

Course Credit System Examination Policies

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Course Credit System Examination Policies:

Introduction:

NIMA's international partner, Ball State University, has recommended to the Deputy Minister, Technical and Vocational Education and Training (DMTVET), that the institute replace the "cohort" system of Grade 13 and 14 education with the "credit" system. The latter is current best practice for business institutes that meet international standards. The Deputy Minister accepted this recommendation and approved moving to the credit system in the fall 2014 semester. In the cohort system students belonging to the same entering group, or cohort, take the same sequence of courses each semester until graduation. They move in lock step from one semester to another. If a student fails three or more classes, he or she must repeat the entire semester, after waiting out one semester. The cohort system relies on a mid-term and final examination to determine if the student passes or fails a class. Students take these tests during specially scheduled examination periods managed by an examination committee, and they are marked by the committee. Students who fail a test can request a re-sit examination, which is also graded by the committee.

The course credit system, however, relies on an entirely different examination model. Instead of moving with their cohort through a prescribed sequence of classes, students select particular classes from among a list of offerings. If a student fails a class, he or she has the option of retaking that class at any time during the two years of study. All tests are administered by the teacher responsible for that class. All exams are given in class and graded by the class teacher, not a committee. In fact, there is no need for an examination committee. There are no scheduled exam periods separate from class time. The credit model, moreover, values student-centered pedagogy, which relies on multiple forms of assessment, including not only tests and quizzes but also group projects, student presentations, simulations, hands-on activities and case study analysis. Students graduate when they have earned a sufficient number of credits, typically 60 for an Associate's Degree in the United States or a Diploma in the United Kingdom.

Types of Examinations:

All examinations under the Course Credit System are the responsibility of the faculty member assigned to teach the course. It is the responsibility of the faculty member to decide how best to assess whether or not the student acquired the knowledge outlined in the syllabus. Assessments can be any of the following and can include a combination of the methods in order to assess student learning:

Multiple-choice tests, true/false tests, essay, matching, fill-in the blank, project based, research papers, group assignments, oral defense, video, blog, letters, and portfolios.

Class Mark Required for the Final Exam:

There is no minimum grade requirement for taking the final exam.

Absence Policy for Exams:

Authorized Absence:

Assiduity is required for courses, practical activities, directed activities, laboratory sessions, etc. The student can be absent for valid and justified reasons, up to number of periods equal to three teaching weeks (9 hours for a three credit course or 6 hours for a two credit course). Every student who exceeds this limit in a certain course will be given the grade “FW” (Fail to Withdraw) by the concerned teacher, and, as a consequence, will not be able to present his/her final exam.

Responsibility:

No absence, even a justified one, releases the student from his/her responsibilities regarding the work required or regarding whatever the teachers may have said during his/her absence.

Dates of Exams:

Mid-Term Dates:

Under the Course Credit System, the faculty member sets the Mid-term Exam date. It shall be clearly listed on the syllabus for the given course. Typically, the date of the Mid-Term should be during the end of the seven or beginning of the eighth week. Mid-term exams are given in the classroom during the assigned time. Mid-terms are not longer than the normal class period.

Final Exams:

Under the Course Credit System, the faculty member authors the Final Exam. All final exams are given during week sixteen of the semester. Final exams are two hours long. The schedule for the exams is made by the Department Head of the respective department. The exam schedule is published in the fourteenth week of the semester.

Evaluation Criteria:

In every course, the evaluation of the student’s work is done according to the following scale:

- Assiduity and attendance: 0%-5%
- Homework/Assignments/Projects/Case Studies/Reports: 15%-30%
- Quizzes/Exercise/Theory Tests: 5%-20%
- Theory/Practical Mid-term Exam: 10%-20%
- Theory/Practical Final Exam/Project: 15%-35%

These percentages can vary between courses and curricula, but they are defined and stated to the student during the first session of the course. The evaluation and worth of each evaluation tool is clearly stated on the syllabus. The syllabus is provided to the student on the first day of the semester.

Non-writing of Exams Due to Religious Convictions:

A student has the right to refuse to write his/her exam due to a religious conviction. The student should alert his/her department head in advance of the assigned examination.

Failed Examinations (Mid-term or Final Exams):

Under the Course Credit System, students do not re-sit any examinations.

Extra Time for Writing Exams:

No one is allowed extra time for any examination. All students are treated equally.

Venue of Final Exams:

All examinations are given in the classrooms where the class is taught.

Changing of Examination Dates:

If examinations have to be changed for any reason, the Department Heads of the respective departments will announce the change. The Department Head will make an announcement two days prior to provide ample time for the students to make an adjustment in their schedule.

Grading Exams:

All faculty members are responsible for grading and submitting all grades for their assigned courses. All grades are logged into the FEDENA course management system.

Announcement of Grades:

All students will have their grades posted on FEDENA. Students will be able to view their grades electronically. Students will be given a date when the grades are available.

Course Weight:

All courses carry equal weight according to the credit assigned to the course.

Grading Scale:

Percentage	Letter Grade	Common Meaning	Numeric Grade
90-100	A	Excellent	4.0
80-89	B	Good	3.0
70-79	C	Average	2.0
60-69	D	Below Average	1.0
0-59	F	Failing	0

The above grading scale is the same for all examinations in every course regardless of the hours of credit. This scale should be visible on every syllabus for every NIMA course regardless of department.

Required Grade to Pass a Course:

In general, the passing grade of a course is 60/100 or P (for Passing). A higher grade may be required for some courses in certain majors. However, some courses are considered valid with a 60/100 if the student has a cumulative general average of 70/100.

Student Request for Review of an Exam:

A student is allowed to ask for a review of an exam. The only acceptable grade re-examination requests are the following:

- In case a mistake occurred while adding up the grade
- In case a mistake occurred while copying the grade

Where: The Registrar takes the complaint form.

When: The student has the right to ask within 48 hour after posting the grades on FEDENA.

Fees: The fee for a grade review request is \$1,000 AFN and is to be paid at the Accounting Office-Student Services Office. The sum is returned to the student if the demand was deemed rightful. All students will receive a receipt for deposits of money for the review.

Sample Exams:

A sample of the mid-term and final examinations should be on file in the respective Department Head's Office. The exam should be updated on a semester by semester basis.

Maintaining Files:

All exams should be returned to students upon request after the end of the semester. Examinations that are not claimed will be destroyed after the middle of the following semester.

Cheating:

If a student cheats, the student will receive a zero on the examination. Cheating is not allowed in any form at NIMA.