

DAU 3-25 Grade Distribution Policy

Policy Code	Policy Name		
DAU 3-25	Grade Distribution Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
<ul style="list-style-type: none"> - Faculty Members - The General Directorate of Planning, Development and Quality Assurance - DAU's Teaching & Learning Unit - Deans and Vice-Deans - The Students Performance Committee at the colleges' level - The Educational Process Quality & Program Accreditation Committee at the programs' level 	12/2023	12/2027	

1. Policy Purpose

This policy ensures that assessment methods used in evaluating student performance are objective and fair.

2. Policy Scope

This policy applies to all courses in all DAU programs.

3. Policy Statement

DAU strives to ensure the academic success of its students and a fair and accurate assessment of their progress by preventing grade inflation or deflation.

4. Policy Procedure

Definitions

- Grade inflation is the awarding of higher grades than students deserve, which yields a higher average grade given to students.
- Grade Deflation is the awarding of lower grades than students deserve, which yields a lower average grade given to students.

General Principles

- All programs must review the assessment methods used in the courses specifications and ensure that they are consistent with the intended learning outcomes at the level.
- Assessment methods in the course vary according to its nature and level, enhance the ability to conduct research, and ensure students' acquisition of higher cognitive thinking and self-learning skills.
- The program must ensure the uniform application of the assessment methods mentioned in the course specification in the male and female sections through coordination with the course coordinator.
- At the beginning of each course, students are provided with comprehensive information about the course, including learning outcomes, teaching, and learning strategies, and assessment methods and dates, as well as what is expected from them during the study of the course.
- The program should implement clear and publicized procedures to verify the quality and validity of the assessment methods (e.g., their specifications, diversity, and comprehensiveness to cover the learning outcomes, distribution of grades and accuracy of marking), and to ensure the level of student achievement.

- The program should use effective procedures are used to verify that the work and assignments of students are of their own.
- The distribution of students' grades should be consistent with the normal distribution curve. This harmony indicates the accuracy and fairness of correction and evaluation, and thus determines the true levels of students' performance, considering the individual differences between them.
- The feedback is provided to students about their performance and evaluation results at a time that allows them to improve their performance.

Criteria for Grade Inflation

- If there are more than 10 students registered in a bachelor's course section and the percentage of students earning a (A) and (A+) is more than 25%; or if there are more than 10 students registered in a master's course section and the percentage of students earning a (A) and (A+) is more than 35%.
- If there are between 5 to 10 students registered in a section and the percentage of students earning a grade of (A) and (A+) is more than 50%.
- Sections with less than 5 students registered are not considered.

Criteria for Grade Deflation

- If there are more than 10 students registered in in a bachelor's course section and the percentage of students earning a grade of (F), (D), and (D+) is more than 35%; or if there are more than 10 students registered in a master's course section and the percentage of students earning a (F), (D), (D+), and (C) is more than 15%.
- If there are between 5 to 10 students registered in a bachelor's course section and the percentage of students earning a grade (F), (D), and (D+) is more than 50%; or if there are between 5 to 10 students registered in a master's course section and the percentage of students earning a grade of (F), (D), (D+), and (C) is more than 25%.
- Sections with less than 5 students registered are not considered.

Responsibilities of controlling inflation and deflation of grades

- The head of the department will monitor the grade inflation in every course offered in an academic semester and take necessary actions if irregularities are found.
- The College Dean / Vice-Dean will monitor the grade inflation at a program level in a college and take necessary actions if irregularities are found.
- The General Director of Planning, Development and Quality Assurance monitors grade inflation at the institutional level and takes the necessary actions if violations are found.

Procedures of controlling inflation and deflation of grades

- The program should implement the approved Moderation Policy.
- The program should implement procedures of verifying the credibility of students' answers and monitor grades.
- The head of the department should follow up the results of the students in the semester work (which is equivalent to about 60% of the total grade) in all courses to ensure the state of inflation or deflation before the students take the final exam. In case of inflation or deflation, the department head and course instructor must develop corrective procedures to ensure a fair distribution of final grades.
- After correcting the final exam, the course instructor should fill out the course report accurately. In case of inflation or deflation in grades, he should add the appropriate justifications in (Item C. Students' results in the course report).
- The Educational Process Quality & Program Accreditation Committee at the academic program level reviews the course reports, checks the distribution of students' grades (Course Report Form Item C. Student Results), and prepares a report on courses that contain inflation or deflation in grades with justifications set by the course instructor.

- The head of the department reviews the report of the Quality Committee at the academic program level and examines the reasons and justifications for inflation or deflation in students' grades with the course instructor, along with identifying recommendations for improvement, and mentions this in the program annual report (D. Summary of Course Reports).
- The head of the department submits a comprehensive report to the college Dean/Vice Dean of the college about the courses that include inflation or deflation in the students' grades, including the reasons, justifications, and the improvement plan that he discussed with the course's instructors.
- Grade inflation and deflation reports are to be reviewed at the college level by the Students Performance Committee, and then the college Dean/Vice Dean submits a comprehensive report to the General Directorate of Planning, Development and Quality Assurance for all courses in the academic programs in the college, which include inflation or deflation in students' grades, including reasons, justifications, and an improvement plan.
- The Institutional Research and Statistics prepares a comprehensive report for all university courses, distributes grades in those courses, and matches them with reports received from faculties to ensure accurate decision-making and recommendations for improvement for all courses at Dar Al Uloom University. The report is submitted to the General Directorate of Planning, Development and Quality Assurance.
- General Directorate of Planning, Development and Quality Assurance reviews the reports received from the colleges and the Institutional Research Unit and takes appropriate procedures in the case of recurring cases of inflation or deflation in students' grades at the level of a particular course, academic program, or college.
- General Directorate of Planning, Development and Quality Assurance submits periodic reports to the University Council on the compliance of colleges and academic programs with Grade Distribution Policy.

5. Related Policies/ Documents/ Forms

DAU 3-1 Moderation of Assessment Policy
DAU 3-21 Plagiarism Policy
DAU 3-23 Peer Observation Policy

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Change
1	12/2023	1 st issue of the policy