

Junior College Division of the Wenzao Ursuline University of Languages

Guidelines for Student Assessment

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Article I. These Guidelines are stipulated based on the University's Academic Policies for the Junior College Division.

Article II. Students' grades are assigned on a semester basis.

Article III. Students' grades for courses (including internships and laboratory classes), conduct, physical education, and military training are assigned with 100 as the highest grade and 60 as the passing grade.

Article IV. Students' grades are assigned by stating the level of performance. Number grades and level of performance designations are stated below. An average performance is equivalent to a passing grade. With the approval by the Curriculum Committee, students may be assessed with "pass" or "fail."

- A. Grades above 90 points represent exceptional performance.
- B. Grades above 80 and below 90 points represent very good performance.
- C. Grades above 70 and below 80 points represent good performance.
- D. Grades above 60 and below 70 points represent average performance.
- E. Grades above 50 and below 60 points represent below average performance.
- F. Grades below 50 points represent poor performance.

Article V. The Junior College Division issues transcripts in English. Stated below are the letter grade designations for each level of performance:

- A. Grades between 90 to 100 points are equivalent to an A+.
- B. Grades between 85 to 89 points are equivalent to an A.
- C. Grades between 80 to 84 points are equivalent to an A-.
- D. Grades between 75 to 79 points are equivalent to a B+.
- E. Grades between 70 to 74 points are equivalent to a B.
- F. Grades between 65 to 69 points are equivalent to a C.
- G. Grades between 60 to 64 points are equivalent to a D.
- H. Grades below 60 are equivalent to an F.

Article VI. The method for calculating students' average semester grades and graduation grades is stated below:

- A. The number of points earned is the result of multiplying the number of

credits by the grade received.

- B. The sum of all the credits taken in a semester is the total number of credits in that semester.
- C. The sum of all the points earned in a semester is the total number of points earned in that semester.
- D. The final average grade for a semester is the result of dividing the total number of points earned by the total number of credits taken during a particular semester.
- E. A student's graduation grade is determined by the actual number of points earned divided by the total number of credits registered for during all semesters (including winter and summer terms).
- F. The final average for each semester and the graduation grade are calculated including the grades for courses failed. Courses taken during the summer terms are not included in the calculation of semester grades but they are included in the graduation grade. Courses taken during the summer terms are included in the cumulative number of credits after each semester.
- G. Student grades are rounded up to the next digit. The average grade for a semester and for graduation is calculated with one digit after the decimal point.
- H. Students' grades do not include grades for transfer, exempt or pass/fail courses.
- I. When an average semester grade column is left blank, a grade of zero is recorded.

Article VII. In principle, students are assessed in the following three categories: formative assessments, mid-term exams, and final exams.

- A. Formative assessments: Instructors can give different types of assessments depending on the characteristics of the courses. Assessments can include written exams, oral exams, exercises, homework, reports, class participation, attendance, in-class notes and attitude towards learning.
- B. Mid-term exams: Mid-term exams for students in the first to third years of the Junior College Division are scheduled by the Office of Academic Affairs. Mid-term exams for students in the fourth and fifth years of the Junior College Division are conducted in the way that instructors deem most appropriate.
- C. Final exams: Final exams for students in the first to third years of the Junior College Division are scheduled by the Office of Academic Affairs. Final exams for students in the fourth and fifth years of the Junior College Division are conducted in the way that instructors deem most appropriate.

Article VIII. The grade breakdown for each course is determined by individual instructors according to the instructional manual and the characteristics of the course. The final grade is calculated taking into account formative assessments throughout the semester, the mid-term exam and the final exam In the fourth and fifth year of the

Junior College Division, the percentage of the total grade assigned to each assessment is decided by the instructor. These percentages must match what is stated in the course syllabus. For the first three years in the Junior College Division, the grade breakdown and its method of calculation is stated below:

Courses in Chinese

- A. The average of formative assessments accounts for 40% of the semester grade.
- B. The mid-term exam accounts for 30% of the semester grade.
- C. The final exam accounts for 30% of the semester grade.
- D. The semester grade for a course is calculated based on 40% for formative assessments, 30% for the mid-term exam, and 30% for the final exam.

Courses in Foreign Languages

- A. The average of formative assessments accounts for 50% of the semester grade.
- B. The mid-term exam accounts for 25% of the semester grade.
- C. The final exam accounts for 25% of the semester grade.
- D. The semester grade for a course is calculated based on 50% for formative assessments, 25% for the mid-term exam, and 25% for the final exam.

Article IX. At the beginning of each semester, instructors should clearly state how the grades for the course will be calculated so students can understand and follow accordingly.

Article X. The recording of exam results should be done according to the following guidelines:

- A. After final exams are completed, instructors should enter grades into the Grade Recording System within the prescribed time limit. Instructors should also submit printed copies of the grades to the heads of their department, center, and college. Once the documents are verified, they should be submitted by the department or center to the Registration Section of the Office of Academic Affairs for permanent record-keeping.
- B. An instructor of students in the first three years of the Junior College Division who wishes to change the assessment method and the percentage allocation of grades must submit a written proposal. The new measures can only take effect once approved by the head of the department, center, or college and the Dean of Academic Affairs.
- C. Grades submitted by instructors to the Registration Section of the Office of Academic Affairs cannot be changed. If an error or omission is discovered in grade assignment or calculation, it can be corrected by following the Guidelines for Rectifying or Resubmitting Semester Grades.

Article XI. First and second-year students taking first and second-year classes may take make-up exams if their grade for the course is 50 or higher. Students in the third

through fifth years taking military training and physical education classes may take make-up exams if their grade for the course is 50 or higher. Students who fail other classes may not take make-up exams or earn credits.

Article XII. Students taking elective year-long courses must pass both semesters for the credits to be applied towards graduation requirements.

Article XIII. Students who fail required courses must retake them. Students in the first and second year who fail make-up exams must retake the courses.

Article XIV. Students may not retake a course they have passed. Credits for a course for which a student has already passed are not recognized.

Article XV. Students who miss an exam without requesting leave are considered to have been absent without leave and receive the score of zero for this exam.

Article XVI. Students who miss one third of the actual number of class hours (excluding mid-term and final exam weeks) are considered to have not completed their learning and receive a grade of zero for the course.

Article XVII. Guidelines for requesting leave for an exam and score calculation are stated below:

- A. A student who does not sit for an exam due to official business, death in the family, hospitalization or other unpredictable circumstances must complete leave request procedures within two days of the occurrence. If permission is granted, the student will be allowed to take a make-up exam. This opportunity is granted only once. During the make-up exam period, a student may not request leave again under any circumstances.
- B. Students who request leave during mid-term or final exam week due to official business, hospitalization, or death in the immediate family are given the actual score they receive on the make-up test. All others are given a score equal to 80% of what they receive on the make-up test. Students who do not sit for a make-up exam receive a score of zero on the make-up exam.
- C. If a student has been granted leave by the Curriculum Section of the Office of Academic Affairs but still sits for an exam without having relinquished leave, the score on the exam will not be recognized.

Article XVIII. A student who violates rules during an exam will receive a score of zero for said exam as soon as the behavior is identified. Depending on the seriousness of the offense, other disciplinary actions may be taken by the Office of Student Affairs according to the Guidelines for Awards and Disciplinary Actions.

Article XIX. Grades for a particular semester earned by students who receive approval to withdraw are not included in grade calculations.

Article XX. These Guidelines become effective after approval by the Academic Affairs Committee and ratification by the University President. Amendments must follow the same procedure.