

NEW REGULATIONS FOR THE CONDUCT OF EXAMINATIONS UNDER EXCEPTIONAL CONDITIONS

ACADEMIC SESSION 2020/2021

PROPOSED NEW REGULATION FOR SUMMATIVE ASSESSMENT OF DESIGN (PORTFOLIO EXAMINATION) NON-GRADUATING YEARS UNDER EXCEPTIONAL CONDITIONS - CHAPTER 2 OF EPH

(Ratified at the 3rd meeting of BAS the held-on 30th July 2021 online)

2.2.4.1 Conduct of Summative Assessment Design (Portfolio Examination) During Pandemic/Exceptional Conditions

Under exceptional circumstances, when portfolio examinations cannot be conducted physically, the Head of School may, with the concurrence of the Board of Academic studies, (BAS), resort to conducting portfolio examinations remotely.

PROPOSED NEW REGULATION FOR THE CONDUCTING SUMMATIVE ASSESSMENT OF DESIGN (COMPREHENSIVE DESIGN PROJECT) GRADUATING YEARS - CHAPTER 3 OF EPH

(Ratified at the Board of Academic Studies (BAS) at the meeting held on 31st October 2020 on Zoom)

3.2.3 Conduct of Summative Assessment Design (Comprehensive Design Project) Under Exceptional Conditions

Under exceptional circumstances, when CDP Examinations cannot be conducted physically, the Head of School may, with the concurrence of the Board of Academic studies, (BAS), resort to conducting CDP Examinations remotely.

PROPOSED NEW REGULATION FOR THE CONDUCTING FORMATIVE ASSESSMENT (COURSEWORK) FOR THEORY MODULES - CHAPTER 4 OF EPH

4.1.3 Conduct of Formative Assessment (Coursework) For Theory Modules Under Exceptional Conditions

(Ratified at the 3rd BAS meeting held on 30th July 2021 online)

Under exceptional circumstance where a physical assessment submission or controlled physical examinations for “In-class assignments” of theory subjects are not possible, the Head of School, may with the concurrence of the Board of Academic studies, (BAS), resort to conducting “In Class assignments” for theory subjects remotely under “open book” method, by setting ‘timed assignments’.

In such situations assignment category (a) or (b) under EPH Clause 4.1.1.1 (Types of Formative Assessments)/Student Handbook could be carried out for most theory modules.

4.1.3.1 Assessment of 'Timed Assignments' Under Exceptional Conditions

(Ratified at the 4th meeting of the BAS held on 02.09.2021)

(i) Calculation of final marks for a subject in the remote examination shall be as follows.

- a) The final formative assessment marks for a subject may be taken as 100% of 1 or several timed assignments in the case of a 100% coursework module, or in the case of a 40 % Formative Assessment (coursework) and 60% Summative Assessment (written examination) allocation, substitute the 40% component of the total marks with timed assignments or consider a percentage component as per the module descriptor.
- b) In an event, a module has only summative assessment, depending on the situation or exceptional conditions, the school may decide to calculate the final marks for the summative assessment as 100% from the timed assignments given from time to time.
- c) The number of timed assignments given for a module will be based on the module descriptor. However, depending on the circumstance it may be determined by the subject lecturer/ year coordinator/ module leader in consultation with the HOS/DHOS and amend the module descriptor for the session accordingly.

(ii) Special provisions for late submissions/ non submission for timed assignments

- a) If the student fails to submit the answer scripts within the allowed time with no valid reason not exceeding 1 hour, the submission will be considered as a late submission and marks will be capped at 50%.
- b) However due to an extenuating circumstance beyond his/her control under EPH clause 4.1.1.10 (Extenuating Circumstances) /Student Handbook, if the student fails to submit the answer scripts within the stipulated time, it will be reviewed by HOS and the Year Coordinators in a case-by-case situation. The student is required to inform the Year Coordinators immediately, and follow it up with an email, explaining the reasons. In such a situation, the special powers under EPH clause 4.2.3.5 (Special Powers) shall apply.

(iii) Student failing timed assignments

- a) If a student fails to achieve 50% pass mark in the timed assignment, that student may be allowed to re sit the timed assignment for reassessment within a stipulated time period as decided by the BAS. The second mark of the timed assignment shall be capped at 50%. However, the marks of the other formative assessment components of the module will remain unchanged in calculating the final mark.
- b) If a student achieves a mark less than 50% for the re-sit timed assignment, he/she will be considered to have failed that particular timed assignment component, but the mark will be taken for the calculation of the total formative assessment mark.

(iv) Students with Disability (same as clause 4.1.1.11 of EPH & Student Handbook)

Where a student is unable to carry out the timed assignment due to a disability, the lecturer concerned, in consultation with the HOS, is required to set an alternative assignment for the student concerned. The decision will be ratified at the CSA Board of Academic Studies (BAS).

(v) **Examination Offences and Procedures**

The examination offences and Procedures for the 'Timed Assignments' will be same as EPH Clause 4.2.3.6 / Student Handbook other than Item (a) i (Possession of books, notes, documents, unauthorized material, or programmable electronic devices etc.) as the examination will be on an "open book" method. In addition, students shall register to the Proctoring tool at each sitting. If a student fails to register to the proctoring tool, it will be considered an examination offense.

PROPOSED NEW REGULATION FOR CONDUCTING SUMMATIVE EXAMINATION (THEORY)

REGULATIONS - CHAPTER 4 OF EPH:

(Ratified by the Board of Academic Studies (BAS) at the special meeting of the held on 06.01.2022)

4.2.7 Summative Examinations (theory examination) under exceptional conditions

Under exceptional circumstances, when controlled physical examinations for theory subjects are not possible, the Head of School may, with the concurrence of the Board of Academic studies, (BAS), resort to conducting written examinations for theory subjects remotely.

4.2.7.1 Assessment

The final marks for a subject in the remote examination shall be calculated as follows

- (i) For modules having both formative and summative assessment, the summative marks component will be substituted with the marks of the Remote Examination conducted under "open book" method.
- (ii) In an event, a module has only summative assessment, the final marks of the Remote Examination may be taken as 100%
- (iii) However, this method does not apply to the modules with a 100% formative assessment component.

4.2.7.2 Special provisions for late submissions/ non submission under remote assessment method

- (i) If the student fails to submit the answer scripts within the allowed time with no valid reason (*not exceeding 30min/1 hour or within the time as stipulated by the examination supervisor at the time of commencement of the exam*), the submission will be considered as a late submission and marks will be capped at 50% for the remote assessment component.
- (ii) However due to an extenuating circumstance beyond his/her control under clause 4.1.1.10 of EPH /Student Handbook, if the student fails to submit the answer scripts within the stipulated time, it will be reviewed by HOS and the Year Coordinators in a case-by-case situation. In such a case the student is required to inform the Year Coordinators immediately and follow it up with an email, explaining the reasons.

4.2.7.3 Failing a module under remote assessment method

- (i) If a student fails to achieve 50% pass mark in the remote examination, that student may be allowed to re-sit the remote examination for reassessment within a stipulated time period as decided by the BAS. The second mark of the remote re-sit examination (cumulative of formative and the summative mark) shall be capped at 50%. The marks of the formative component of the module and the raw mark of the re-sit examination will be considered in calculating the final mark.

- (ii) If a student achieves a mark less than 50% for the re-sit remote examination (cumulative of formative and the summative mark), he/she will be considered to have failed the summative component of the module assessment. The marks of the formative component of the module and the raw mark of the re-sit examination will be considered in calculating the final mark.

4.2.7.4 Opportunity for Re-sit Examination

Under the clause 4.2.5 of EPH /Student Handbook, the special Re-Sit Examination conducted for Part I – Year 2 students, to enable completing the out-standing referred subjects from the Part I – Year 1 & Part I- Year 2 of study, prior to the conduct of the Part I Examinations will not be held.

4.2.7.5 Students with Disability (same as clause 4.1.1.11 of EPH & Student Handbook)

Where a student is unable to carry out the remote assignment due to a disability, the lecturer concerned, in consultation with the HOS, is required to set an alternative assignment for the student concerned. The decision will be ratified at the CSA Board of Academic Studies (BAS).

4.2.7.6 Examination Offences and Procedures

The examination offences and Procedures for the remote examination will be same as 4.2.3.6 of the EPH/Student Handbook other than Item a) I (Possession of books, notes, documents, unauthorized material, or programmable electronic devices etc.) as the examination will be on an “open book” method. In addition, students shall register to the Proctoring tool at each sitting. If a student fails to register to the proctoring tool, it will be considered an examination offense.

Head of School

Date: 06.01.2022