CONTINUOUS ASSESSMENT GUIDELINES

Updated: 7 January 2017
Next review: August 2017 or earlier

PURPOSE
The following describes the procedure for the implementation of Continuous Assessment (CA) for the EEE Undergraduate Programme at the School level.

DEFINITIONS AND REFERENCES
CC – Course Coordinator
LOA – Leave of Absence
MC – Medical Certificate
UPO – Undergraduate Programme Office

PROCEDURE

1. ANNOUNCEMENT
1.1 Course Coordinator (CC) will inform students of the following (via announcement in NTULEARN) within the first two weeks of the semester:
   1. Venue, date, time and duration of each CA
   2. Number of assessment components, format, scope and weightage of each component
   3. Procedures for application of Short Leave of Absence (LOA) and Medical Leave, and arrangement of make-up laboratory / project session
   4. Provision of extension or resubmission deadliness
   5. Procedure on the day of taking CA:
      • Students can only take CA in their respective group if it is conducted during the tutorial class.
      • Students must present ID (with photo) during attendance taking.
      • Penalties or disciplinary actions that will be taken against students who are caught cheating.
1.2 A follow-up reminder of the above is done during lecture and tutorial.
2. SHORT LEAVE OF ABSENCE AND MEDICAL LEAVE APPLICATION PROCEDURES

2.1 Students must apply for short LOA from the School if they are unable to attend classes where there are CAs or activities that tutors/lecturers deem as compulsory attendance. This application is to be submitted to the UPO (S2-B2a-34) at least 7 working days before the leave is required (less than this will not be accepted). They should not go on leave until approval has been obtained. LOA will not be approved for reasons such as returning to home country during festive periods or participating in activities (in and outside campus) organised by student bodies during scheduled CA sessions.

2.2 Students will be granted Medical Leave provided the original MC is submitted to the EEE UPO no later than 7 working days after the day of absence. Failure to do so will result in zero mark being awarded for the missed CA. Those who are on Medical Leave for more than a week during term time must inform all their tutors/lecturers via email with copy to the UPO (eeeundgrad@ntu.edu.sg).

2.3 Compassionate Leave will be granted in the event of the demise of an immediate family member (defined as parents, siblings and grandparents). Absence from School within 7 days of the demise and on the day of the funeral is considered valid for LOA on compassionate grounds. Applications for such leave are to be made at the UPO together with a copy of the death certificate.

3. MAKE UP FOR QUIZ

3.1 Students are required to check on make-up procedures with the respective CC, as each course has its own set of rules.

3.2 Those who miss a quiz with approved LOA or valid MC should email the tutor/CC on the day or the next day of the quiz with a softcopy of the MC/LOA to request for a make-up session.

3.3 Absentees must take the make-up CA offered to them. Zero mark will be awarded if they do not want to do the make-up. If they have valid reasons for missing the make-up session, tutors have the discretion to either offer another make-up or rescale the marks.

4. MAKE UP FOR LABORATORY/PROJECT SESSION

4.1 Students who miss a laboratory/project session with approved LOA or valid MC must be given a make-up session, subject to availability of:
(i) slots in other existing sessions; and
(ii) that particular experiment (e.g. some experiments will end in Week 6 and will no longer be available for make-up, therefore marks will be rescaled).
The procedure for arranging a make-up session are as follows:

1) Students submit application form for LOA or Medical Leave to the UPO.
2) Indicate missed laboratory/project session(s) on the form.
3) Specify preferred make-up session(s).
4) Students will be informed of the make-up session(s) by the lab once arrangements have been made.

4.2 Students who miss a laboratory / project session **without** approved LOA or valid MC are allowed to request for a make-up session, subject to:

(i) a penalty of 30%* [This penalty will continue to apply even if students have approved LOA or valid MC for subsequent make-up session(s)];
(ii) availability of slots in other existing sessions; and
(iii) availability of that particular experiment (e.g. some experiments will end in Week 6 and will no longer be available for make-up).

*For laboratory experiment and formal report, late submission without valid reasons covering the period will be penalised according to the following table:

<table>
<thead>
<tr>
<th>Delay</th>
<th>Maximum Mark (out of 100)</th>
</tr>
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<tbody>
<tr>
<td>Up to one week</td>
<td>70</td>
</tr>
<tr>
<td>One to two weeks</td>
<td>50</td>
</tr>
<tr>
<td>More than two weeks</td>
<td>0</td>
</tr>
</tbody>
</table>

The procedure for arranging a make-up session are as follows:

1) Students submit application form for “Lab Make-up (without approved LOA or valid MC)” to the lab personnel.
2) Students will be informed of the make-up session(s) by the lab once arrangements have been made.
   ZERO mark will be given for students who do not have approved LOA or valid MC for their original lab and have not managed to do the make-up, regardless of reason.