

# Document of Shenzhen Technology University

No.8, 2019

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## **Notice on the Issuance of "Shenzhen Technology University Undergraduate Course Assessment Methods (Trial)"**

All departments of the university:

The "Shenzhen Technology University Undergraduate Course Assessment Methods (Trial)" is hereby issued to you, please comply and execute accordingly.

Hereby notice.

Shenzhen Technology University

January 15, 2019



# **Shenzhen Technology University Undergraduate Course Assessment Methods (Trial)**

## **Chapter 1 General Provisions**

**1** To regulate the assessment of undergraduate courses in the university, strengthen teaching management, ensure the quality of teaching, and establish a positive culture of teaching, learning, and examination, these measures are formulated based on the "Shenzhen Technology University Undergraduate Student Status Management Regulations (Trial)" and the actual situation of the university.

**2** All courses offered in the university's undergraduate talent training program must be assessed by the requirements of these measures.

**3** All undergraduate students with student status at this university must participate in the learning and assessment of the courses stipulated in the undergraduate talent training program and the courses they have chosen. Students who pass the assessments can obtain corresponding credits, which will be recorded in their academic records.

**4** The assessment of undergraduate courses at the university is organized and managed at the school and college (department) levels. The university's academic affairs management department is responsible for the organization and arrangement of course assessments and the unified management of assessment results. The colleges (departments) are responsible for the specific implementation of the course assessment work.

## **Chapter 2 Course Assessment Methods**

**5** The assessment of undergraduate courses is conducted through final examinations and regular assessments. The assessment methods for each course and the grading methods for each part of the assessment are announced by the course instructor to all students at the beginning of the course.

**6** Final examinations are primarily conducted through written tests, and instructors may choose between closed-book or open-book examinations based on the characteristics and teaching requirements of the course. If other assessment methods are used instead of written tests, the course instructor should notify the academic department six weeks before the examination, and after approval by the department's leadership, the information should be filed with the Department of Academic Affairs.

**7** Regular assessments mainly include attendance, individual assignments, group projects, in-class quizzes, classroom discussions, literature reading reports, course design, practical experiments, investigation reports, midterm examinations, etc. Instructors may choose from the above assessment forms or design other regular assessment forms based on the course requirements and characteristics.

**8** The assessment methods for undergraduate courses are subject to a filing system, which is confirmed by the academic department and the course instructor when submitting the course plan for the next semester.

### **Chapter 3 Final Exam**

**9** Before the final exam, the instructor must carefully review the student's eligibility to take the exam. Students who have missed more than one-third of the total prescribed class hours or have failed to submit more than one-third of their regular

assignments and lab reports may be disqualified from taking the exam, and their grade will be recorded as F.

**10** Instructors are not allowed to designate any specific focus areas for review for the final exam, nor are they allowed to provide key review questions. The final review period should be reserved for answering questions.

**11** The formulation of the final exam questions should be based on the syllabus and should be grounded in the content covered during the regular lectures, ensuring appropriate coverage and difficulty levels to differentiate the varying degrees and levels of student's mastery of knowledge. The focus should be on assessing students' grasp of basic knowledge, theories, and skills, as well as their ability to analyze and solve problems using the knowledge they have learned. Emphasis should be placed on stimulating students' innovative thinking and fostering their innovative capabilities. The specific work requirements are as follows:

(1) For courses taught by two or more instructors, there should be unified requirements and unified examination questions. The college (department) should determine the question-setting teachers and methods. For other courses, the instructors should set the examination questions.

(2) Each examination course should prepare two sets of papers, A and B, with the same scope, difficulty level, and quantity of questions for both regular examinations and make-up exams. There should be no identical questions between the A and B sets. The questions should be independent, with no repetition between them, and the wording or answers of one question should not provide clues for the solution of another.

(3) Examination questions should be appropriately worded and precisely expressed. Instructions and methods for answering should be concise and clear to avoid misunderstandings among students. The question setter should try out the questions first, provide reference answers, and determine the grading standards. After the examination and marking, the questions should be handed over to the college along with the papers for possible inspection.

**12** The formulation and review of examination questions should be strictly carried out according to the requirements of the teaching syllabus. Each college (department) is responsible for the review of examination questions. The question setter must submit both the examination paper and the reference answers for the reviewer to conduct the question review. Both the question setter and the reviewer are responsible for the quality of the examination questions.

**13** Examination papers must be printed using the computer and the printing quality must be ensured.

**14** The management of the examination paper's formulation, transmission, printing, storage, and distribution must be strictly implemented according to the "Shenzhen Technology University Examination Paper Management Measures (Trial)". All teachers and staff who have access to the examination paper before the exam bear the responsibility of keeping the paper confidential.

**15** The final examination time for courses is arranged according to the academic calendar of the year and is generally conducted in the last two weeks of the semester, which will be announced by the Department of Academic Affairs one week before the exam. Once the examination schedule is arranged

and published, it should not be changed in principle. For individual courses that indeed need to change the examination schedule due to special circumstances, approval from the Department of Academic Affairs is required.

**16** In case of special circumstances requiring an examination to be held ahead of schedule, the instructor must submit a written application, explaining the progress and completion of the teaching tasks. After the college (department) reviews and agrees, the application should be submitted to the Department of Academic Affairs for approval and arrangement.

**17** Both teachers and students can inquire about the examination schedule through the website of Department of Academic Affairs. Courses that have been approved for early examinations will not be entered into the inquiry system.

**18** Instructors should grade the examination papers scientifically, objectively, and fairly according to the grading standards. Grading should be done with red pens (sign pens or fountain pens); marks for points or deductions on the same paper must be clear and consistent; the total score on the examination paper must be carefully checked. If an instructor needs to change a grade on the paper, they should sign to confirm the correction.

For courses with multiple parallel classes taught by different teachers, the college (department) or course group may organize a sequential grading of the examination papers.

**19** After the final examination of each course, a corresponding examination quality analysis should be conducted. The format of the examination quality analysis may be unified by each college (department) and filed with the Department of Academic Affairs. The content of the examination quality

analysis must include basic information about the course, candidates, and instructors, the mode of examination, statistical analysis of student grades (excluding bonus question scores, with relevant charts), and qualitative evaluations (including evaluations of the questions, teaching, student learning, and suggestions for course teaching and assessment).

**20** After the conclusion of the examination, the instructor shall complete the grading of the results within the prescribed time, and the grading of deferred examination results shall be completed within one day after the examination. The instructor should promptly enter the students' grades into the Shenzhen Technology University Academic Management System, print the grade assessment form from the system, sign it, and submit it to the college (department) for review. Each college (department) must submit the grade assessment forms to the Department of Academic Affairs before the holiday.

**21** The instructor is responsible for the review of the examination papers and the assessment of grades. Once the grades for each subject are entered into the system, they shall not be altered. If there is indeed an error in the grade that needs to be corrected, the instructor must fill out the "Shenzhen Technology University Course Grade Change Registration Form" and attach the necessary original materials (such as examination papers, grade records, etc.). The grade change can only be made after the offering college (department) has verified and the Department of Academic Affairs has approved.

**22** Students can inquire about their grades through the academic affairs department's website. If students have objections to the examination results, they may apply for a re-

check of the examination papers to the offering college (department), which is responsible for the verification. If a grade change is indeed necessary after verification, the procedures stipulated in Item 21 of this method shall be followed to handle the grade change. Students must apply for a re-check of the examination papers within three weeks after the start of the next semester following the course's conclusion, and applications received after this period will not be accepted.

## **Chapter 4 Regular Performance**

**23** Instructors should strengthen the regular assessment of courses, strictly manage the records of regular grades, and promptly enter the students' various regular assessment scores into the academic affairs system in detail, as the basis for the evaluation of regular grades.

**24** Instructors should keep samples of students' written assignments from each regular assessment of the course for random checks.

## **Chapter 5 Grading and GPA Calculation**

**25** The undergraduate course assessment grades (i.e., the total course assessment grades) are comprehensively determined by regular performance, final basic question scores, and additional question scores. For courses without advanced additional questions in the final exam, the assessment grades are comprehensively determined by regular performance and final basic question scores.

**26** Course assessment grades must be recorded in the "Shenzhen Technology University Student Grade Assessment Form". The recording of student grades is divided into five columns, namely regular performance, final basic question

scores, comprehensive basic scores, final additional question scores, and total assessment grades, among which the total assessment grade is the course assessment grade.

**27** The total course assessment grades are recorded using a grade point system of A+, A, B+, B, C+, C, D, and F, with F indicating failure. The proportion of students achieving an A+ grade must not exceed 10%. Except for the total assessment grade, all other grades are recorded on a hundred-point scale.

**28** The comprehensive basic score is calculated based on a certain proportion of regular performance and final basic question scores, which are determined by the college offering the course.

**29** For courses without advanced additional questions in the final exam, the total assessment grade is determined by the comprehensive basic score.

**30** For courses with advanced additional questions added in the final exam, students must achieve a final basic question score of at least 75 to qualify for additional question points, and the additional question score must be at least 18 to be valid.

**31** The school uses the Grade Point Average (GPA) as a comprehensive evaluation index for students' course learning. The formula for calculating the Grade Point Average (GPA) is:

$$\text{GPA} = (\text{Sum of grade points corresponding to the total scores of each course} \times \text{course credits}) / (\text{Sum of course credits})$$

**32** The comprehensive basic scores for courses, additional question scores, total scores, and their corresponding grade points are as follows in the table:

| Total Scores | Corresponding Grade Points | Courses with Additional Problems |                            | Courses without Additional Problems |
|--------------|----------------------------|----------------------------------|----------------------------|-------------------------------------|
|              |                            | Comprehensive Basic Scores       | Additional Question Scores | Comprehensive Basic Scores          |
| A+           | 4.5                        | 100~93                           | 30~0                       | 100~93                              |
|              |                            | 92~85                            | 30~18                      |                                     |
|              |                            | 84~80                            | 30~24                      |                                     |
| A            | 4.0                        | 92~85                            | <18                        | 92~85                               |
|              |                            | 84~80                            | 23~18                      |                                     |
| B+           | 3.5                        | 84~80                            | <18                        | 84~80                               |
| B            | 3                          | 79~75                            | Disregard                  | 79~75                               |
| C+           | 2.5                        | 74~70                            | Disregard                  | 74~70                               |
| C            | 2.0                        | 69~65                            | Disregard                  | 69~65                               |
| D            | 1.0                        | 64~60                            | Disregard                  | 64~60                               |
| F            | 0.0                        | <60                              |                            | <60                                 |

**33** Students who are unable to participate in an examination due to scheduling conflicts, hospitalization due to illness, or unforeseen emergencies may apply for a deferred examination by the school's regulations on deferred final examinations. Those who do not apply or whose applications are not approved and thus do not attend the examination will be considered absent, and their grade will be recorded as F.

**34** Students must strictly adhere to the "Shenzhen Technology University Examination Room Discipline (Trial)" when taking course assessments. Those who violate the examination room discipline and are disqualified from the examination will have their course assessment grade recorded as F. If there is an instance of cheating, the term "Cheating" will be noted on the transcript.

**35** If a student receives a grade of F in a course assessment and needs to obtain the relevant credits, they must retake the course. There is no limit to the number of times a student can retake a course during their study at the school, but each assessment grade is recorded in the school's student grade file.

**36** All courses taken and assessed by students at the school have their grades recorded in the school's student grade file. For courses with the same name that have already been credited, the grades will not be overwritten. When reviewing qualifications for graduation and counting credits, credits will not be calculated more than once.

## **Chapter 6 Supplementary Provisions**

**37** These regulations shall come into effect from the date of promulgation.

**38** These regulations are to be interpreted by the Department of Academic Affairs.

Shenzhen Technology University



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Cc: School Leader, Records Office.

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Party and Government Office of  
Shenzhen Technology University

Issued on January 15, 2019

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