

THE CHINESE UNIVERSITY OF HONG KONG

MEMO

<i>From</i> Senior Assistant Registrar Graduate School	<i>To</i> Heads of Graduate Divisions
<i>Ref.</i> GS/18/20	<i>Your</i>
<i>Tel No.</i> 3163 4115	<i>Ref.</i>
<i>Date</i> 5 November 2010	<i>dated</i>

Postgraduate Course Assessment Guidelines

The Senate has approved at its Fourth Meeting (2009-10) the finalized version of the *Assessment Policy*, which has been uploaded to the website <http://www.cuhk.edu.hk/policy/assessment/>.

In light of the above, GCExCo had reviewed the Postgraduate Course Assessment Guidelines, in particular the section on "grade distribution guidelines". The revised guidelines are enclosed herewith for your reference. The revised guidelines will take effect from the 2010-11 academic year.

Thank you for your attention.



Joanna Lee

Encl.

c.c. Dean, Graduate School
Associate Deans (Education)
Faculty Secretaries

JL/ay

THE CHINESE UNIVERSITY OF HONG KONG
Graduate School

Postgraduate Course Assessment Guidelines

Course Assessment

- (1) Course assessment shall be based on a student's performance in the course examination which may be substituted or supplemented by any one or any combination of the following: class work, written work, laboratory work, field work, research papers, tests and any other method of academic assessment.
- (2) The teacher for each course should announce to his class, preferably not later than the last day for adding or dropping courses, the methods by which students' performance will be assessed and the relative weight of these methods (e.g. written assignment X%, mid-term test Y%, final course examination Z%) for the students' information. These course assessment schemes should also be submitted to the Examination Panel of the subject prior to the final assessment of course grades.
- (3) Course grades, their standards and converted points are as follows:

<i>Grade and Standard</i>		<i>Sub-divisions (if needed)</i>	<i>Converted Points</i>
A	Excellent	A	4.0
A-	Very Good	A-	3.7
B	Good	B+	3.3
		B	3.0
		B-	2.7
C	Fair	C+	2.3
		C	2.0
		C-	1.7
D	Pass	D+	1.3
		D	1.0
F	Failure	F	0.0
P	Ungraded pass	Counted towards the total number of units gained by a student but not counted in the calculation of the GPA	
U	Failure (unsatisfactory performance)		

Examination Panel

- (4) An examination panel shall be formed within each Graduate Division. The Panel shall be chaired by the Head of the Graduate Division, and shall have at least two members other than the Division Head himself/herself. The duties of the Panel include the followings:
 - (a) endorsement of course assessment schemes
 - (b) endorsement of grades and subsequent changes (however, for changes submitted after 3 weeks from the date of release of the academic result to students, approval from the Registrar is required)

- (c) review of grade distribution reports and endorsement of cases that deviate from the grade distribution guidelines
- (d) review of comments provided by external examiners
- (e) arrangement of make up assessment/examination for students who have been given approval to be absent from examination
- (f) handling of grade appeals

Grade Distribution Guidelines

- (5) While the grade of B is set as an average grade for teachers' reference in course assessment, the grade distribution guideline for the students who pass is as follows:

<u>Grades</u>	<u>Cumulative Average %</u>	<u>Cumulative % Range of Students*</u>
A	5%	0% - 15%
A- and above	25%	10% - 40%
B- and above	75%	40% - 100%
C- and above	95%	90% - 100%
D and above	100%	100%

(* excluding failure cases)

- (6) Specific programmes that cannot meet these grade distribution guidelines may request for variance. These requests should be submitted on a programme basis for consideration by GCExCo as part of the curriculum design considerations. Decisions on these requests should be based on well-documented comparison with the global practice in related scholastic disciplines and/or benchmarking with top notch programmes offered elsewhere.
- (7) For courses with a reasonably large enrolment, say, 20 students or more, the percentage distribution of grades should be observed by teachers concerned as far as practicable. However, as students' standard and quality vary from year to year, teachers may, with the approval of the Examination Panel concerned, make prudent and appropriate variations, in which case raw marks must be supplied. For courses with a small enrolment, say, fewer than 20, teachers should exercise their own judgement with due regard to past experience rather than adhering rigidly to the percentage distribution guideline. Besides, such distribution does not apply to courses graded by P/U (e.g. Thesis monitoring courses).
- (8) To facilitate derivation of course grades, teachers may wish to first give marks and then convert them to grades. With a view to achieving the above distribution, normalization of the marks may also be considered wherever necessary.
- (9) All distributions that go outside the percentage guidelines have to be endorsed and counter-signed by the Chairman of the Examination Panel.
- (10) Course grades, once submitted, may only be changed with the approval of the Examination Panel concerned and prior to submission to the External/Visiting Examiner, when applicable.

(Revision approved by GCExCo on 30 April 2010)