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|  <p>S P Jain<br/>School of Global<br/>Management<br/>DUBAI • MUMBAI • SINGAPORE • SYDNEY</p> | <b>Assessment and Moderation Policy</b> |
| Document Type   | Policy and Procedures                   |
| Administering Entity  | Examination Board                       |
| Latest <b>Approval</b> or Amendment Date  | August 31, 2017                         |
| Last Approval or Amendment Date   | April 15, 2016                          |
| Approval Authority  | Academic Board                          |
| Indicative Time of Review   | March 1, 2019                           |

## 1. Assessment and Grading

The assessment/grading policy of S P Jain consists of 4 parts (A), (B), (C) and (D).

In Part A, the assessment/grading policy is applicable for Face –to Face (F2F) subjects where the batch size of the students is 20 and more.

In Part B, the assessment/grading policy is applicable for Face –to Face (F2F) subjects for all batch sizes.

In Part C, the assessment/grading policy is applicable for F2F subjects where the batch size of the students is less than 20.

In Part D, the assessment /grading policy is applicable for online learning subjects for all batch sizes

### 1.1 Part (A):

#### **Steps to Compute ‘A+’ to ‘F’ grade (for batch size 20 and more students)**

**Step 1:** From the raw scores obtained by the students for each subject construct a normal curve for all subjects having more than 20 observations.

**Step 2 :** All students who have not secured a threshold minimum of 40 percent in the end term examination AND those who do not secure an overall of 40 percent will obtain an “F” Grade.

**Step 3:** Using subject-wise average and standard deviation compute scores corresponding to 2 Standard deviation  
For 2 Standard deviation score: Subject-wise Raw Average Score – 2\* Subject-wise Standard Deviation

**Step 4:** Compute the bottom 5% of raw scores for each subject to determine the bracket consisting of 'D' and 'F'

**Step 5:** Students obtaining scores 2 and below 2 standard deviation score will be assigned 'F' grade and students obtaining scores more than 2 standard deviation scores but falling within the bottom 5% bracket will be assigned 'D' grade.

**Step 6:** The present system of grading policy will remain effective between 'A+' to 'C-'.

### **1.2 Part (B):**

#### **Steps to Compute 'A+' to 'F' grade (for all batch sizes)**

**For all courses where absolute grading is applicable the grading policy will be followed as per the table below:**

| Score range | Letter grade |
|-------------|--------------|
| 95-100      | A+           |
| 90-94       | A            |
| 85-89       | A-           |
| 80-84       | B+           |
| 75-79       | B            |
| 70-74       | B-           |
| 65-69       | C+           |
| 60-64       | C            |
| 55-59       | C-           |
| 50-54       | D            |
| 00-49       | F            |

### **1.3 Part (C):**

#### **Computation of 'A+' to 'F' grade (for batch size less than 20 students)**

Instructions to faculty be given stating clearly that the 'degree of difficulty' be built in the evaluation system, proposed by the faculty, in a manner that ensures a spread of **at least** six grade-points with 'B' grade as the mean

For example, 'A+' to 'B-'; 'A-' to 'C'; 'B-' to 'F', etc.

#### 1.4 Part (D):

##### Computation of 'A+' to 'F' grade for all online courses

For all online learning subjects an absolute grading policy will be followed as per table below:

##### MBA (Global) and MGB

| <b>Aggregate marks /percentage obtained of maximum total of 100 marks /percentage</b> | <b>Letter Grade</b> |
|---|---------------------|
| 95 marks/percentage and above   | <b>A+</b>           |
| 90 - 94 marks/percentage  | <b>A</b>            |
| 85 - 89 marks/percentage  | <b>A-</b>           |
| 80 - 84 marks/percentage  | <b>B+</b>           |
| 75 - 79 marks/percentage  | <b>B</b>            |
| 70 - 74 marks/percentage  | <b>B-</b>           |
| 66 - 69 marks/percentage  | <b>C+</b>           |
| 62 - 65 marks/percentage  | <b>C</b>            |
| 58 - 61 marks/percentage  | <b>C-</b>           |
| 55 - 57 marks/percentage  | <b>D</b>            |
| Below 55 marks /percentage  | <b>F</b>            |

##### MBA( Executive) & DIB

| Aggregate marks/percentage obtained of maximum total of 100 marks/percentage | Letter Grade |
|--|--------------|
| 95 Marks / Percentage and above  | A+           |
| 90 – 94 Marks / Percentage   | A            |
| 85 – 89 Marks / Percentage   | A-           |
| 80 – 84 Marks / Percentage   | B+           |
| 75 – 79 Marks / Percentage   | B            |
| 70 – 74 Marks / Percentage   | B-           |
| 65 – 69 Marks / Percentage   | C+           |
| 60 – 64 Marks / Percentage   | C            |
| 55 – 59 Marks / Percentage   | C-           |
| 50 – 54 Marks / Percentage   | D            |
| Below 50 Marks / Percentage  | F            |

## 2. Non Letter Grades and Notations

2.1 The following non-letter grades and notations may be used in the academic records but are not included when calculating cumulative grade point average (CGPA). Students earning I or W grades may complete the respective subject later within a specified period and earn appropriate credit.

|      |   |
|------|---|
| Pass | Pass for course with pass/fail grading only |
| Fail | Fail for course with pass/fail grading only |
| I    | Incomplete                                  |
| W    | Withdrawn from the course                   |

A student who has not completed all the requirements for a subject may be assigned an incomplete grade (I grade) and required to complete the work within a specified period. If this condition is met satisfactorily, the 'I' grade will be replaced with a substantive grade.

Students who withdraw from a subject after the specified census date or do not submit satisfactory assessable items will receive an F grade for the subject. This usually results in both academic and financial penalty as the fail grade is included on the student's Academic Record and the subject will need to be taken again successfully for the student to graduate.

## Re-evaluations and retests

### 3.1 Re-evaluations

- Graded progressive assessments will be returned to students either in class or on Blackboard, usually within two weeks of submission. Students who seek more feedback or are dissatisfied with the progressive assessment marks assigned should approach their academic faculty.
- Results of final examinations will be communicated through the Blackboard within 3 weeks. Students who are dissatisfied with their final examination assessments may submit a re-evaluation request form to the Office of Examinations.
- The Director of Examinations will arrange for an independent assessor to re-evaluate the student's examination answer paper.
- Exams may only be re-evaluated once and the revised assessment will be considered as final.
- Unless decided otherwise by the Dean, students earn a 'zero' for any evaluations they did not submit or complete.

### 3.2 Retests

Students who do not qualify for progression to the next semester or for graduation may apply for a retest for subjects in which they earned a grade lower than a C. To compensate for retesting, students are eligible for a grade which is C+ or lower. A retest grade is considered final, and is included when calculating the CGPA.

To apply for a retest, students submit an application to the Office of Examinations. The application must clearly state the reasons for the retest. Only one retest will be allowed per subject. Retests take place on scheduled dates arranged by the School.