



Greenwich University

Policy Title:	Assessment Feedback Policy		
Custodial Office:	Controller of Examination	Policy Number:	GU/SKM-R/2024/678-5
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Revision:			

N.B: This policy may be amended at any time without prior notice. All revisions shall supersede any previous versions and shall take effect immediately upon approval.

QUALITY ENHANCEMENT CELL
GREENWICH UNIVERSITY

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1. Introduction

Greenwich University is committed to maintaining a transparent, fair, and standardized assessment and examination system that ensures academic integrity, credibility of degrees, and effective measurement of student learning outcomes.

The assessment and examination processes are designed to ensure that all students are evaluated fairly and consistently in accordance with the University's academic regulations and national quality assurance standards.

2. Scope

This policy applies to:

- All undergraduate, graduate and postgraduate programs
- All faculty members responsible for assessment
- All students enrolled in Greenwich University

3. Objectives

The objectives of this policy are to:

1. Ensure transparency and fairness in the assessment process.
2. Align assessment practices with Course Learning Outcomes (CLOs) and Program Learning Outcomes (PLOs).
3. Maintain academic integrity during examinations.
4. Ensure timely feedback to students to support learning improvement.
5. Comply with national quality assurance and accreditation standards.

4. Types of Assessment

Assessment at Greenwich University includes both **formative and summative assessments**.

4.1 Formative Assessment

Formative assessments are designed to monitor student learning and provide feedback for improvement. These may include:

- Class participation
- Quizzes
- Assignments
- Presentations
- Case studies

4.2 Summative Assessment

Summative assessments evaluate the overall performance of students and contribute to final grades. These include:

- Midterm examinations
- Final examinations
- Projects or term papers

5. Assessment Structure

The standard distribution of marks is as follows:

Component	Weightage
Quizzes / Assignments / Class Participation (white card)	30%
Midterm Examination	30%
Final Examination	40%

Minimum passing marks are **60% (Grade C)**.

6. Examination Types

The University conducts two main types of examinations:

6.1 Midterm Examination

- Conducted after the sixth week of the semester
- Duration: 2 hours
- Weightage: 30 marks

6.2 Final Examination

- Conducted at the end of the semester
- Duration: 3 hours
- Weightage: 40 marks

The examination schedule is announced through the Academic Calendar issued by the Registrar Office.

7. Examination Paper Moderation

To ensure quality and fairness, all examination papers undergo a moderation process.

Moderation Process

1. Faculty submit question papers to the Controller of Examinations.
2. A Moderation Committee reviews the papers.
3. The committee ensures that:
 - Questions align with course learning outcomes
 - Questions cover the course outline
 - Questions are not repeated from previous semesters
4. Faculty revise papers if recommended by the committee.

8. Examination Rules

Students must comply with the following examination rules:

- Carry University ID card and clearance slip
- Arrive before the scheduled exam time
- No mobile phones or electronic devices allowed
- No borrowing of stationery during exams
- Maintain complete silence in the examination hall
- Follow invigilator instructions

Violation of these rules may result in disciplinary action.

9. Unfair Means and Academic Misconduct

Any student found involved in cheating or using unfair means may face the following penalties:

- Grade **F** in the course
- Cancellation of examination paper
- Suspension or expulsion from the University
- Financial penalties

All cases are reviewed by the Examination Standing Committee before final decision.

10. Result Processing

The examination department ensures secure handling of answer scripts through:

- Coding and decoding of answer sheets
- Double verification of marks
- Secure data entry in the examination system

Results are announced through the official student portal.

11. Rechecking Policy

Students who are dissatisfied with their results may apply for rechecking within three days of result announcement.

The rechecking process includes:

1. Recoding of the answer script
2. Evaluation by another faculty member
3. Review by Examination Standing Committee

The final decision is approved by the Controller of Examinations.

12. Incomplete Grade (I Grade)

Students unable to appear in the final examination due to genuine reasons may apply for an Incomplete Grade (I Grade).

Conditions:

- Application within 3 days of exam
- Valid documentary evidence
- Approval by Examination Standing Committee

The incomplete examination is conducted in the following semester.

13. Feedback on Assessment

Assessment feedback is an essential component of student learning.

Effective feedback should be:

- Clear and constructive
- Timely
- Linked to assessment criteria
- Focused on improvement

Feedback helps students identify strengths and weaknesses in their work and guides them for future improvement.

14. Responsibilities

Faculty

- Design fair assessments aligned with CLOs
- Provide timely feedback
- Maintain transparency in grading

Examination Department

- Conduct examinations securely
- Maintain confidentiality of exam papers
- Ensure accurate result processing

Students

- Follow examination rules
- Maintain academic integrity
- Submit assessments on time

15. Quality Assurance

The Quality Enhancement Cell (QEC) regularly reviews the assessment and examination processes to ensure compliance with institutional policies and accreditation standards.