



LAWEH
OPEN UNIVERSITY COLLEGE

**GENERAL EXAMINATION
GUIDELINES
POLICY**

Education Without Barriers

Structure of Assessments

At LAWEH, our emphasis is not on mere *certification but on learning*. LAWEH's assessments of learning are performance-based assessment rather than content-based. Assessment is therefore not only used for mere grading and certification, rather it has linked with learning and skill development of the students. LAWEH recognizes that most open universities have a two-tier system of assessment: formative and summative, though some like the Indira Gandhi National Open University (IGNOU), New Delhi, India do operate a three – tier system (Chaudhary and Dey, 2013).

By the three tier educational model of LAWEH, LAWEH therefore has a three –tier system of assessment namely *Skills assessment, Summative and Formative assessments*, which shall employ a variety of techniques and methods for assessments. These include self-assessment exercises, continuous evaluation through assignments (tutor-marked and computer-marked), and end of Semester examinations.

- Formative (Assignments): 20%
- Summative (End of semester examination): 60%
- Skills component shall constitute 20% of the total weighing.

Formative assessment comprises assignments, the personal contact programme and workshop related activities such as practicals, special project topics presentations, community participation, field experience, school-based activities, online posts and forum discussions hands on activities, seminars, group discussion, etc.

Summative assessment comprises end of course assessments and dissertation/thesis evaluation and independent inbound and outbound test (www.ignou.ac.in).

The skill-based assessment shall base on demonstration of entrepreneurial and leadership skills through end-of programme project presentation, reflecting papers, communication skills, particularly the use of 21st century marketing skills, problem solving, and quality of solutions which shall be present to a panel of stakeholders including industry practitioners. This shall be a requirement in partial fulfilment of graduation.

The minimum standards for quantity and quality of *Skills, Formative and Summative* assessment shall be the same as or higher than corresponding conventional standards in LAWEH. It is assumed that existing and emergent technologies for e-assessment will be utilized to minimize the load on staff and to enable staff to focus on high quality individual feedback to staged conventional assessment.

Assessment Regulations:

The University uses the Continuous Assessment (CA) System. It is recognized that, this system enables lecturers to effectively monitor students' performance throughout the period of study.

The system will involve:

- (i) Games simulation/assignment/test/quizzes = 20%
- (ii) Practice base Mid-semester examinations = 20%
- (ii) Term paper/ End-of-semester examinations = 60%

Summative assessment comprises end of course assessments and dissertation/thesis evaluation and independent inbound and outbound test (www.ignou.ac.in).

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University's Grading Policy

The assignment of a letter grade for a course is an indication of the student's overall success in achieving the learning outcomes for the course. The course letter grade may be viewed as a summary statement of the student's achievement in individual assessments (assignments & activities). These assessments are intended to identify both strengths and areas in need of improvement for students. The University uses a standard grading scale for both graduate and undergraduate courses.

Grading Scale

Performances in a course shall be graded using the 4.00 scale grading system as follows:

LETTER GRADE	NUMERICAL MARK (%)	INTERPRETATION	GRADE POINT (GP)
A	80 -100	Excellent	4.00
A-	75-79	Very Good	3.75
B+	70-74	Good	3.50
B	65-69	Fairly Good	3.00
B-	60-64	Credit	2.50
C+	55-59	Average	2.00
C	50-54	Pass	1.50
D	45-49	Marginal Fail	1.00
F	00-44	Fail	0.00
IC	--	Incomplete	--
X	--	Absent	--
DF	--	Deferred	--
NG	--	Withdrawn	--
WH	--	Withheld	--

Definition of Grades

- Pass grades from the highest to the lowest grade shall be A, A-, B+, B, B-, C+, C and
- Fail grades shall be D and F.
- Grade IC shall be awarded to students who are unable to complete a course in one particular semester due to student's inability to complete the course or the course continues into the next semester.
- Grade WH shall be awarded for withheld results when students owe fees and/or books from the school library. Withheld results shall only be released upon the full settlement of fees and/or return of library books.
- No Grade (NG) shall be awarded to students withdrawn due to absence from lectures, tutorials or other academic activities for a cumulative period of 21 days within any one semester, or Examination malpractice as may be decided by the Academic Board.

Grading System for Masters Programmes

Grading Scale

Performances in a course shall be graded using the 4.00 scale grading system as follows:

LETTER GRADE	NUMERICAL MARK (%)	INTERPRETATION	GRADE POINT (GP)
A	80 -100	Excellent	4.00
A-	75-79	Very Good	3.75
B+	70-74	Good	3.50
B	65-69	Fairly Good	3.00
B-	60-64	Credit	2.50
C+	55-59	Average	2.00
C	50-54	Pass	1.50
D	45-49	Marginal Fail	1.00

F	00-44	Fail	0.00
I	--	Incomplete	--
X	--	Absent	--
DF	--	Deferred	--
NG	--	Withdrawn	--
WH	--	Withheld	--

14.2 Definition of Grades

- Pass grades from the highest to the lowest grade shall be A, A-, B⁺, B, B⁻, C⁺ and C.
- Fail grades shall be D and F. However, D may be accepted as a pass for fulfilling a prerequisite for another course.

Grade Point (GP)

The Grade Point earned by a student in a particular course completed shall be computed as the product of the number of Credits for the Course and the Grade Point equivalent of the grade obtained in that course.

Grade Point Average (GPA)

The Grade Point Average is calculated by dividing the sum of the Grade Points obtained by the total number of credits of courses registered.

Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average is calculated by dividing the total number of Grade Points obtained at a given time by the total number of Credits of all Courses for which the student has registered up to that time.

Final Cumulative Grade Point Average (FCGPA)

The FCGPA is the CGPA for all Courses for which the student has registered up to the end of his or her academic programme.

The FGPA shall be weighted as follows:

Level	<u>Weight</u>
100	1
200	2

Students' performance feedbacks shall be made available to them through their students' portal and students support unit shall provide academic counsel where necessary to weak performing students. Find attached Students handbook which shall be given to every student upon admission. The assessment criteria and the mode of delivery as well as the calendar period is clearly stated in the handbook

Eligibility for Assessments

Only candidates who have been cleared for having paid all University fees, and who have met the conditions for registration will be eligible for sitting for annual assessments. A candidate shall be admitted to examinations for subjects in which the lecturers and Dean of the college are satisfied that the candidate has fully completed all the requisite requirements of the course and are in good standing in the books of the university. A candidate whose work progress is considered unsatisfactory may be required by Management, on the recommendation of the appropriate authority or Board, to repeat any part of the course before admission to an examination. Only in cases of total failure and on the recommendation of the Faculty Board, a student may be asked to withdraw from the University.

Assessment Methods

The courses shall use wide variety of assessments based on the content of the courses. Traditional exams are used in some courses where the content dictates the measurement of specific content (i.e., math courses, accounting courses, 100- and 200-level courses). In the higher level courses, application, analysis, and development/creation of materials are measured through projects, case studies, presentations, debates, negotiations, presentations, and simulations. The higher level of measurement using blooms taxonomy is deployed for this purpose. The pass mark for undergraduate shall be a D or better and for graduate courses, it shall be C or better. Candidate who fails to attain the pass mark, after sitting for the annual will be allowed to re-sit the examination after paying the required examination fee. A candidate, who fails in a re-sit examination, will be required to repeat the course. Repeating the course means repeating the exercises and assignments for the course. A candidate who fails to appear for the test or examination, for any certified reason, must inform by writing officially to the Pro-Vice Chancellor through provc@gmail.edu.gh prior to the commencement of the examinations period. Students requesting to appear for special examinations without prior authorization by the Pro-Vice Chancellor will be required to pay examination fees for the session.

University's Philosophy on Feedback

Feedback is the return of evaluative information to the originating student or group of students about the result of a process, activity, or assignment. We believe that student learning is improved by providing effective feedback that is timely, specific, constructive, motivational, relevant, and ongoing. Feedback must be provided using a variety of methods and aligned with predefined outcomes and parameters.

Feedback Methods

The University uses a wide range of feedback methods depending on the course assignment. For traditional examinations, feedback is provided by the instructor on the areas in which improvement is needed by the class to understand the material. This is provided either in a live session (face-to-face or through the web conferencing system) or through the Discuss tool (bulletin board discussion). For other types of assignments, rubrics are generated by the development team so there is inter-rater reliability among instructors. The rubric lists the criteria that are to be assessed and how to distinguish between different grade levels. See Appendix C for an example of a rubric. Also, feedback is provided directly within the assignment pointing out strengths and areas for improvements which are then uploaded to the assignment dropbox where students can access the feedback. For adaptive learning software tools, feedback is provided immediately as students work through scenarios and/or problems. For lengthy assignments that spread out over several weeks, drafts are submitted to the instructor at various points in the course so that students can receive feedback in order to improve the final product that is submitted for assessment purposes.

Dates of Assessment

Annual, Continuous Assessment, Special examinations of the University shall be held at a time determined by the management of the university, and will be announced at the beginning of the academic year or in the course of the running the programme for a semester.

Assessment: Malpractices and Irregularities

Regulations, Malpractices in Relation to Coursework

It shall be an offence for a student/candidate to avail to another student/candidate his/her prepared assignment with a view to assisting the latter to do his/her assignment or to negligently expose his/her assignment to another candidate to use.

Penalty

Any student/candidate found guilty of the offence under Regulation above shall be liable to:

- Cancellation of his/her assignment, or
- Suspension from his/her studies for a period of one academic year.

Fraud in Relation to Coursework

It shall be an offence for a student/candidate to:

- Submit assignment not prepared by him/her.
- Substantially plagiarize the work of any other person.
- Falsify/alter marks awarded on an assignment script or test script
- And any other such cases related to or connected to or arising from the above specified.

Penalty

Any student/candidate found guilty of involvement in fraudulent conduct related to coursework above shall be liable to:

- Cancellation of his/her course work, or
- Suspension from his / her studies for a period of one academic year, or
- Discontinuation from the University.

Progression and Graduation Process (Undergraduates)

This section describes the processes for Progression and graduation at Laweh University College. The University shall facilitate to enable students participate in the graduation ceremony. The following are expected of students to be eligible for graduation:

- To progress from semester to semester, a student is required to maintain a cumulative GPA of 1.50
- A student shall be allowed to repeat a course until he/she has passed the paper so far as she is within the GPA of not less than 1.50.

- Courses designated as pre-requisites to more advanced courses must be passed before the latter courses are offered.
- A student, after successful completion of a semester can, upon written application giving reasons and after approval has been granted defer and continue in the appropriate semester.
- Students shall also participate in live virtual streaming lectures and virtual classrooms and where necessary avail themselves on campus for the face to face intermittent programmes
- Must fulfill four times mandatory visit to the University within the period of study
- Students shall pass a minimum of 120 course credits to be eligible for graduation for level 100 entry
- Students shall pass a minimum of 96 course credits to be eligible for graduation for level 200 entry
- Students shall pass a minimum of 72 course credits to be eligible for graduation for level 300 entry