

ASSESSMENT POLICY

The primary purpose of examinations is to check the student's progress. Students may be given unannounced quizzes to enforce good study habits. However, all major examinations are announced in advance.

All mid-term and final examination scripts and certain major project work are retained by the College for two years.

Final grades for all courses are not official until approved and posted on the student notice board. Such grades can be changed only in case of error. However, students have the right to see their examination scripts within one month of the date the examination results were officially announced.

GRADE PETITIONS

Students wishing to dispute their semester grades have up to one month after the announcement of results to demand a second marking of their paper by completing a Grade Petition Form available at the Academic Affairs Department.

Improving a Course Grade

A student may improve his grade in a course only by taking the course again. In exceptional cases, such as when a student is graduating, and the course needed is not offered, students may appeal to the Academic Director for permission to retake a test or do additional work in order to improve their grade.

STUDENT PETITIONS

Atlantis College students have the privilege of submitting petitions requesting special permission for exemptions from regulations and policies. These petitions will be considered by the Executive Director and the Academic Director in consultation with the appropriate Programme Coordinator. All student petitions are considered on an individual basis with attention being given to the student's academic record and the reason for the request. Student petition forms are available at the Office of Academic Affairs.

EXAMINATIONS AND GRADES

Purpose of Examinations

The primary purpose of examinations and tests is to check the student's progress, but they need not constitute the sole means of grading.

All examinations should focus on the course material that has received most emphasis. It is permissible to use short quizzes to force students to study regularly. However, the major examinations must be announced at least a week in advance.

Examinations should be promptly graded and the corrections should be clear and fair. Graded student scripts should be returned two weeks after the exam at the latest and students may discuss the tests with their lecturer.

Examination Schedule

Hour and mid-term tests should be scheduled in the course outline. Occasionally, examinations may be given at other times in order to allow more time or to have several sections tested together.

Examinations and Grading Policy

The level of exams must reflect a satisfactory level of competence. They must also be fair and must discriminate between those who know and those who do not know the material. Take-home exams are not allowed. Open-book examinations may be used with caution when appropriate. Multiple-choice exams must be properly validated before use. It is preferable for one to use ready-made multiple-choice questions.

All semester grades must be submitted to the Department of Academic Affairs at the end of each semester. For purposes of consistency, all grades are then reviewed by the faculty member and the Programme Coordinator. Generally, very low or very high grades as well as grades that do not discriminate enough will be rejected. In no case, will a faculty announce grades to the student.

Grade changes will be permitted only if the lecturer made a mistake (this should not happen anyway) or in very compelling circumstances. In any case, all grade changes require the prior approval of the Programme Coordinator and the Academic Director as well as the Executive Director.

Students may improve their grade by retaking the course. In such a case, only the higher grade will be recorded.

Examination Questions

Examination questions (whether mid-term or final) must be handed to the Department of Academic Affairs to keep. Multiple choice questions cannot be made available to students, but should be used for building up a Test Bank for possible future use.

Grading

The policy with respect to examinations and grading is:

1. For a semester course, there should be a final examination and a mid-term and or at least one or two other tests.
2. Homework, a term paper or a project may be used as appropriate.

During the semester the lecturers assess through tests, individual work (assignments, course work) mid-term exams and / or other forms of testing.

4. The average scores obtained derive from the continuous assessment marks.

Continuous Assessment (40%)

- Attendance and class participation
- Individual work (assignments, course work)
- Mid-term exams

60% of the final grade results from the final written examination of the students.

- Notes:**
1. The final examination may or may not be comprehensive.
If it is not, its weight should correspond to the material covered.
 2. Homework, field trips, and class participation together should not exceed 20%.
 3. In certain courses, with the approval of the Programme Coordinator, assessment may be based on term papers and or projects plus a final examination.
 4. Courses that are entirely of a practical nature are not assessed through written examination.

Numerical grades can be given for all exams and homework. However, the final course grade at the end of the semester must be given as a letter as follows:

Numerical Grade	Corresponding to	Letter Grade
From 92-100	Distinction (Honors)	A
80-91	Very Good	B
67-79	Good	C
50-66	Pass	D
Below 49	Fail	E
	Incomplete	I

The final mark is the sum of 40% of the marks of continuous assessment plus 60% of the grade of the final written examination. If the sum of the final grade shows a mixed number the fraction is considered as an integral unit when it is equal to or greater than half the unit.

i) The student advances to the next semester when he / she has achieved a minimum final grade of 50 in each course taken. The student fails a course where the final grade in the course is of less than or equal to 49.

Students on the preparatory year of study and those on the intensive summer courses, may advance enter into their major field of study, when the final written exam score is at least 50.

No student may miss a final examination. Failure to take the final examination without permission or official withdrawal will receive zero in that exam. In case of unavoidable absence, students must call prior to the test, report the reason for the absence, and give a telephone number where they can be reached. The faculty member and the Administration

may ask for verifiable evidence and reserve the right to accept or reject any reason as a valid excuse. A doctor's certificate is not necessarily a valid excuse.

Students who can justify (due to illness or other reason presenting the appropriate certificates) non-attendance in the final exams of a semester, the lecturer/trainer refers the matter to the Academic Committee who decides appropriately whether to:

a. Directs the student to further examination by other examining questions in the immediate preceding days.

b. Provide an assignment for the student to prepare and deliver in a specified time on subjects that were not included in the examination and the score of the work will be considered as the score of the final exam or course.

The student retains the marks of the continued assessment.

iii) A student who unjustifiably fails to appear in the final written examination of the academic semester sits for a written examination in the next examination period and the grade of examination is regarded as the final mark.

iv) A student who fails three or more courses and after re-examination of the academic semester must repeat the failed courses the next semester. For International students from third countries this will be determined in accordance with the relevant laws.

v) Students can carry one or two courses in which they have failed even after the re-examination of the academic semester for review at the end of the next semester.

vi) A Senior student who fails a course or courses, in the final exam, of the last semester is referred for re-examination at the next examination period. For courses that have been failed in this review, the student shall be able to retake them during exam periods within two years and four opportunities are available to review these courses.

For International students third country nationals, the right to review other opportunities for courses that they have failed will be determined in accordance with relevant laws.

vii) A final year student is eligible to attend only once, and retake a specific course that he has passed with low marks in previous semesters to improve the analytical score.

If the score of the examination he/she receives for these courses is greater than the previous mark, then the final rating of the course will be considered on the score of the last examination.

For courses that ensure a lower score than the previous, the initial scores will remain the primary grades.

viii) A student successfully graduates a class when he/she successfully completes all classes in the course and attains a score in all subjects at least 50.

ix) Conditions for the granting of any degree/diploma.

Final Examination

No student may miss a final examination. Failure to take the final examination without official withdrawal will ordinarily be considered as evidence of failure and a grade of "E" must be reported.

Guidelines for Term Papers

- * Term papers are necessary in second-year and other advanced courses.

- * Instruct students how to write term papers and how to avoid plagiarism.

- * Follow Atlantis College Plagiarism policy

- * Check certain footnotes if needed.