

## DAU 3-7 Grading and Assessment Policy

Policy Code	Policy Name		
DAU 3-7	Grading and Assessment Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
-Teaching Staff and Administrative Staff -Deanship of Admission, Registration and Student Affairs	10/2023	10/2027	

### 1. Policy Purpose

This policy describes how students' performance and exams are assessed, and how the final grades are recorded on the University system by the Deanship of Admissions, Registration and Student Affairs.

### 2. Policy Scope

This policy is applicable to all courses within each academic department at DAU, including both undergraduate and postgraduate courses.

### 3. Policy Statement

Each academic course in DAU has a direct student learning assessment system, which is consistent with the course objectives and program learning outcomes. Instructors use these semester-wide embedded assessments to gauge a student's progress and achievement throughout each semester.

### 4. Policy Procedure

DAU has adopted continuous students' assessment model based on:

- Class Participation, Class Presentation and Attendance
- Homework assignments and tests
- Laboratory Assignments
- Quizzes
- Mid-Semester Examination
- Projects
- Final Examination

#### Course Grading Scale Setup

- The instructor of each course/section is required to enter the grading components of his/her course on the DAU's Learning Management System (LMS) during the first week of the semester.
- The instructor should follow the course assessment methods, which are described in the approved course syllabus.
- The overall score is normally distributed as follows:
  - 30 % for semester tests and activities,
  - 30% for the Mid-Semester Examination
  - 40% for the Final Examination

The grading scale should be shared with students during the first week of classes.

#### Grading Process

- On completion of each grading component (a quiz, an assignment, tests, and a Mid-Semester exam), the instructor will log the grade on the LMS for every student, not later than One week after the grading of that component.

- The instructor can modify/review the grade of any component at any time before submitting the grade to the SIS.
- Once the grades are submitted to the SIS, any changes to the grades will have to be processed using the Grade Objection Request procedure given below.

### Calculation Of GPA

A cumulative grade point average (CGPA) is calculated for all attempted credit courses completed to date at DAU, by dividing the total number of grade points earned by the total number of credits attempted. The grade earned in an attempted course determines the number of grade points earned per credit hour of the course.

### Grade Calculation

Final grading will be the average of a minimum of three individual exams and/or assignments earned by the student during the course. These grades could include a combination of grades for: class presentations; class participation, class presentation and attendance; homework assignments and tests; laboratory assignments; quizzes; mid-Semester and final examination; projects. The combination of these items makes up the final determination of the course grade.

### Grade Submission

- The instructor should share the grades with the course coordinator, the Head of the Department, and the Dean of the College to get them approved. Once approved, the grades are entered through the University assessment SharePoint (SIS).
- If the Deanship of Admission, Registration and Student Affairs finds any blank cells in the grades entered by the Instructor on the SIS, then the college's secretary will be notified immediately to notify the instructor for correction.
- If the Deanship of Admission, Registration and Student Affairs finds no discrepancies in the course grades, then the electronic copy is certified/locked, And the grades automatically rolled to the student's transcript.
- When the electronic copy is certified/locked, the instructor will no longer be able to unlock the grades book and make further changes.

### Procedure for Grade Modification

- Students can submit an e-request for Grade Appeal in a course at the Online Request System during the period shown in the academic calendar (the next two weeks following the announcement of the results).
- The request for grade objection will appear automatically to the instructor, Head of the Department (HOD) and Dean of the College.
- Head of the department will assign any faculty from the same department to review the grade (continuous and/or final exam).
- The Reviewer will review the grade and decide if the grade will remain unchanged or review the grade upwards or downwards by giving the justification of the modification. He/she can request any document from the instructor to review the marks. The instructor provides all necessary to facilitate the task of the reviewer.
- Once the HOD approves the decision of the reviewer, he/she will send back the e-request with his decision to the Deanship of Admission, Registration and Student Affairs for action, an automatic notification will be sent informing the student of the decision.
- The student cannot introduce another Grade complaint for the same course if the grade was kept unchanged.
- If the Instructor is no longer at DAU, the Head of the Department will investigate the Appeal made by the student by reviewing the grades left by the instructor and the answer sheet of the final exam of the student.

### Copies of Final exam papers

- Each Instructor should hand back the answer sheets of the students to the Head of the Department to be kept for 2 regular semesters.
- The instructor should attach to his/her end-of-semester report (course file), a copy of all tests, the Mid-semester exam, and the Final Exam along with the answers to each question and the mark of each question.
- The instructor should also attach a copy of the Three answer sheets of the Mid-semester exam and the Final Exam of students who have obtained the best, middle, and worst grades (A, C, and D) respectively.

### Submission of the Final Grades

- The instructor is expected to submit the Grades on SIS within 96 hours from the date of the Final Exam.

### Schedule of the Final Exam

- The duration of the Final Exam is 120 minutes for all non-practical courses.
- The Final exam must be administrated on the day, the time, and place as announced on the Final Examination Schedule.
- Instructors must use the University grading system, which is shown in the following table:

### DAU Grading System

The student's final course grade will be one of the above Nine levels:

Letter Grade	Marks	Points	Grades in English
A+	95 - Less than 100	4.00	Exceptional
A	90 - Less than 95	3.75	Excellent
B+	85 - Less than 90	3.50	Superior
B	80 - Less than 85	3.00	Very Good
C+	75 - Less than 80	2.50	Above Average
C	70 - Less than 75	2.00	Good
D+	65 - Less than 70	1.50	High Pass
D	60 - Less than 65	1.00	Pass
F	Less than 60	0.00	Fail
IP	-	-	In Progress
IC	-	-	In Complete
DN	-	-	Denial
NP	More than 60	-	No Grade - Pass
NF	Less than 60	-	No Grade - Fail
W	-	-	Withdrawn
E	-	-	Exemption
T	-	-	Transferred
D2	60	2	Pass 2
AL	-	-	Substitute

- The "in progress" grade (IP) will be assigned to students registering in courses that extend to more than one semester.
- The "incomplete" grade (IC) will be given to a student who fails to attend the final exam with an acceptable excuse.
- The "denial" grade (DN) will be given to students to fail to attend a certain minimum of lectures in a course as denied earlier.
- The "no grade pass" grades (NP) or "no grade fail" grade (NF) are assigned for courses offered based on pass or fail, such as thesis and summer training.
- The Withdrawal grade (W) is for students who are permitted to withdraw without any penalty.

- The “credit transfer” grade (T) is issued for alternate methods of earning credit such as transferring credits from other institutions. The credit transfer grades (T) are not included in the student’s GPA.

### Standing Range of Cumulative GPA

The standing range of the cumulative average upon graduation is as follows:

- Excellent: If the GPA is not less than 3.50 out of 4.00.
- Very Good: If the GPA is from 2.75 to less than 3.50 out of 4.00.
- Good: If the GPA is from 1.75 to less than 2.75 out of 4.00.
- Pass: If the GPA is from 1.00 to less than 1.75 out of 4.00

### Cumulative GPA Re-calculation Rules

A student who fails to achieve the minimum academic standing can submit a petition for cumulative GPA recalculation as described below, however, the student’s cumulative GPA should not be more than 1.00 (out of 4.00) after recalculation.

The following are the specific rules pertaining to GPA recalculation (applicable only at the time of graduation if the cumulative GPA is lower than 1.00)

The student applying for cumulative GPA recalculation must successfully finish all graduation requirements.

- The grades F, DN, and WF may be excluded by subtracting the number of credit hours of a certain course from the total credit hours used in calculating the student’s cumulative GPA and subtracting the quality points assigned to these credit hours from the total quality points used for calculating the student's cumulative GPA.
- The total credit hours of the courses to be excluded from the GPA calculation should not exceed 24.
- The academic record must include all the grades of the courses taken by the student, showing the grades earned on each occasion. A special mark should be introduced to identify the courses excluded from the cumulative GPA calculation.
- The academic record should show the recalculated cumulative GPA.
- Under no circumstances will the recalculation of cumulative GPA raise the GPA above 1.00, which is the minimum required to satisfy graduation requirements.

### Honors

First honors will be granted to graduating students who achieve a cumulative GPA of  $3.75 < 4.00$ . Second honors will be granted to graduating students who achieve a cumulative GPA of  $3.25 < 3.75$ . At the end of each semester, the Registrar Office records the names of distinguished students on the University’s distinction list, based on their semester GPA and the quality points earned in this Semester. The Honors granted for the following:

- The student must not have failed any course at DAU he is currently attending or any other university.
- The student must have completed all graduation requirements within a period of duration ranging between the maximum and minimum limits for completing the program of study in a college.
- The student must have completed 60% or more of the graduation requirements at DAU.

Note: [Undergraduate students Teaching and Examination in DAU.pdf](#) clarifies all grading system in DAU.

### 5.Related Policies/ Documents/ Forms

[Undergraduate students Teaching and Examination in DAU.pdf](#)

DAU 3-18 Examination Control Policy

### 6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	2016-2017	1 <sup>st</sup> issue of the policy
2	10/2023	-Changing the name of the policy by removing “DAU” and adding “grading”. -Developing the grading and the assessment systems in DAU attaching new regulations of grading and examination.