Internal Assessments Policy V2

1. Preamable

Internal Assessments policy applies to both individual assignment and group assignment, class tests and class participation portfolio given to students as part of their internal assessment. As time management is a crucial factor, MAM Business School insists students to submit assignments on the due dates provided by the School.

2. Policy Objectives

Objective of this policy is to maintain uniformity across all the programs conducted by the School and to ensure fair treatment to all students without discriminations regarding assignment extensions.

3. Nature of Internal Assessments

MAM Business School adopts controlled internal assessments at policy level.

**Definition of controlled assessment:** Controlled assessment is defined as work assigned to and completed by a student during a course of study. It makes up a proportion of the student’s final grade at the end of the course. It is designed to measure skills that are not effectively assessed by external assessment.

Three levels of controlled assessments that can be undertaken are;

**High level of control (formal):**

This means exam conditions.

- Students under direct supervision at all times – usually class teacher
- Resources and interactions limited to what has been specified by the awarding body
- Tasks may be undertaken during normal timetabled lessons in the classroom. However, this may not always be appropriate
- Use of mobile phones is prohibited, as well as internet/email access
- Where electronic storage devices have been used in preparation for the assessment, these must be checked to see that only permitted material is available
- Display material with direct relevance to the assessment must be covered
- Records must be kept of the date and time of each assessment along with a register of all students present and the name of the supervising teacher
Medium level of control

- Interactions with others is permitted
- A level of supervision has to apply that will ensure that no plagiarism has taken place and that the work prepared for a final/formal assessment is the candidates own
- Sources used by the students must be clearly recorded

Low level of control

- Some aspects of the work may be undertaken completely without supervision, at school or elsewhere – this could include research and data collection
- Class teachers must follow the awarding body’s specification when applying limited supervision

The teacher is provided the right to select the level of control that has to be observed in the internal assessments.

MAM Business School follows the following structure of Internal Assessments.

| Assessment Methods and Grading Criteria: |
| Assessment Type | Passing % |
| Internal Assessment – weight 45% | 50 |
| a. Promoting Positive Class Learning Environment – 10% | |
| b. Individual Written Assignment – 15% | |
| c. Collaborative Learning (Group assignment) – 10% | |
| d. Quiz / Unit Exams – 10% | |

Grade: A= 90-100%, B=75-89%, C=60-74%, D=50-59% E= 0-49%

A, B, C & D,

Internal Assessments:

These are continuous assessments (formative assessments by formal and informal methods) taken during the course time. All students must secure minimum 50% of aggregates from all internal assessment types. The main purpose of having formative assessments is to modify teaching and learning activities to improve student attainment.
a) **Promoting Positive Class Learning Environment:** Here the students are given a score out of 10 based on the contribution to the class discussions, effective listening skills, positive and supportive attitude, level of preparedness and focus, quality of work and behaviour aspects. This is marked according to the MAM Business School pre-determined rubric. (This uniform rubric to all ORCs and campuses will be provided by our academic department)

b) **Individual Written Assignment:** This is designed by the subject/ module lecturer in according to the guidance given by the academic department of MAM Business School. It consists all types of research work, report preparation, article writing, writing of reflections etc. An internal score out of 15 is awarded to the individual work based on the pre-determined rubrics. The subject teachers shall have competency to modify the suggested rubric by MAM business school depending on the nature of the question. If teachers wish to conduct a presentation as a part of written report it is most welcome.

c) **Collaborative learning (Group Assignment):** This is given as a group task, to promote collaborative learning and to make learning happen in small groups. A core out of 10 is given to each member of the group based on their contribution, rapport and work habits in the group, which is determined by the given rubrics. Later, they are asked to present the group work to the class. And group presentation can be assessed.

d) **Quiz / Unit Exams:** These are written exams conducted to check the progress of student learning of specific learning outcomes / portion of the syllabus. The volume of the unit tests is determined by the lecturer with consent from Academic department of MAM Business School. Their weightage is 10%.

4. **Scheduling:**

All internal assessments shall be scheduled with in the class master time-table. The prime scheduling is done by the academic department based on the discussion with the subject teacher.

Each assignment shall bear the following dates and schedule

| Submission to MAMBS by lecturer | Given Date to the student | Due date | Feedback date | Marks Sheet sending date |

**MAM Business School Role:**

- To fix the internal assessment schedules and feedback dates with in the master time table.
- To provide necessary guidance and support in the process.
Lecturer’s Role:

- To prepare the assignments and to submit the academic department within the time frame.
- To brief and explain students on assignment tasks
- To provide feedback on assignments as scheduled.

5. Quality control:

- All assignments can only be given to students after approval from the Director of Academics or an approval from a concerned coordinator after discussion with the Director of academics.
- Both MAM Business School and lecturers shall check students work for plagiarism and if plagiarism detected, marks shall be deducted under the APA Reference Policy V1.
- Randomly marked internal assessments will be verified by the academic department of the MAM business school.

6. Rubrics/Marking Grid: Each internal assessment by MAM Business school shall be followed by a rubrics/mark grid and this shall be shared with the students. Assignments shall be marked strictly with the marking grid/rubrics. The former given marking rubric cannot be changed by the lecturer without consent from the academic department.

Class participation rubrics and individual presentation rubrics will be a uniform one for all ORCs. (Annex 1)

Individual assignments and group assignments marking rubrics will be prepared by the lecturer.

7. Record Keeping:

Students assignments that can be kept in physical form shall be kept and soft copies of the work shall be submitted by email. Lecturers shall encourage students to submit the work on time.

8. Extensions to assignments:

Extensions beyond fix dates can only be given upon the appeal of the student, with the request of the subject teacher by the academic department of the MAM Business School.

a. Application for extension

Assignment extension can be given upon the request from students/lecturers 48 hours prior to the original submission date through Appeal Form or by email to the course coordinator. Application for extension must be applied with following documents:

- Appeal form or Specific form for application for extension,
- Reason for assignment extension (refer to 5),

- Documentary evidence,

- Consent if application is made on behalf of group of students,

**b. Extension Approval**

Assignment extension approval must be given only after receiving official requests by students/lecturers to the course coordinator or academic department. Coordinator must assess the appeal and present to academic committee for a final decision. If the academic committee cannot conduct a meeting within stipulated time, decision could be made after discussing with Academic Director or the registrar of the School. Coordinator must assess;

- Whether reasons mentioned in application form are in reference to the appeal mentioned in this policy (point 5).

- Whether the extension provide any chance of undue advantage,

- Whether the extension affect any assessment (Internal or Final exam) adversely.

**c. Extension Approval**

Assignment extension approval must be given only after receiving official requests by students/lecturers to the course coordinator or academic department. Coordinator must assess the appeal and present to academic committee for a final decision. If the academic committee cannot conduct a meeting within stipulated time, decision could be made after discussing with Academic Director or the registrar of the School. Coordinator must assess;

- Whether reasons mentioned in application form are in reference to the appeal mentioned in this policy (point 5).

- Whether the extension provide any chance of undue advantage,

- Whether the extension affect any assessment (Internal or Final exam) adversely.

**d. Appeal (Reasons)**

- Medical conditions such as serious Injury, illness or Medical Condition

- Family Issues (Family illness or Medical Condition or bereavement)

- Participation in National Emergencies (MPS and Defense Force related)
MAM Business School Internal Assessments Policy Version 2

- Unavoidable and unexpected work commitments
- Active Participation in National Events
- Obligatory Religious Requirements
- Further reasons including social and welfare
- Communications/internet disruptions from the service provider for a majority of community.
- other reasons (case by case)

e. Types of Extensions

(i) short extensions: Four to seven days extension from original due date. It should not exceed more than 10 calendar days. Extensions given must be before final examination of the module

(ii) Special considerations: Three days extension from the renegotiated due date, regarding special considerations. Special considerations are based on unforeseen situations which effects student or a group of students’ ability to complete the course work given. Students must clearly mention type of special consideration with supporting documents when they appeal for it.

Extensions granted must be informed to lecturer via email and students must not requests lecturers about extensions directly.

f. Marking of Extended Assignments

Same as “instructions on marking assignments”.

g. Extension with allowance for deduction of marks

Assignments submitted after extension provided by the School will be subjected to late submission penalty

➤ 10% of Marks received shall be deducted for each day if the assignment is not received pass the extension date given.

9. Declaration of Results

Same procedure, but if the extension date given falls after completion of contact hours, students may not receive feedback on assignment and marks received.

10. Fair Treatment
Assignment extension must be given to students fairly without any undue advantage or discrimination. For individual students it must be discouraged and extension provided until unless necessary because it might demotivate students who submit assignments on time.

11. Instructions on Assignment Marking

MAM Business School provide the following instructions to assist the lecturers in all ORCs and Campuses in aligning the marking of all internal assessment components.

1. Any marking or comments by the lecturer on the work of a student or a group of students shall be in ‘red color or ink’ only.

2. Lecturers marking shall be neat and legible.

3. All assignments or part of an assignment component shall be marked in accordance with fixed rubric.

4. Lecturers shall encourage students to print and attach the rubric page with the student work to show the marks distribution of the task.

5. Lecturers feedback and comments column / box at the front of the assignment must be filled by the lecturer and the comments shall be very ‘brief’.

6. Lecturers are highly encouraged to show the evidence of marking inside the students work.

7. All lecturers shall maintain impartiality in marking the students work and MAMBS will not tolerate discrimination and favoritism. They are against of our academic integrity.

8. Lecturer can put the initial or signature in the comment box or near the marks given in red.

9. If teacher wish to report the marking feedback in writing generally with findings, such a report shall be forwarded to firaz.mohamed@mambs.edu.mv

10. Internal assignments marking general feedback (strengths and weaknesses of students works) shall be communicated with the students in due time.

12. Assignment Guidelines

Before starting your assignment please carefully read the instructions and guideline given. Take care to follow these guidelines.

Assignments softcopies are to be uploaded to MOODLE while Hardcopies should be handed to Lecturers or ORC Managers (where applicable).
To name the softcopy file to be uploaded please use the following format:

Individual Assignment - IA, Student Name, Student ID, Module Name

Group Assignment – GA, Group Number, Module Name

File formats accepted are as follows:

Presentation: MS PowerPoint Presentation.

PDF documents will not be accepted.

All documents related to an assignment (Report, Powerpoint Presentations, Survey Forms) must be included in the assignment submission in softcopy as well as hardcopy. Where more than 1 file has to be uploaded by a student with relation to an assignment, it is the responsibility of the student to ask coordinators to provide for that provision in Moodle.

For submission of softcopy of group assignments only the GROUP LEADER needs to upload the assignment. Similarly, only one hardcopy of Group Assignment needs to be submitted.

Cover pages for both individual and group assignments are provided by the school and needs to be attached to the assignment. For PowerPoint Presentations include the following details on the Title Slide:

- Logo of MAMBS
- Program Name
- Campus Name
- Module Code and Module Name
- Title
- Student Names and Student Numbers
- Date and Lecturer’s Name

Students have to sign on the cover page when submitting hard copy. Signature is not required for soft copy. For Group Assignments all students in the specific group need to sign on the cover page.

Kindly be reminded that students should include the list of references in APA style. The referencing guide has already been provided during orientation. Failure to properly reference will result in penalty.

When submitting assignments, please include the marking rubrics provided in the assignment brief as part of the assignment submissions. Lecturers will mark the assignments based on the
rubrics. Additionally, it is also to the benefit of the student to take the rubrics into account while doing the assignments as the rubrics will enable to do a better assignment which can score high marks.

Formatting of the document must be done according to the guideline provided. Formatting should be done as below:

- Font Type: Times New Roman (English) and Faruma (Dhivehi)
- Size: 12
- Spacing: 1.5
- Alignment: Justified

Printing in colour or BW is up to the students. However, we encourage to print in BW as this will reduce cost. It is also highly advised to print on both sides. If printing slides, print 4-6 slides on one page.

Please bind if the number of sheets is more than 15. If it is less than 15, please staple it properly and submit. For those ORC’s where binding facility is not available, please properly staple the document.

Please note that if the file is not correctly named or the correct format or the cover page is not attached, the assignment will not be accepted by the lecturers.

Also note that this applies to all future assignments to be submitted.

13. Assignment Submission

- Assignments should be submitted to Moodle on or before the due date and time.
- Hardcopy of assignments must be handed over to the lecturer or ORC manager on or before the due date.
- Lecturer or ORC manager should write date and time received and by whom on the cover page in the box which is reserved for office use. Students have to ensure that this is done by the receiving personnel.
- Late submission of assignment will be subject to the following:
  - 5% of Marks received shall be deducted if submitted **One Day** after the deadline.
  - 10% of Marks received shall be deducted if submitted **Two Days** after the deadline.
  - 15% of Marks received shall be deducted if submitted **Three Days** after the deadline.
  - 20% of Marks received shall be deducted if submitted **Four Days** after the deadline.
  - 25% of Marks received shall be deducted if submitted **Five Days** after the deadline.
• If the assignment is submitted after **more than five days** from the due date, the assignment will not be accepted and the student will be awarded zero marks for the assignment.

• If there is any reason why the student might have difficulty submitting the assignment, it must be informed to the lecturer and ORC manager and subsequently informed to the academic department. Such cases will be reviewed case by case and leniency will be given based upon the validity of the reason. Please refer to Point 8 of this policy.

• Lectures will also penalize the student if the assignment does not follow the guidelines provided by the school.

14. **Grooming Regulations for Presentation**

• Wear professional work attire that is acceptable in the Maldives.

• No student whether boy or girl are not allowed to wear jeans, slippers, T-shirts or shorts.

• For girls who don’t wear hijab, if wearing a skirt, it should reach below the knees. Hair should be made in a professional attire.

• For girls who wear hijab, all attire accepted by the offices in Maldives is acceptable.

• For boys it is highly encouraged to wear long sleeved shirt with Tie. Boys who want to, can also wear a suit. Shirt should be tucked in. Hair should be groomed properly.

15. MAM Business School maintains a structure for group and individual assignment (Annex2)

16. This Internal assessment policy will be revised by the Academic Senate of the business school.
Annex 1

SName: …………………………………………………      Course:………………………          Module……………..

MARKS RUBRIC FOR INDIVIDUAL PRESENTATION

<table>
<thead>
<tr>
<th>Category</th>
<th>Scoring Criteria</th>
<th>Total Points</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Presentation is appropriate for the topic and audience.</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>(15 points)</td>
<td>Presented in a logical sequence, cohesiveness</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>References were provided when required (citation)</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Content</td>
<td>Eye-catching introduction and organized framework</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>(45 points)</td>
<td>Defining technical terms</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presentation contains accurate information.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Material included is relevant to the overall message/purpose.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Volume of material prepared &amp; the importance of them</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>An obvious conclusion summarizing the presentation.</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td>good eye contact with the audience &amp; other body gestures</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>(40 points)</td>
<td>Speaker uses a clear, audible voice.</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery is poised, controlled, and smooth.</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Good language skills and pronunciation are used.</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Visual aids are well prepared, informative, effective, and not distracting.</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Follows the time given appropriately</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Information was well communicated.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Score</td>
<td>Total Points</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

MARKS: ......../100

Marks....../30

Lecturer Name:

Date:

Sign:
### Class Participation Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Exceeds Expectations (4)</th>
<th>Meets Expectations (3)</th>
<th>Approaches Expectations (2)</th>
<th>Needs Work (1)</th>
<th>Student Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contribution</strong></td>
<td>Contributes to class discussion offering insightful ideas. Frequently offers ideas.</td>
<td>Regular attempts to contribute class discussion. Sometimes offers ideas.</td>
<td>Contributes to class discussion when prompted. Seldom offers ideas or ask questions.</td>
<td>Rarely makes meaningful contributions to class discussion or offer ideas or ask questions.</td>
<td></td>
</tr>
<tr>
<td><strong>Listening</strong></td>
<td>Listens actively to others both in groups and in class discussions.</td>
<td>Listens to others both in groups and in class discussions.</td>
<td>Listens to others at times but may be sidetracked easily.</td>
<td>Rarely listens when others talk both in groups and in class.</td>
<td></td>
</tr>
<tr>
<td><strong>Attitude</strong></td>
<td>Consistently exhibits a positive, supportive attitude towards classmates and the subject matter.</td>
<td>Generally, exhibits a positive, supportive attitude towards classmates and the subject matter.</td>
<td>Sometimes exhibits a positive, supportive attitude towards classmates and the subject matter.</td>
<td>Rarely exhibits a positive, supportive attitude towards classmates and the subject matter.</td>
<td></td>
</tr>
<tr>
<td><strong>Preparedness &amp; Focus</strong></td>
<td>Always comes to class on time, follows all classroom procedures, brings needed materials to class.</td>
<td>Very rarely late, almost always brings needed material to class,</td>
<td>Sometimes late to class, often brings materials but sometimes needs to borrow.</td>
<td>Frequently late to class, rarely brings needed materials and/or is rarely ready to get to work by the start of class.</td>
<td></td>
</tr>
<tr>
<td><strong>Quality of Work</strong></td>
<td>Provides work of the highest quality that reflects the student’s best efforts.</td>
<td>Provides quality work that reflects effort from the student.</td>
<td>Provides work that meets the requirements, but more effort or time could have been given.</td>
<td>Provides sloppy work that reflects very little effort or does not turn in any work.</td>
<td></td>
</tr>
<tr>
<td><strong>Behavior</strong></td>
<td>Student is awake and engaged in class daily. Student shows no disruptive behavior.</td>
<td>Student is awake and engaged in class nearly every day and shows no disruptive behavior.</td>
<td>Student is awake most of the time but has fallen asleep or has been distracting for a few classes.</td>
<td>Student frequently sleeps and/or disrupts class.</td>
<td></td>
</tr>
</tbody>
</table>

**Total**

Lecturer Name: ____________________________  marks ............./24  
Date: ____________________________  marks ......./10  
Sign: ____________________________
Annex 2:

Individual Assignment
Structure and Components

Make sure the following contents are included in your assignment which is prepared individually:

1. **Course information** (in this part necessary details of the course will be included. You may use the format given below)
   - Department :
   - Course Name :
   - Commence Date :
   - Deadline Date :
   - Lecturer :
   - Contact Number :
   - E-mail :
   - Course Convener :
   - E-mail :

2. **Learning Goal:** (Here the main learning goal that can be achieved by administering the assignment will be included. Make learning goal as brief as possible. You may put it using two sentences maximum)

3. **Assignment Brief/Task:** (Include the main question clearly in simple language here. You are supposed to design the question in accordance with the module and curriculum content. You are highly encouraged to discuss your assignment planning always with the academic department of the MAMBS for feedback and ideas, weightage and marks shall be included here)

4. **Assignment Instructions:** (all relevant instruction how to do assignment can be written here as bullet points. Give every instruction required clearly)

5. **Assignment Submission Method:** (describe the method (s) of submission clearly)

6. **Date Notification:** (Kindly bring all important dates/ deadlines needed to fulfill the requirements of the assignment, place the time stamp for deadlines, say deadline: 17th March 2018, Time: 8:00pm)

7. **Assignment Feedback:** (clearly inform the students the feedback method and date)

8. **Marking Rubrics/Grading Criteria:** (Kindly include your given task grading and marking criteria with points that can be awarded, if you are using a downloaded rubric, please remember to customize the rubric before integrating them in the assignment.)
Make sure the following contents are included in your assignment which is prepared as a group assignment:

1. **Course information** (in this part necessary details of the course will be included. You may use the format given below)
   - Department :
   - Course Name :
   - Commence Date :
   - Deadline Date :
   - Lecturer :
   - Contact Number :
   - E-mail :
   - Course Convener :
   - E-mail :

2. **Learning Goal:** (Here the main learning goal that can be achieved by administering the assignment will be included. Make learning goal as brief as possible. You may put it using two sentences maximum)

3. **Assignment Brief/ Task:** (Include the main question clearly in simple language here. You are supposed to design the question in accordance with the module and curriculum content. You are highly encouraged to discuss your assignment planning always with the academic department of the MAMBS for feedback and ideas, weightage and marks shall be included here)

4. **Assignment Instructions:** (all relevant instruction how to do assignment can be written here as bullet points. Give every instruction required clearly)
   - Identify groups and assign member roles either by group themselves or by the lecturer

5. **Assignment Submission Method:** (describe the method (s) of submission clearly)

6. **Date Notification:** (Kindly bring all important dates/ deadlines needed to fulfill the requirements of the assignment, place the time stamp for deadlines, say deadline: 17th March 2018, Time: 8:00pm)

7. **Assignment Feedback:** (clearly inform the students the feedback method and date)

8. **Marking Rubrics/ Grading Criteria:** (Kindly include your given task grading and marking criteria with points that can be awarded, if you are using a downloaded rubric, please remember to customize the rubric before integrating them in the assignment.)

9. **Peer Evaluation Form:** (Ask students to fill the peer evaluation form to monitor the cooperation and working habits of the group members)