration

9. Technology management
10. Maritime transport
11. Operations Research

5.3.6.10. Student Appeals:

- a. Students are allowed to appeal regarding the award of marks, grades or degrees in the Academy's Education and training processes.
- b. All students appeals are considered and acted upon accordingly.
- c. Oral appeals are made by the student to the lecturer/ mentor up to 1 week after being informed of the assessment results.
- d. The lecturer raises a Result Modification Form for successful appeals.
- e. Written student appeals are submitted in a written form not exceeding the first week of the current semester for grades of only one previous semester.
- f. The outcome of all appeals shall be communicated to the student.