Sukkur IBA University
Assessment and Grading Policy-Spring-2020

1.0 Introduction

During the last fifty years, the world has witnessed a huge growth in the provision of higher education. The COVID-19 pandemic has posed huge unexpected challenges to education systems. It is estimated that   about 70 million learners worldwide are affected by the COVID-19 pandemic. Thanks to robust technology and infrastructural systems that have been put in place to continue learning to be delivered from anywhere.

Sukkur IBA University following the guidelines provided by the Higher Education Commission (HEC) continued teaching and learning process through Learning Management System (LMS).

Faculty played a pivotal role in immediately switching from face to face learning to a remote learning environment in a short period of time. The faculty members accepted these challenges and designed the remaining part of Spring-2020 courses on LMS. The higher management and ICT team provided complete support to the faculty members to cope up with new situation. We all are facing unprecedented academic circumstances, however we have to face the situation with perseverance.

2.0 Student Attendance

The faculty members may mark the attendance of the students on CMS. The faculty members may also track that how frequent students logged and accessed online classroom. Faculty members may track the students during timely submission of assignments and   participation in quizzes given by the faculty members. Faculty members keep the record of the students who aren't logged into system.

3.0 Grading Policy for Spring 2020

After careful consideration, Sukkur IBA University will be implementing a *PASS(P)/FAIL (F)/INCOMPLETE (I)* Grading System for courses in the Spring 2020 semester only.

The Pass/ Fail/Incomplete grading options applies to all undergraduate and graduate students and has been adopted by several reputable higher education institutions regionally and globally. The grading system has been designed and aligned with the discussion and policy guidelines circulated by HEC as the way forward for the Spring 2020 semester. These changes will apply only to the Spring Semester until further notice.

Students have following options:

- **Letter Grade**: Accept the letter grade assigned by the subject teacher during continuous assessment process as per assessment plan already uploaded on LMS. The letter grade will give credit to students. The subject teacher will calculate the GPA/CGPA on the assigned letter grades. The grades assigned by subject teacher will remain (temporarily) in the LMS system and will not be committed to CMS system. Students have following options to convert temporarily assigned grades:

- **The Pass/FAIL Grade:** The faculty member will assign Pass/Fail grade to students in their respective subject during continuous assessment process as per assessment plan already uploaded on LMS.

- Pass (P) means students obtained 60 or above marks out of 100 in a particular subject. Pass (P) grade will give credits to students without impacting their GPA/CGPA.

- Fail (F) means students obtained below 60 marks out of 100 in a particular subject. Fail (F) grade will neither earn credits nor the GPA/CGPA. The courses having PASS/FAIL will not be counted in the calculation of GPA/CGPA for Spring-2020.

- **Incomplete (I):** When the situation returns to normal, the student may claim letter grade for the semester Sprig-2020, a written final examination of 40 marks will be arranged by the examination department and on the basis of that the student will be assigned letter grade and his/her GPA/CGPA for Spring-2020 will be calculated. The examination department converts already obtained marks out of 100 to aggregate 60% marks.

- Student may be given choice to opt for PASS/FAIL or Incomplete grade system in spring semester-2020.

4.0 Salient Features of the Policy

Following will be salient features of a new policy:

- Faculty members will assign final grades to courses, as they would normally do in any regular semester according to the University's Grading System and upload the results on CMS as usual.

- The Controller of Exams will communicate with the students through an announcement to explain the process of applying for **Pass/Fail/Incomplete** after grade announcement by the faculty member in LMS.

- Students will be given a deadline of 7 calendar days to decide and mention their choices for grade conversion, if any from above options. The selection of options will be done online directly by the student through a system managed by the Controller of Examinations.

- After the deadline, the Controller of Examinations will assign the final grades, including converted grades, into the CMS and in the students' academic records.

- Note: For every student who elects to opt to the "Pass/Fail" option for a course, a note is added to his/her record/transcript indicating *"A special grading option was adopted by the University for this semester due to the academic disruption by COVID-19 pandemic".*

- Students may be given option to withdraw one or more courses registered in Spring-2020 or even freeze the complete semester and complete the courses/semester when University would open for normal face to face studies. Student can submit the withdrawal/Semester freeze application through CMS at any time during the semester.

- The University would not charge extra fee for repeating the courses withdrawal/Semester Freeze (SpringSemester-2020) during normal days.

- The grading and assessment of Practical subjects and final year project would be done after normal operations as per approved policy of the University.

4.0 Assessment Mechanism Spring 2020

- Current assessment and quality assurance measures have been modified and we are currently incorporating new methods suitable for e-learning which you have already been introduced to such as open-book exams; active collaborative assignments, projects, assignments, quizzes and research papers.

- Faculty members are advised to design continuous assessment based on Bloom's Taxonomy High-Order Thinking Skills (HOTS) i.e Analyzing, Evaluating and Creating.

5.0 Quality Assurance

Quality will not be compromised, it would be indispensable part of the courses as well as assessment/examination system. The grades must reflect quality. It would be ensured that the higher grade learning outcomes are essential part of the program and grading policy. QEC department will be involved at every stage. Fool proof mechanism of quality assurance will be put up in place.

The concept of continued assessment will be developed and improved. A framework of frequent graded quizzes and use of rubrics will be the hall-mark of our grading package.