

# Student Handbook

## 1 Assessments and Examinations

Avid College evaluates students' academic performance through various assessment methods conducted using both supervised and unsupervised (controlled/uncontrolled) coursework.

The primary purpose of the College Examination Board (EB) is to establish standardized assessment methods and expedite student awards.

### 1.1 Objectives of the examination board

- To ensure that the assignments briefs and exam papers are prepared, completed, and moderated under the rules and regulations of the examination board.
- To monitor and facilitate the conduct of examinations and exam invigilation both in the city campus and outreach centers of the college.
- To formulate standard procedures for a range of assessment methods and practices that are fair, transparent and equitable.
- To gather, process and share students results within a stipulated period of time.

## 2 Course submission and extensions

From September 2018, Avid College began to use google classroom for academic material sharing, student communication, and assessment purposes. Google classrooms are created for each module/unit of the program. The college works with trimesters.

Assessment briefs with due dates and marks achieved with assessor feedback are shared in the google classrooms. However provisional results consisting assignment and examination marks achieved for a unit are shared to students separately.

### 2.1 Submitting student's work for assessment

Module assignments, essays, dissertations, thesis, tutorial are assessed as part of learning and assessment method. The works have deadlines and it must be submitted online to google classroom.

### 3 Late Submissions

Students must find enough time to work on their assignments and submit by the deadline, and understand the platform to submit their work. Avid College does have an assignment policy for students. This policy clearly explains the assignment, extension rules, late submission and penalties. Any assignment submitted later than the due date is marked deducting 5% for each day until the 15<sup>th</sup> day. No assignments are accepted thereafter.

The College strictly follows the eligibility criteria for assignments which is 80% of students' attendance for each unit. The assignment extension forms are available in the college student portal. Re-assignments submitted without a reasonable reason approved by the college is capped at 50% for a pass. The final results of each module will be announced by the completion of both components (assignment and examination) within six to eight weeks.

Students must ensure that they keep adequate physical and digital backups and store and secure their work separately.

If a student fails to submit their work by the deadline or submit the work later than the given date, the student will receive academic penalties varyingly for the level of misconduct.

In case of request by the student to waive any academic penalties it must be communicated duly.

Exemptions are granted only for very reasonable reasons such as illness or other emergencies well informed and if the faculty feels are reasonable.

#### 3.1 Extensions

Students must be aware of the deadlines and need to submit the assignments on or before a deadline, however if a student feels that he/she may require to submit their work late, it is the responsibility of the student to write to college explaining the reasons for late submission that needs to be excused.

The faculty head will communicate to the student formally once the extension is granted with a new due date. **Extension periods will be relatively short and not more than two weeks for a single assignment.**

Moreover, if the student thinks the given time is insufficient, the student may speak to the college academics for alternative arrangements.

## 3.2 Missing Submissions

If a student fails to submit their work by the given deadline, and if he/she fails to request or communicate with the respective faculty head the student will fail in that component, and may require to complete the lost component (re-assignment) before the module examination. However, **if the student fails to complete the assignment before the module examination he/she is required to repeat the module.**

### 3.2.1 Course Re-Submissions

A general rule, and administration would be imposing on referral assessments and re-sit examinations.

**The basis of the referral assessments or re-sit examinations would be as following:**

**If a student fails from an assessment component of the module with a re-sit option or fail to complete the assignments (internal class test, presentation, field work etc.) by the given deadline, then the student will be subject to re-sit a final examination.**

## 3.3 Plagiarism

- Students will be assessed for plagiarism under following conditions
- Directly quoting other people's words from online or printed sources without giving respect to the author.
- Students are required to acknowledge the use of their work such as tables, graphs, statistics, models, formulas, videos etc. which is not their own.
- Summarizing or paraphrasing someone else's thoughts or ideas without crediting or citation.
- False reference list created that does not exist
- Presence of another student's work or copying or buying an essay and claiming it as the student's own work.
- Collusion- presenting an assignment part or fully, as the student's individual work when the ownership is another student or tutor.

## 4 Student Appeal

For final grades on the result slips, this appeal form should be lodged within the period allowed in your result slip. If you are appealing against assignments or other forms of assessments, this form should be

lodged within one week of receiving the results from the subject lecturer. It is always advisable to discuss any issues with the lecturer before appealing.

## **5 Examinations**

Mostly the examinations in 2021 until COVID19 situation normalize examinations will be online and thereafter will be normal physical examinations. College will arrange remote proctors for examination invigilation purpose and other administration will be arranged through google classroom. Students will be submitting their exam answer scripts to google classroom. Examination related communication will take place via google classroom.

## **6 Examination Timetables**

Prior to examinations (2 weeks) the examination schedule will be shared with students in the college student portal (online). Any changes will be updated via the portal. Students are required to check the student portal more often for any updates.

## **7 Examination Rules**

The examination board is the governing body for all assessment related activities, including the conduct of final examinations.

### **7.1 Entering for examinations**

It is the responsibility of the student to ensure the examination dates and keep updated of the examination details. If any errors the student may inform immediately to the college faculty head for corrections.

Students are required to attend the examination hall before Thirty (30) minutes to exam and should keep seated before ten minutes to start of exam,

Students must bring their National Identity Card and payment slips to the Examination Hall and produce it to the Chief Invigilator before the exam starts.

The invigilators shall assist candidates in finding their seat numbers/codes accordingly.

Students must follow the seating rules or the online examination rules.

### **7.2 Closing of examination**

Invigilators will notify the closing before Ten (10) minutes of remaining time.

After the end of examination, the invigilator will announce to stop writing and remain in the seat until answer scripts are collected.

Students must not communicate until they leave the examination hall.

Students should leave the examination hall with permission from the invigilator.

Students may leave to the washroom with permission from the invigilator. The invigilator must maintain records of such students and may take precautions to avoid any malpractice on such occasions.

### **7.3 Items permitted to examination hall**

Students may bring the following specified resources to Examination Hall:

Where calculators permitted, students may use a device which has the primary purpose of calculation if otherwise an instrument prescribed for exam by the examiner. Students may use the specified model of calculator by the subject lecturer.

Calculators must be checked before exam by the invigilator.

Writing materials, standard pens, pencils, erasers, highlighters, and rulers are allowed.

Water is allowed to the examination hall, and in case of wiping hands, nose and face, tissue paper will be provided by the exam invigilator on request by the student.

### **7.4 Leaving the examination**

Students must not leave the examination hall until thirty (30) minutes from the commencement of the exam and during the last ten (10) minutes unless for exceptional reason. E.g. Illness. In such cases students may leave the exam hall with approval from the chief invigilator.

Students must stop writing as soon as they are told to do so.

Students must ensure that they fasten all supplementary answer books inside their answer book before the Invigilator collects it or in case of online examination they must check for notification regarding the successful submission.

At the end of the exam students must stay in their seat until all answer books, question papers and any other materials provided have been collected by the Invigilators.

If a student wishes to leave the exam before the normal finish time he/she must notify the invigilator who will collect their answer books, question papers and any other provided materials before permission to leave the exam hall.

Candidates have to sign the attendance register before leaving the physical exam hall.

Students cannot leave the exam room during the first 30 minutes or the final 30 minutes of the exam. For online examinations student may leave after submitting their paper to online google classroom

## **7.5 Time limits for examinations**

Students are not expected to write the exam beyond the stipulated time in the question paper, unless for acceptable technical reasons. The papers are set after calculation of time relevant for the paper and according to the current module outline. All papers are moderated for internal consistency and quality purposes.

## **7.6 Examination Fees**

The college has a policy that every student requires to ensure that they claim the academic clearance and financial clearance prior to examination. The information will be provided by the respective departments. E.g. academic clearance by the academic manager and financial clearance by the corporate finance department.

Following are the contacts of departments mentioned above:

1. Corporate Finance: [corporate@avidcollege.edu.mv](mailto:corporate@avidcollege.edu.mv)
2. Academic Manager: [academicmanager@avidcollege.edu.mv](mailto:academicmanager@avidcollege.edu.mv)

If a student needs to sit for a re-sit examination, including re-assignment of a written component, **the student will need to pay a minimal amount to the college. This amount may change from time to time and students shall clarify from the college academics if for any changes. Following are the details.**

## **7.7 Student's conduct during examination**

If a student needs to leave the room to go to the toilet they will be accompanied by an invigilator or permission from the proctor during online examinations.

Eating is not permitted in the exam room.

Smoking and eating supari is not permitted in the exam hall

If a student violates exam rules by, for example cheating, helping another candidate to cheat or by having materials or items with you that could give you an unfair advantage, he/she will be reported to the Academic Board. This is likely to result in the exam paper being voided.

The following are deemed to be examples of contravention of exam rules:

- Possession of any book, notes or documents at any time during the exam
- Having any book, notes or documents in a situation which suggests student could have used them during the exam
- Talking to, copying from, or in any way communicating with, another candidate
- Using a mobile phone, smart watch other electronic device as an aid to exam
- Leaving the exam room without the permission of an invigilator.

## 8 Results

The following circumstance may lead to withholding of the student marks:

- Outstanding fees
- Pending disciplinary issues/actions etc.

## 9 Marks Moderation

Students' achieved marks for assignment/examination are moderated and shared after an interactive session among three (3) members from the examination progressive committee including the faculty head.