AMITY INSTITUTE OF HIGHER EDUCATION
— MAURITIUS —

END OF SEMESTER ONLINE ASSESSMENT POLICY

(March 2021)

1. Objective

This policy document sets the manner in which end of semester assessment will be conducted, should the semester calender be disrupted by reasons beyond the institution's control, for example a national lockdown or other force majeure.

2. Background

Depending on the module and programme, AIHE end of semester examination is assessed to the level of either 60% or 70% of the total module marks, with the remaining of the marks being earned in coursework, throughout the semester.

3. Assessment methods

The End Semester Examination will be evaluated through TWO components as indicated below:

Where the total end of semester examination weightage is 70%		
Sr. No	Description	Weightage
a	Online Assessment (Will be subjected to an anti-plagiarism software test)	40%
b	Open Book Assessment (Will be subjected to an anti-plagiarism software test)	30%

Where the total end of semester examination weightage is 60%		
Sr. No	Description	Weightage
a	Online Assessment (Will be subjected to an anti-plagiarism software test)	30%
b	Open Book Assessment (Will be subjected to an anti-plagiarism software test)	30%

4. Guidelines and Procedure for Online Assessment and Submission

1) The Guidelines are set for general guidance and module leaders are expected to customize their specific assessments to meet the need and demand of the module contents and objectives.

2) The instructions, guidelines and content of the Online Assessment must meet the requirements of the module objectives / learning outcomes and will be moderated.

3) The Online Assessment is usually expected to be in the format of **a series of three to five** structured questions / accounting problems / short situation analysis / consultative report where problem solving skill is to be tested using reflective and critical thinking, while ensuring it sums up the knowledge expected to be acquired throughout the term.

4) The proposed Online Assessment questions should have enough scope for student to demonstrate achievement of his/her learning outcomes.

5) Marking scheme for all questions of the Online Assessment needs to be set and submitted by the faculty in charge / module leader to the Examination Office.

6) Proposed Online Assessment shall be made available to students by the Controller of Examination at a time as specified in a pre-determined timetable issued to the students before submission date.

7) Duration for working on the Online Assessment is time bound to at most one and a half (1 ½) hours.

8) Word Limit of the Assessment: Between 1,000 to 1,500 words **per question**.

9) It is cumpolsory for students to attempt all questions.

5. Guidelines and Procedure for Open Book Assessment

1) The Guidelines are set for general guidance and module leaders are expected to customize their specific assessments to meet the need and demand of the module contents and objectives.

2) The Open Book Assessment is usually expected to be in the format of a Case Study / Situation Analysis / Accounting Problems where summative knowledge and situational problem solving skill are to be tested using reflective and critical thinking, while ensuring it sums up the knowledge expected to be acquired thoughout the term.

3) The title, instructions, guidelines and content of the Open Book Assessment must meet the requirements of the module objectives / learning outcomes and will be moderated.

4) The proposed Open Book Assessment title should allow student to demonstrate achievement of his/her learning outcomes.

5) Marking scheme for the Open Book Assessment needs to be set and submitted by the faculty in charge / module leader to the Examinatios Office.

6) Proposed Open Book Assessment title shall be announced to students by the Controller of Examination Two (2) working days before submission date.

7) Duration for attempting and submitting the Open Book Assessment is at most Two (2) calendar days.

8) In the Assessment, single source plagarism should not be more than 5% and overall plagiarism should not be more than 20%.

9) Referencing should be made in Harvard style.

6. Submission mode

Students shall submit their work on a pre-determined Microsoft Forms Link, provided to them by the Controller of Examination.

7. Evaluation Process

1) Part of the evaluation process shall include running the students' submissions through an anti-plagiarism software test.

2) The anti-plagiarism report will be part of the overall assessment report.

3) The Controller of Examination will forward to the Faculty in charge / Module Leader anonymised submissions received by the set due date and deadline hour. The system date and time stamp will determine the due date and time the submission has been received and will be used to mark those submitted late.

4) The Faculty in charge/ Module Leader will then mark the students' work and shall provide remarks wherever needed.

5) The marked/evaluated submission will then be moderated.