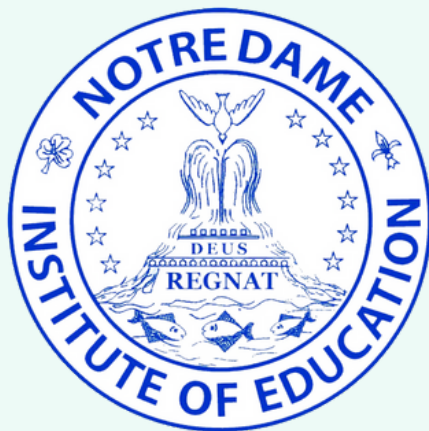
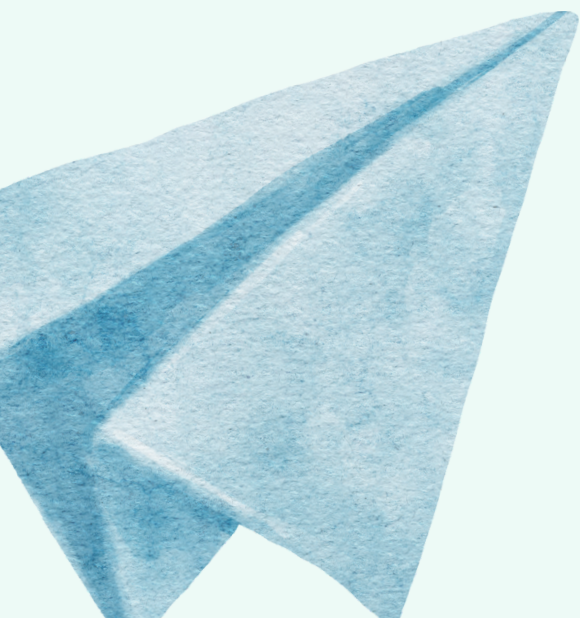


Assessment Policy (2025)





Assessment Policy

Evaluation and Assessment

Student assessment is a vital component of the learning process and is integral to the formation of graduates who can make meaningful contributions to society. At the Notre Dame Institute of Education (NDIE), assessment is the process through which student learning outcomes are measured, feedback is provided on progress, and final grades are awarded.

The goal of assessment procedures is to provide a comprehensive and continuous appraisal of students' competencies, rather than relying on intermittent evaluations. Assessments are designed to create settings that mirror real-world situations and to clearly define established standards for marking and grading.

This policy applies to all coursework units offered by NDIE (excluding the examination of research theses) and reflects the values of NDIE's Mission Statement and its commitment to student-centred learning, as outlined in the Curriculum Documents.

Instructors are required to:

- Provide timely and constructive feedback to support ongoing improvement in student learning.
- Ensure transparent communication of assessment results and grading criteria.
- Align assessment tasks with course learning outcomes and NDIE's academic regulations, including the Academic Honesty Policy.

Grading Scheme

All assessment tasks in NDIE programmes are designed to align with the grading standards set by the University of Karachi, with which NDIE is affiliated. Accordingly, NDIE follows the University of Karachi's official grading scheme, ensuring consistency, fairness, and transparency in the evaluation of student performance.

Assessment tasks within each course are developed to reflect these grading standards, enabling a fair distribution of grades that accurately represents students' achievement of the stated learning outcomes.

Marks	Grade	Grade P
90 & above	A+	4.0
85-89	A	4.0



80-84	A-	3.8
75-79	B+	3.4
71-74	B	3.0
68-70	B-	2.8
64-67	C+	2.4
61-63	C	2.0
57-60	C-	1.8
53-56	D+	1.4
50-52	D	1.0
below 50	F	0.0

Course Assessment

Course assessment will be conducted through a combination of internal and external evaluations, with a total of 100 marks distributed as follows:

- External Examination: 60 marks, evaluated by an external examiner, i.e., University of Karachi.
- Internal Assessment: 40 marks, evaluated by the course instructor.

The internal assessment will be structured to ensure a balanced workload and continuous engagement throughout the semester.

- A midterm examination will be held after eight weeks of the semester's commencement, carrying 20 marks (50% of the internal assessment).
- The remaining 20 marks will be allocated to assignments and quizzes in alignment with the Evaluation/Assessment Task Guidelines, ensuring students are neither overwhelmed nor under-challenged. This may include a combination of major and minor assignments and quizzes to promote consistent learning.

Minimum Essential Requirements

1. Attendance

- Students must maintain a minimum of 80% attendance prior to the midterm examination and an overall 80% attendance by the end of the semester to be eligible for the external examination.



- Failure to meet the required attendance will result in disqualification from both internal and external assessments, regardless of academic performance.

2. Midterm Examination Performance

- Students are required to achieve at least 65% marks in the midterm examination to qualify for the external examination.
- Students scoring below this threshold must take a resit examination at the end of the semester, before the external examination.
- In the resit, students must obtain a minimum of 50% marks to become eligible for the external examination.

Personal Circumstances Affecting Examination

Students may apply for consideration of circumstances, which significantly hamper their participation or performance in an assessment task and examination. These circumstances include temporary or permanent disability or exceptional and unforeseen circumstances. Students are required to follow prescribed procedures in applying for such consideration.

Students are required to follow prescribed procedures in applying for such consideration. Students with a disability are required to consult the Deputy Director.

Students may also be required to provide documentary evidence of their circumstances in a report, using the hospital/clinic letterheads/forms prepared by a healthcare or other appropriate professional able to comment on the circumstances and their impact.

Applications for special consideration should be submitted no later than five calendar days after the relevant assessment due date or prior to the commencement of the relevant examination period.

Possible outcomes and associated application procedures are set out in Table 1. It is the student's responsibility to contact the relevant person to find out what action has been taken and to obtain details of any required or special arrangements made for learning and assessment.

Table 1 – Applications relating to Special Circumstances

Applications will be assessed taking into account a student's individual circumstances and how they may affect academic progress.



Possible Outcomes	Application	Submit request to/Approved by
Extension of the submission or completion date for the assessment task	Application for an Extension, Application for Special Consideration	Lecturer
Deferred Examination	Deferred Examination with Professional Authority	Programme Coordinator
Adjustments to Examination Procedures	Application assessment and recommendation by the Disability Adviser Forms: - Education Inclusion Plan (EIP) - Application for Special Adjustments (SA form) for temporary medical conditions	“Permanent” adjustments (for students with long-term conditions) or “Temporary” adjustments approved by the Director
Adjustments to a grade for a unit	Application for Special Consideration	Director
Freezing a semester	Subject to UoK’s procedure	Director
Undertaking an Alternative assessment	Application for Special Consideration	Lecturer-in-Charge or Programme Coordinator, or Director
Undertaking an Addition Assessment	Application for Special Consideration	Lecturer in consultation with the Programme Coordinator

Recording and Reporting Practices:

The following guidelines must be followed when documenting and reporting student evaluation procedures: It is important to document the results in a way that provides a



thorough and integrated assessment of students' competencies. To guarantee the legitimacy of evaluations of students' performance, marks or grades should be added together in a way that can be defended. Reporting procedures must be in line with the report's intended audience and purpose. Final results need to be communicated to students 10 working days before submission to the registrar. Only the students themselves, the Director, Programme Coordinator, and Registrar, as well as pertinent faculty members, will have access to each prospective teacher's assessment.

Prospective Teacher Involvement:

The institute actively encourages students to provide feedback and input in improving internal assessment procedures.

Responsibility and Integrity:

The institute demands the highest levels of accountability, integrity, and confidentiality from all stakeholders involved in the evaluation process. Anyone found to be violating these standards will face immediate disciplinary action.

Academic Appeals

At the Notre Dame Institute of Education, Prospective Teachers who wish to contest their final grade or assessment must follow the formal academic appeals procedure outlined below:

1. Initial Discussion with Course Instructor

The Prospective Teacher must first discuss their concerns with the course instructor to seek clarification regarding their final grade or assessment. This step facilitates direct communication to resolve any misunderstandings or discrepancies.

2. Appeal to the Committee of Academic Appeals

If the issue remains unresolved after the discussion with the course instructor, the Prospective Teacher may escalate the appeal to the Committee of Academic Appeals for further review and consideration.

3. Submission of Appeal

To formally submit an appeal, the Prospective Teacher must complete and submit the **Academic Appeal Form** (<https://forms.gle/iqUTzimFPNiyQ3u36>) on the institute's website. The appeal must include all relevant supporting documents, such as:

- Assignment description sheet
- Marked assignment



- Assessment rubric
- Instructor's feedback
- Mid-semester exam answer sheet (if applicable)

4. Time Limit for Appeals

The appeal must be submitted within three (3) days of receiving official communication regarding course results. Adherence to this deadline is crucial. Final results must be communicated to Prospective Teachers at least 10 working days before submission to the registrar.

5. Grounds for Appeal

A Prospective Teacher may appeal an academic decision based on the following grounds:

- Significant mitigating circumstances (e.g., medical or personal emergencies)
- Procedural errors in the grading or assessment process
- Bias or prejudice affecting the assessment outcome

The Prospective Teacher is responsible for clearly stating the basis of their appeal and providing supporting evidence.

6. Review by the Committee of Academic Appeals

The appeal will be reviewed by the Committee of Academic Appeals, which comprises:

- The Director
- The Deputy Director
- The Programme Coordinator
- Two faculty members

If the appeal involves the grading of any committee member, that member will be excluded from the review process. The committee may request additional input from the Prospective Teacher if necessary.

7. Hearing Process

Hearings will be scheduled at the discretion of the Director and will not be open to the public. The Prospective Teacher is entitled to:

- A fair hearing, including prior notification of the appeal hearing date
- An opportunity to present verbal arguments and ask questions during the hearing

The appeal process will be concluded within **15 working days** of submission.



8. Notification of Decision

All involved parties will receive a written notification of the committee's final decision. If a reassessment of the assignment or exam is conducted, the grade:

- May remain unchanged, increase, or decrease
- Will be considered final and binding

9. Finality of the Decision

The decision of the Committee of Academic Appeals is final.

Note: Resit exams are not subject to academic appeal.

Promotion to the Next Semester

Promotion to the next semester is granted on a semester-wise basis and is contingent upon satisfactory academic performance.

- Students must successfully clear at least 80% of their courses to be eligible for promotion.
- Students who fail to pass 80% of the courses across both the first and second semesters will not be permitted to appear in the examinations of the subsequent semester.
- Students who fail to clear at least 9 out of 12 courses will not be promoted to the next semester under any circumstances.