

STUDENT ASSESSMENT POLICY

SUMMARY POINTS

This list of summary points is subservient to the Approved Student Assessment Policy 2018

1. Semester Course Loads

- a. Active course load for both Diploma or Degree is 15 credits
- b. Semester Course load for a Diploma is 15 credits. A student under special permission can take up to 18 credits.
- c. Semester course Load for a Bachelor degree is 18 Credits. and a student may be allowed to study to a maximum of 24 credit hours per semester if his/her cumulative G.P.A. is 3.20 or higher.

2. Continuous Assessment

- a. Continuous Assessment is a hallmark of MAGU and currently consists of the following:
 - i. At Least Three Bi-Weekly Quiz Exams 10%
 - ii. At Least Three Small Papers 10%
 - iii. Mid Term Examination 20%
 - iv. Semester-long Course Project 20%
- b. All the various forms of continuous assessments will represent 60% of the student's final course grade

3. Final Semester Examinations

The final examination with an attested section is written at the end of the Semester and represents 40% of the student's final course grade.

4. Examination Policy

A detailed examination policy articulates detailed rules and procedures of how the examination is conducted. As student familiarize yourself with this policy

5. Examination Malpractice Policy

This policy provides guidelines to be followed when there is malpractice during the examination session. Every student must familiarize with this policy

6. Academic Dishonesty

- a. Plagiarism, copying, and cheating are academic offenses that are not tolerated at MAGU. Understand the procedure that is followed when one is found guilty with the charge of plagiarism.
- b. Essentially, a paper that contains plagiarism or copying shall receive a grade of zero. Being caught plagiarizing the second time merits expulsion from the school (See Policy)

7. Late Assignments:

- a. Every semester long Project Assignment is penalized 5% deduction every day it is late.
- b. Similarly, all Short Papers attracts a penalty of 5% deduction for every day it is late
- c. Lecturers are not supposed to receive any paper after a full five days of non-compliance to this requirement.

8. Marking of Examinations:

- a. Upon request and payment of remarking fee, a student may have their paper submitted for remarking.
- b. This request is only accepted not later than 15 days from the release date of the results

9. Grading Scale & Academic Award System

The pass mark for MAGU is at 60% for every course and the award system is as follows:

Grade	Awards	Score %	GPA
A	Strong Distinction	95-100	4.00
A-	Distinction	90-94	3.70
B+	Strong Merit	85-89	3.35
B	Merit	80-84	3.00
B-	Strong Credit	75-79	2.70
C+	Credit	70-74	2.35
C	Pass	65-69	2.00
C-	Marginal Pass	60-64	1.70
D+	Below Average	55-59	1.00
D	Below Average	50-54	0.70
F	Unacceptable	*49 or below	0.00

*This grade will not appear on a transcript.

10. Audited Courses

- A student may register to audit courses that are not prescribed in the curriculum upon approval from concerned departments.

11. Academic Probation and Failed Courses

- No grade below 60 percent) will be applied to degree requirements.
- A student who obtains a failing grade in 1-3 subjects (about 25%) of courses in a year shall be referred to do supplementary examinations. Supplementary examinations shall normally be administered before the beginning of the next academic year.
- A pass in a supplementary exam shall be awarded a mark of 60% regardless of the actual mark scored.

12. Repeating

- Any student who fails 4-5 subjects (26-49%) within one academic year shall repeat the whole year.
- A student who fails supplementary examinations shall repeat the failed Courses. The rule for supplementary examinations shall apply to the second attempt of the repeat courses. However, any student who fails the supplementary courses of repeat courses shall be withdrawn on academic grounds.
- The student shall not be allowed to accumulate more than four (4) courses in year on probational status. Actual grade(s) obtained for the repeated course(s) shall be awarded.
- A student shall only be allowed to repeat any academic year only once. However, on exceptional cases a student shall be allowed to extend to the sixth year with surcharge fee equivalent to tuition of one semester.
- Every Student with failing grade of less than 40% is not entitled to supplementary examinations but shall repeat the course.
- To discourage students to carry forward courses in the sixth year, both repeat course, or thesis shall be surcharged with a fee equivalent to tuition of one semester.
- Students shall be financially charged for every repeat course they do at MAGU
- Any student who does not write supplementary examinations for reasons not accepted under this policy shall repeat the whole course.

13. Missing and Supplementary examinations

- MAGU only recognizes exceptions excuses such as illness and bereavement as only valid reasons for missing the examination. Illness shall be supported by medical evidence from a medical practitioner.
- Extramural activities and misreading of the examination timetable are not valid reasons for missing examinations.

- c. Deferred examination shall be held two weeks after the regular examinations. A student who misses examinations through valid reasons shall be allowed to take deferred examinations before the next semester.
- d. A student who fails a deferred examination shall be eligible for supplementary examination to be administered before the beginning of the next academic year.
- e. Students who miss an examination or any assessment without valid reasons shall be awarded a grade of zero for that examination or assessment.

14. Incomplete course Grade

- a. MAGU students who do not complete any work in the course, shall be awarded an incomplete remark (IN) until the work is completed.
- b. An incomplete remark not removed within one academic year following its receipt becomes a grade of zero. Further, the student shall not be allowed to accumulate more than two incomplete grades.

15. Voluntary withdrawal from a programme of study

- a. Students may withdraw temporarily or permanently from a programme of study by a written application and approval within two weeks of commencement of semester of study.
- b. In such cases, a remark of "VW" is assigned to courses. A student who discontinues attendance in a programme of study without official withdrawal receives grades of zero in the courses. A student shall be allowed to withdraw for a maximum period of one academic year and only once in their school period Programme of study.
- c. However, special consideration may be given in cases of serious illness, which has been certified by a qualified medical doctor. The following are acceptable reasons for a student to withdraw:
 - i. Withdrawal on financial grounds;
 - ii. Withdrawal on health grounds certified by qualified medical doctor;
 - iii. Withdrawal on compassionate grounds.
- d. A student cannot use more than one of the above cases to withdraw in one academic year unless approval has been given by a Committee set up by the Vice Chancellor.
- e. A student must submit a written application and receive written approval before withdrawing from College. Students who withdraw temporarily may apply for readmission into the programme in a semester offering courses that were being offered at the time they had withdrawn.

16. Academic withdrawal

- a. A MAGU student who has failing marks in more than 6 courses (50%) in an academic year shall be withdrawn from the programme on academic grounds.
- b. A student who fails supplementary exams of repeat courses (four exam attempts) shall be withdrawn on academic grounds.

17. Appeals against Withdrawal

- a. Any appeal against withdrawal on academic grounds should be directed to the Vice-Chancellor who will in turn direct it to the Appeals Committee. There shall be a standing Appeals Committee to hear and decide on appeals against the decision of Senate withdrawing students.
- b. Students who wish to request that a particular grade be investigated or examination be remarked should direct their request to the Vice-Chancellor who shall refer the matter to the relevant Faculty within the University.
- c. The Head of Department and the Lecturer affected by the appeal or his/her nominee shall be invited as witnesses. The appellant shall be heard on his/her appeal either orally or in writing and he/she shall bear the cost of appearing for the purpose of being heard

18. Reserving

- a. MAGU shall reserve a student's university place up to one year on special reasons. The following are acceptable reasons for a student to withdraw:
 - i. A place reserved on financial grounds;
 - ii. A place reserved on health grounds certified by qualified medical doctor;
 - iii. A place reserved on compassionate grounds

- b. All the application to serve a university place should be directed to the office of the Registrar

APPENDIX A

Format of Assessments

1. Course Quizzes

The quizzes should be something the students do within a class period. It can either be

- a. A Short exam paper with not more than 20 simple questions of Multiple and True and False Questions; or
- b. Class presentations on various topics addressed in the course

Each course should have at least three quizzes whose maximum value is 10% of the Students total grade.

2. Short Papers Assessments

The class papers shall be either a short research or reflection paper summarizing Unit study periods in the course. Each class paper shall have specific written instructions for the student delineating what is expected. Every paper shall be type-written following MAGU Format and Style Guidelines. Facilitators are encouraged to demand an inclusion of specific number of references to every short paper assessment. Each course should have at least three short assignments whose maximum value is 10% of the Students total grade.

3. Semester-Long Project Papers

A Project paper attempts to evaluate the Students level of understanding of the course content and their ability to apply its principles in real life experiences. Every course will terminate with a semester long practicum paper with papers between 10-15 pages (4000-5000 words). MAGU requires all students, once course work is completed, to write a final research/reflection project. No student will be allowed to sit for the final semester examinations if they have not handed in the Project paper. The maximum grade of the Semester-long Project Paper is 20% of the Student's total grade.

4. Mid & Final Semester Examinations

Every form of Student assessment must have the university quality and adhere to standards on ethics, confidentiality and objectivity. Both forms of examinations—mid and final semester examinations—shall include the following forms of questions:

- a. Multiple Choice Questions
- b. True and False alternatives
- c. Short Answer Questions
- d. Essay Questions

As a matter of practice, the mid-term exam shall be not less than 50 Questions while the Final exam shall be not less than 100 questions.

5. Evaluation of the Assessment Tools

The Head of department shall initiate the evaluation of the Mid & Final Examination processes. This will include both before the students sit for the examination and after the grading but before publishing the results. MAGU Senate will always evaluate the results before they are published.

6. Thesis

The Thesis/Dissertation policy should be accessed from the Academic Office