

Student Academic Evaluation Guide

Student Academic Evaluation Guide
Applied College, Prince Sattam bin Abdulaziz University

Approved by the Executive Council of the Applied College at its Fourth Session, held on 02 Dhu al-Hijjah 1444 AH (corresponding to 20 July 2023)

Table of Contents

Page	Section
4	Foreword
5	Terminology
6	Introduction to the Measurement and Evaluation Department
7	Participants in the Evaluation Process and Their Roles
11	Students' Rights During the Evaluation Process
15	Evaluation Mechanisms and Grade Calculation at the College
18	University Student Code of Conduct and Discipline Regulations
19	Cases of Academic Misconduct, Grievances, and Requests for Grade Review
20	Frequently Asked Questions About the Evaluation Process

Foreword

Dear Student,

Praise be to Allah, and peace and blessings be upon the Seal of the Prophets and Messengers, our Prophet Muhammad, and upon his family and companions.

Assessment is an essential component of the educational process. It goes beyond merely assigning grades to students; rather, it encompasses a range of assessment activities and tools used to measure the extent to which the intended learning outcomes of academic programs and courses have been achieved. Assessment also contributes to the redesign of teaching and learning strategies based on feedback results. Furthermore, assessment activities serve as mechanisms for determining the extent to which students have achieved the intended learning objectives. Assessment methods and procedures vary from one college to another according to the nature of the programs they offer. Therefore, assessment processes must be carefully designed to meet the specific requirements of each program while adhering to established principles, policies, and general procedures.

Assessment is an integral part of the teaching and learning process. In line with the Applied College's commitment to serving the interests of its students and enhancing the quality of assessment practices, we have prepared this concise guide on student assessment procedures at the Applied College. Assessment is inseparable from teaching and learning, and this guide outlines the policies, procedures, and practices related to measurement and evaluation within the College. It is intended to serve as a reference for all matters related to examinations and student assessment.

For further information about the Applied College, please visit the College's website:

<https://cc.psau.edu.sa/ar>

In conclusion, we warmly welcome you to the Applied College at Prince Sattam bin Abdulaziz University and wish you a bright and successful future.

With our best wishes for your success and prosperity.

First: Terminology

Term	Definition
University	Prince Sattam bin Abdulaziz University.
College	The Applied College.
Student	Refers to students enrolled in the Applied College.
Evaluation	An educational process aimed at issuing quantitative or qualitative judgments regarding the extent to which predefined learning objectives have been achieved and identifying areas of strength and weakness.
Final Exam	An examination administered once at the end of the academic semester or at the end of the academic year for annual courses. It may include written, oral, and practical examinations.
Alternative Exam	An examination taken by a student who was absent from the final or semester examination due to an accepted excuse. The grade previously obtained by the student is retained and adjusted according to the student's performance in the alternative examination.
Final Exam Mark	The mark obtained by a student in the final examination for each course during the academic semester.
Continuous Assessment Mark	The mark awarded for coursework completed throughout the semester, reflecting the student's achievement through examinations, quizzes, and learning activities related to the course.
Total Mark	The sum of the Continuous Assessment Mark and the Final Exam Mark for each course during the academic semester, calculated out of 100 marks.
E-Correction	The use of appropriate software applications to score examination items and analyze their psychometric characteristics. The accuracy of electronic scoring is verified through manual scoring of a suitable sample of students' responses and comparison of the results with those generated electronically.
Continuous Assessment	Assessment conducted throughout the semester. It includes, for example, worksheets, assignments, discussions, projects, short quizzes, practical tests, and midterm examinations.
Portfolio	A purposeful and organized collection of a student's work and achievements over a specified period, reviewed according to predetermined criteria to determine the extent to which the learning objectives of the course have been achieved.

Second: Introduction to the Measurement and Evaluation Department

The Measurement and Evaluation Department is responsible for assessing program performance to ensure the quality of services provided by the College and to identify areas of strength and opportunities for improvement. It also seeks to enhance academic performance, improve the quality of the educational process, and strengthen the outcomes of the Applied College. The Department operates under the supervision of the Assistant Executive President of the Applied College and consists of a Chair and several members. Its responsibilities include:

- Collaborating with the Development and Quality Unit under the Assistant Executive President of the College.
- Supervising the work of the Measurement and Evaluation Committees within each academic program offered by the College.
- Ensuring the quality of student assessment processes and examinations across the College.
- Monitoring the implementation of assessment and examination policies throughout all College programs.
- Conducting statistical analyses of examination results.
- Coordinating with the Development and Quality Unit and the College's training providers to deliver training for faculty members on:
 - Proper construction of test items.
 - Effective use of assessment tools and methods.
 - Development of high-quality achievement tests based on test specifications tables.
 - Establishment and management of course question banks.

Participants in the Assessment Process and Their Roles

1. Student's Role in the Assessment Process

- Actively and positively participate in implementing assessment tasks and activities.
- Complete and submit all assessment requirements and tasks according to the predetermined schedule.
- Perform all assigned assessment tasks honestly and in a documented and reliable manner.
- Adhere to examination schedules and timings.
- Comply with all regulations and instructions related to examinations, and refrain from cheating, attempting to cheat, or assisting in cheating.
- Follow the instructions and guidelines provided by the responsible official or invigilator in examination halls or laboratories, and avoid disrupting order during examinations.
- Evaluate course activities and teaching methods by responding to questionnaires designed for this purpose.

2. Student's Role During Examinations

Students are responsible for the following during examinations:

- Knowing the examination dates and locations.
- Arriving at least ten minutes before the examination begins.
- Carrying the university identification card to the examination hall.
- Accurately filling in the information on the electronic answer sheet (student name, university ID number, course name, section number, etc.).
- Students are not permitted to write on, damage, or tear answer sheets in any way.
- Students are not allowed to enter the examination hall more than 15 minutes after the examination has started. In exceptional cases determined by the Executive Director of the branch college, late students may be allowed to enter only once during the examination period after signing a written undertaking not to repeat the delay, provided that the delay does not exceed 30 minutes from the start of the examination. If a student repeatedly arrives late after the examination has begun, entry will not be permitted.
- Students are not permitted to leave the final examination before 30 minutes have elapsed from its start.
- Students are not permitted to bring the following items into the examination hall:
 - Textbooks, reference books, dictionaries, notes, written documents, or any similar materials, unless otherwise instructed.
 - Mobile phones or any devices capable of communication, unless otherwise instructed, such as scientific calculators or statistical tables.
 - Personal belongings other than the tools required for the examination, such as pens and pencils.
 - Draft papers or scratch paper.
- Students are not permitted to speak with, communicate with, give assistance to, or receive assistance from any other student during the examination in any form.
- During electronic examinations, students are not permitted to use any unauthorized software or browse the internet.
- If a student wishes to leave the examination venue permanently, all examination papers and answer sheets must be submitted to the invigilator before departure.
- Students are not permitted to leave the examination venue temporarily without the permission of the invigilators. In emergency situations, the student must be accompanied by one of the invigilators throughout the period spent outside the examination venue.

- Female students are not permitted to wear face coverings (niqab) or any clothing that prevents verification of identity during examinations. Likewise, sunglasses or tinted glasses are not permitted.
- Students are not permitted to cover their ears with headphones or wear sunglasses or tinted glasses during examinations.

3. Course Instructor's Role

- Design and implement assessment tasks and activities that measure the achievement of the intended learning outcomes.
- Establish clear criteria for every assignment or activity required of students.
- Inform students of assessment tasks, activities, and evaluation criteria.
- Grade student work, monitor awarded marks, and review the grading process.
- Maintain students' achievement records and all documents related to course assessment in accordance with the procedures followed by the department and the college.
- Provide students with feedback based on the assessment process.
- Review assessment results and utilize the findings to develop and improve the teaching and learning process.

4. Academic Program Coordinator's Role

- Make the necessary arrangements to train faculty members on student assessment methods and procedures.
- Ensure that the assessment plan for each course contributes to the achievement of the program learning outcomes.
- Ensure that all students have received a copy of the Student Assessment Guide.

Third: Participants in the Evaluation Process and Their Roles

1. Student's Role in the Evaluation Process

The student is expected to:

- Participate actively and positively in carrying out assessment activities and tasks.
- Complete and submit all assessment requirements and tasks according to the predetermined schedule.
- Perform all assigned assessment tasks honestly, ethically, and in a trustworthy manner.
- Adhere to examination schedules and timings.
- Comply with all regulations and instructions related to examinations and refrain from cheating, attempting to cheat, or assisting in any form of academic dishonesty.
- Follow the instructions and directions issued by the invigilator or examination supervisor in examination halls or laboratories and avoid disrupting order during examinations.
- Evaluate course activities and teaching methods by responding to the surveys designated for this purpose.

2. Student's Role During Examinations

During examinations, the student is responsible for:

- Knowing the examination schedule and the designated examination venue.
- Arriving at least ten minutes before the examination begins.
- Carrying the university identification card to the examination hall.
- Accurately completing the information required on electronic answer sheets, including the student's name, university ID number, course title, and course code, among other required details.

5. Executive Manger's Role

- Oversee quality assurance units and committees responsible for assessment and examinations within academic programs.
- Supervise the College Examination Committee.
- Ensure the implementation of assessment and examination policies across all college programs.
- Publish final examination schedules at least five weeks before the end of the academic semester.
- Supervise the preparation of deprivation lists (students barred from examinations) and prevent barred students from sitting examinations, while notifying students accordingly before the examination period.
- Provide course instructors and the Chair of the Examination Committee with the names of barred students during the final week of the semester.
- Receive and approve requests for special arrangements for final examinations submitted by students with special needs.
- Evaluate excuses submitted by students for missing final examinations and accept or reject them before referring them to the Standing Academic Follow-up Committee.
- Review student grievances concerning the regrading of examination papers and submit them to the College Council or its delegated authority for approval or rejection, then communicate the final decision to the student.

6. Role of the Examination Committee

- Prepare special examination arrangements for students with special needs.
- Compile lists of students barred from examinations and ensure they are not permitted to enter examination halls.
- Refer student cases (such as cheating incidents, medical cases, etc.) to the relevant committees.

Students' Rights During the Assessment Process

1. Students' Rights During the Assessment Process

- Students shall be informed of the intended learning outcomes of the course before instruction begins.
- Students shall be informed of the number and types of assessments.
- Students shall be informed of assignment submission deadlines.
- Students shall be informed of the minimum passing requirements.
- Students shall be informed of the grade distribution for all course assessment components.
- Students shall be informed of the grading rubrics and marking criteria.
- Students shall be informed of any grade deductions that may apply in the event of late submission of required assignments by the specified deadlines.
- Students shall be provided with the examination schedule no later than the end of the twelfth week of the academic semester.
- Students shall be informed of the rules and procedures governing excuses and make-up assessments.
- Students shall be informed of their rights and responsibilities during examinations.
- Students shall be informed of the dates and locations of midterm and final examinations.
- Students shall be informed of the regulations governing examination re-sits (if applicable) and the associated conditions.
- Students shall be informed of the dates for the announcement of results.
- Students shall receive constructive feedback on all assessments and assignments.

2. Rights of Students with Special Needs During Examinations

- Appropriate examination venues shall be provided to accommodate examinations for students with special needs.
- Available alternative means of communication, whether electronic or otherwise, may be utilized to enable students to complete their examinations when the standard assessment methods are not suitable.
- Students with disabilities shall be granted additional time for examinations equivalent to half of the original examination duration. They may also be granted additional time for completing assignments, activities, and coursework requirements, taking into consideration their abilities and circumstances.
- Oral or recorded responses may be used instead of written examinations for coursework assessments of students with special needs.
- The disciplinary sanctions approved by the College shall apply to students with disabilities if they commit any of the violations stipulated in the Student Disciplinary Regulations, provided that the disability is not the primary cause of the violation, such as lateness or absence from examinations and task completion.

3. Providing Students with Feedback on the Results of Their Assignments and Examinations

- Every student has the right to review and discuss the results of their assessments with the course instructor.
- Course instructors are required to provide students with feedback on their performance in all assessment tasks and activities within one week of the announcement of results, enabling them to improve their performance in subsequent assessments.
- In exceptional circumstances that may result in a delay in providing feedback within the specified period, a clear explanation shall be provided to the affected students, together with an appropriate timeframe for receiving the feedback.
- Students shall receive feedback on their performance in each assessment task individually, in a manner that is accessible and clearly understandable.

- Feedback may be provided individually or collectively, such as through presenting a summary of comments for each question while maintaining the anonymity of the students to whom those comments relate.
- Students are entitled to access only their own grades and not the grades of other students, except in the case of group assignments.
- Feedback on the results of midterm examinations shall be provided within one week of the announcement of the results.
- Feedback on final examination results shall be provided upon the student's request and in accordance with the procedures established by the College.
- In courses with large enrollments, it is sufficient to review and discuss the correct answers to the examination questions.

4. General Policies for Student Assessment

- Students shall be informed in advance of the assessment methods and tools for each course, as well as the grading and marking procedures for coursework and final examinations. This shall take place during the first meeting between the course instructor and the students.
- The language used in assessment shall be the same language used for instruction.
- The final course grade shall consist of the total coursework marks and the final examination mark for each course and shall be calculated out of one hundred marks.
- A variety of assessment tools may be used, including the following:
 - **Examinations**, including:
 - Written examinations
 - Practical examinations
 - Oral examinations
 - **Assignments**, including:
 - Report writing
 - Written plans
 - Solving exercises
 - Problem-solving activities
 - Research-based assignments
 - Practical assignments
 - **Observation-based assessment** and the documentation of practical performance.
 - **Performance assessment** and evaluation of presentation methods.
 - **Feedback on student work** (e.g., examinations, assignments, etc.).
 - **Assessment of research papers and projects.**

Assessment and Grade Calculation Mechanism in the Applied College

1. Grade Distribution for All Courses in the Applied College

Grades for all courses in the Applied College are distributed as follows:

Assessment Component	Weight
Coursework and Midterm Assessments	60%
Final Examination	40%
Total	100%

Note:

Students must obtain a minimum score of **60%** to pass the course.

2. Assessment of Students in the Practical Training Course

Student assessment in the **Practical Training Course** shall be conducted in accordance with the instructions set forth in the approved **Practical Training Guide** of the Applied College.

3. Assessment of Students in the Case Study Course

Student assessment in the **Case Study Course** shall be conducted in accordance with the instructions set forth in the approved **Case Study Guide** of the Applied College.

4. Assessment of Students in Assignments and Projects

Student assessment in **assignments and projects** shall be conducted in accordance with the instructions set forth in the **Assignments, Projects, and Presentations Policy Guide for Students of the Applied College**.

5. Assessment and Grade Calculation Mechanism in the Applied College

A. Courses with a Practical Component

Student assessment in the remaining courses shall be conducted as shown in the following table:

Assessment Task	Weight	Marks	Due Week
2 Quizzes	10%	5 marks for each quiz	Weeks 5 and 11
2 Assignments	15%	7.5 marks for each assignment	Weeks 6 and 12
Midterm Theory Examination	15%	10 marks	Week 8
Final Laboratory / Final Practical Examination	20%	20 marks	According to the College Examination Schedule
Final Examination	40%	40 marks	According to the College Examination Schedule
Total	100%	100 marks	

B. Courses of a Purely Theoretical Nature

Assessment Task	Weight	Marks	Due Week
2 Quizzes	10%	5 marks for each quiz	Weeks 5 and 8
2 Assignments	15%	7.5 marks for each assignment	Weeks 6 and 12
Midterm Examination	20%	20 marks	Week 7
Group Projects and Interactive Presentations	15%	15 marks	Week 13
Final Examination	40%	40 marks	According to the College Examination Schedule
Total	100%	100 marks	

Student Code of Conduct and Discipline

Students are referred to the **Student Code of Conduct and Discipline** for further information regarding the rights and responsibilities of university students.

Grievances, Appeals, and Requests for Regrading

Students have the right to request a review of examination grades and regrading in accordance with the provisions of the **Study and Examination Regulations** applicable at the College, specifically **Articles Six and Thirty**, and their corresponding implementing rules.

Frequently Asked Questions About the Assessment Process

Q: When is the final examination schedule announced?

The final examination schedule is announced at the beginning of each academic semester so that students can register for courses accordingly and avoid conflicts between final examinations. The final examination schedule is re-announced no later than the end of the twelfth week of the academic semester.

Q: Is a student allowed to sit more than one examination on the same day?

No. A student may not sit more than two course examinations on the same day, in accordance with Article Thirty of the Study and Examination Regulations. The Executive Council of the Applied College may approve exceptions to this rule.

Q: Do I have the right to review the assessment plan that the course instructor will use during the semester?

Yes. At the beginning of the course, students must be informed of the following:

- ✓ The intended learning outcomes of the course.
- ✓ The number and types of assessments.
- ✓ Assignment submission deadlines.
- ✓ The minimum passing requirements.
- ✓ The grade distribution for all assessment components of the course.

Q: Is the course instructor entitled to withhold examination papers or assignments and provide feedback verbally only?

No. Students should receive prompt feedback on their performance and assessment results, accompanied by mechanisms for performance improvement. Students have the right to review and discuss the results of any assessment task with the course instructor. Course instructors are required to provide students with feedback on their performance in all assessment tasks and activities within one week of the announcement of results, enabling students to improve their performance in subsequent assessments.

Q: Do I have the right to appeal an examination result after the results have been announced?

Yes. Details and procedures are available in the section on Grievances, Appeals, and Requests for Regrading in this guide.

Q: What are the deadlines for submitting a grievance or appeal (request for regrading)?

Students may submit a request for the review of examination grades and regrading within the period specified by the College following the announcement of the final examination results. Details are provided in the section on Grievances, Appeals, and Requests for Regrading.

Q: What are the procedures if I miss a final examination, midterm examination, or quiz?

Details and procedures are available in the section concerning Excuses and Make-up Assessments in this guide.

Q: Do students with special needs have the right to receive additional time during examinations?

Yes. Students with special needs may submit a prior request to the relevant committee to obtain additional examination time and any other approved accommodation.

Student Assessment Procedures

The following table summarizes the assessment procedures, students' rights, and students' responsibilities throughout the assessment process.

Timeline	Assessment Procedures	Students' Rights	Students' Responsibilities
Before Examinations	Assessment Schedule	- Announcement of the assessment schedule at the beginning of the course.- Informing students of the number and types of assessments.	- Review the assessment schedule.
	Assignments (Due Dates, Feedback, and Late Submission)	- Informing students of assignment submission deadlines at the beginning of the course.	- Adhere to submission deadlines.
	Minimum Passing Requirement	- Informing students of the minimum passing requirement at the beginning of the course.	
	Grade Distribution	- Informing students of the grade distribution for all assessment components at the beginning of the course.	
	Final Examinations	- Announcement of final examination dates at the beginning of the academic semester.- Re-announcement of the final examination schedule no later than the end of Week 12 of the semester.	- Follow announcements regarding the examination schedule.- Inform the Program Coordinator if more than two examinations are scheduled on the same day.
	Special Arrangements for Students with Special Needs	- Provision of appropriate accommodation for students with special needs as stipulated in the guide, including additional examination time and other accommodations.	- Notify the Executive Director of any special needs and submit requests for accommodation before the examination period.
During Examinations	Examination Invigilator	- Invigilators may not use mobile phones during examinations.- Students must be notified when 15 minutes remain before the end of the examination.- At least two invigilators must be present in the examination hall.	- Present the university identification card when requested by the invigilator.- Allow the invigilator to verify information recorded on the answer booklet, including the student's name and university ID number.
	Examination Environment / Venue	- Provision of a suitable and supportive examination environment.	- Be aware of examination dates and locations.- Arrive at least ten minutes before the examination begins.
	Late Arrival to Examinations	- Consideration of late-arrival cases and permission to enter the examination hall if the conditions	- Arrive on time for examinations.- Follow the examination regulations regarding late entry and

		specified in the examination regulations are met.	understand that entry may be denied if arrival occurs after the permitted period.
	Practical, Oral, Research, and Project Assessments	- Inform students in advance of the dates of all assessment components.- Inform students of grade deductions applicable for late assignment submission.- Provide feedback to students at an appropriate time and in accordance with the announced assessment schedule.	- Adhere to assignment deadlines and comply with academic regulations.
	Cheating During Examinations	- Inform students of the disciplinary penalties applicable in cases of cheating or attempted cheating.	- Refrain from cheating or attempting to cheat.
	Emergency Situations	- Appropriate procedures shall be implemented for all emergency situations encountered during examinations.	- Follow instructions issued by the Examination Committee and the Quality and Assessment Committee regarding emergency situations.
	Excuses and Make-up Assessments	- Consider excuses submitted by students and evaluate them.	- Submit valid excuses within the specified period.
After Examinations	Practical, Oral, Research, and Project Assessments	- Inform students in advance of assessment dates.- Inform students of grade deductions applicable for late submission.- Provide feedback at an appropriate time and in accordance with the announced schedule.	- Adhere to submission deadlines and be aware of the applicable deduction policy.
	Examination Grading	- Review and discuss examination answers after grading.	- Verify the accuracy of grades.
	Announcement of Results	- Inform students of their examination results within the specified timeframe.	- Discuss grades with the course instructor if there are concerns regarding the awarded marks.
	Feedback	- Provide feedback to students at an appropriate time and according to the announced schedule.	- Make use of the feedback provided.
	Grievances and Regrading Requests	- Students may submit a request for regrading of examination papers.- Students' grades may be amended if the grievance is proven valid.	- Accept the outcome of the grievance process and the decision of the relevant committee.

