

ASSESSMENT AND STUDENT PROGRESS POLICY

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| Policy Title | Assessment and Student Progress Policy |
| Policy Owner | Amity Institute of Higher Education, Mauritius (AIHE) |
| Policy Version | Versions Control: 1.0 (October 2023) Current Version: 1.0 (October 2023) |
| Responsible Office | Vice Chancellor's Office |
| Contact Information | Questions concerning the policies should be directed to the Vice Chancellor of Amity Institute of Higher Education (Mauritius) |
| Policy Review Frequency | Once in 3 Years |
| Pertinent Dates | Approved Date: October 2023 Date of Next Review: October 2026 |
| Approved By | October 2023 Academic Council Meeting and SENATE of AMITY Institute of Higher Education (AIHE) |
| Entities Affected by This Policy | AIHE's teaching staffs, non-teaching staffs and key committee members. |
| Who Needs to | This policy governs AIHE's students regarding Assessments. It also |

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| Know About This Policy | governs Faculty/staffs of different programmes engaged in activities related to examinations at AIHE |
| Reason for Policy / Purpose | To make clear statements and definition for students' assessment, progress, completion and termination in the enrolled programme |

Policy Purpose

In AIHE a 'Assessment and Student Progress Policy' is intended to create a systematic and uniform framework for evaluating student performance and tracking their academic progress.

Scope and Application of this Policy

All stakeholders involved in the educational process can find clarity and direction from the scope of an assessment and student progress policy. It makes sure that evaluations and progress tracking are carried out efficiently and morally, with the ultimate goal of fostering academic excellence and student success.

Policy Statement:

AIHE's Assessment and Student Progress Policy is designed to ensure that the institution maintains academic excellence, supports student success, and adheres to ethical and best practices in the assessment of student learning and academic progress. It serves as a guiding framework for faculty, staff, and students in their roles and responsibilities related to assessment and progress monitoring.

POLICY FRAMEWORK

Rules on assessment

At the Amity Institute of Higher Education, the performance of candidates is normally determined by grades obtained after being assessed by Continuous Assessments and/or the end of Semester Examinations.

The mode of evaluation are as follows:

1. **Post Graduate Programmes:** The evaluation of the postgraduate programmes is done by at least two Summative Assessments taken as tests, quizzes, reports, practical, and assignments during the semester. The aggregate of Summative Assessments will constitute **100% marks**.
2. **Undergraduate Programmes:** The evaluation of undergraduate programmes is done firstly by Continuous Assessment (CA) taken as tests, quizzes, reports, practical, and assignments during the semester. The total mark for CA is generally 30% to 40% but it can vary, depending on the Module Information Pack (MIP). Secondly, the end of Semester examinations is taken at the end of each Semester. The results constitute 60%-70% of the total marks for each module. The aggregate of Continuous Assessments and End of Semester Examinations will constitute **100% marks**.

Student Progress / Academic Growth

1. **Eligibility to take part in Examinations**

To be eligible to take part in the end of semester examinations, a student shall:

1. satisfy the 75-80 percent attendance requirement;
2. be required to make up for the attendance to be allowed to take a re-sit.
3. Have recourse to special permission on exceptional ground on a case-to-case basis; and

The grade of the student is determined by the grading structure for PG and UG as follows:

| Grade | Qualitative Value of Grade | Percentage of marks for letter Grade for PG Programmes | Percentage of marks for letter Grade for UG Programmes |
|-------|----------------------------|--|--|
| A+ | Outstanding | marks \geq 80 | marks \geq 80 |
| A | Excellent | 75 \square marks $<$ 80 | 70 \square marks $<$ 80 |
| A- | Very Good | 68 \square marks $<$ 75 | 65 \square marks $<$ 70 |
| B+ | Good | 60 \square marks $<$ 68 | 55 \square marks $<$ 65 |
| B | Above Average | 52 \square marks $<$ 60 | 50 \square marks $<$ 55 |
| B- | Average | 45 \square marks $<$ 52 | 45 \square marks $<$ 50 |
| C+ | Satisfactory | 40 \square marks $<$ 45 | 40 \square marks $<$ 45 |
| U | Fail | Marks $<$ 40 | Marks $<$ 40 |

A candidate shall score at least a grade “C+” or above, to pass in modules registered for in an academic year of the study as one of the conditions to program.

Candidates shall be allowed to re-sit a failed module twice in the following semester, or as and when next offered and shall be awarded a maximum of grade B for all modules passed as a re-sit Examination.

The SGPA and the CGPA serve as valuable indicators of a student's academic standing.

2. Semester Grade Point Average (SGPA)

The semester performance of a student will be indicated as “Semester Grade Point Average (SGPA). The SGPA is the weighted average of Grade Points (G) of all letter grades received by a student for all the course and Credit Units(U), for each module, of a course in that semester. The SGPA is calculated as the Total Honour Points of all modules accumulated by the student for the semester divided by the Total number of Credits taken for that semester.

The formula for computing SGPA is as follows:

$$\text{SGPA} = \frac{\text{Total Honour Points}}{\text{Total number of Credits taken for the semester}}$$

where U1, U2, U3 denote credit units associated with Module taken by the student and G1, G2, G3 are the Grade Point of

3. **Cumulative Grade Point Average (CGPA)**

CGPA is calculated after the first year of study onwards. The formula is as follows:

$$\text{CGPA} = \frac{\text{Total number of Honour Points (Semester 1 + Semester 2 + \dots)}}{\text{Total number of Credits taken (Semester 1 + Semester 2 + \dots)}}$$

where U1, U2, U3 denote credit units associated with Module taken by the student and G1, G2, G3 are the Grade Point of the letter grades awarded in the respective module.

4. **Pass and Promotion**

1. A student with an SGPA > 4.00 and pass in half of the modules attempted, or a CGPA > 4.00 is eligible to be promoted to the next semester.
2. On the recommendation of the Faculty, Academic Council may recommend a student who fails to make satisfactory progress in any academic year to take an Academic Break on valid grounds or repeat any part of the program before registering for the next year. Illness or other extenuating circumstances shall receive special consideration.

5. **Classification of Awards**

The award of honours, distinction and merit shall be based on the candidate's performance throughout her/his studies. The grading system for awarding class in degree certificate for UG and PG programs is given in the table below.

| PG CGPA | Class / Division to be awarded |
|----------------|---------------------------------------|
| ≥ 8 | First Class Honours with Distinction |
| 6.5 □ and < 8 | First Honours Class |
| 4 □ and < 6.5 | Pass Class |
| UG CGPA | Class / Division to be awarded |
| ≥ 8.0 | First Class Honours with Distinction |
| 7 □ and < 8 | First Honours Class |
| 6 □ and < 7 | Second Class Honours First Division |
| 5 □ and < 6 | Second Class Honours Second Division |
| 4 □ and < 5 | Pass Class |

Termination

A student shall be terminated on academic grounds if the:

- SGPA < 4.00 and has failed in more than half of the modules attempted in Semester 1.
- CGPA < 4.00 for two consecutive semesters
- fails in 50% of the modules in two consecutive semesters.
- do not have the attendance percentage (80% in each module) required for two consecutive semesters.
- Fails to meet any other condition stipulated by the Academic Council for awarding degrees.

Student Support / Guidance

It is the responsibility of the student to establish contact with the Module/Programme Leader. At the request of the student, the Module / Programme Leader should provide the required support in terms of tutorial or any other alternative.

DISCLAIMER

This document may be subjected to change upon the directions and instructions of Senate / Academic Council. The changes once approved by AIHE's respective Councils and Boards, will be mentioned and notified to accreditation body – Higher Education Commission (HEC) by the Vice Chancellor of AIHE.