Jiujiang University

General Office
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Management Regulations on Course Assessment of Jiujiang University (Revised)

Chapter 1 General Provisions

Article 1 Course assessment is a crucial part of teaching management. To foster a sound academic atmosphere, enforce strict examination discipline, standardize examination conduct, deepen the reform of assessment modes and methods, give full play to the evaluation, inspection, diagnosis, feedback and incentive functions of course assessment, promote the scientific and standardized development of assessment work, and continuously improve teaching quality, these Measures are formulated in accordance with relevant national regulations and the actual situation of the University, by revising the *Regulations on Examination and Assessment Management of Jiujiang University* (*JJU [2015] No. 18*).

Article 2 These Measures apply to the assessment of courses specified in the training programs for full-time students of the University.

Article 3 All registered students of the University shall participate in the assessment of courses they have selected, obtain corresponding assessment results and credits, which shall be recorded in their academic transcripts.

Chapter 2 Organizational Leadership

Article 4 The University establishes an Examination Affairs Committee, responsible for formulating assessment policies and making decisions on major issues concerning course assessment. The Committee has two subordinate bodies: a Patrol Inspection Team and an Examination Affairs Office. The Patrol Inspection Team, led by the Teaching Quality Monitoring and Evaluation Office, is responsible for supervising examination conduct and discipline. The Examination Affairs Office is affiliated to the Examination Administration Center of the Academic Affairs Office, in charge of formulating examination plans, schedules

and venue arrangements.

Article 5 Course assessment adopts a university-college two-level management system. The Academic Affairs Office coordinates the overall schedule of all course assessments across the university, coordinates assessment work organized by secondary colleges, assists the Teaching Quality Monitoring and Evaluation Office in inspecting examination discipline and implementation, handles examination violations in a timely manner, and manages assessment results. Secondary colleges are responsible for arranging and implementing assessment for courses offered by their own colleges.

Article 6 Each teaching unit shall set up an Examination Work Leading Group to provide leadership and coordination for course assessment. It shall hold meetings for proposal review, invigilator training and student integrity mobilization, strengthen the study of relevant regulations, and conduct publicity and education on examination discipline for students.

Chapter 3 Examination Affairs Management

Article 7 Course assessment shall, in principle, be organized and implemented by the college offering the course in accordance with the requirements of the University and the Academic Affairs Office, with the active cooperation of relevant colleges and functional departments.

Article 8 For general education or basic education courses, if the offering college needs to arrange separate assessment time and venues, it may file an application. The Academic Affairs Office shall make unified arrangements for time and venues. Invigilators shall be assigned by the offering college, and the college where the students belong shall cooperate. In principle, each examination room shall have one invigilator from the offering college and one from the student’s college.

Article 9 If a designated invigilator is unable to perform invigilation duties due to special reasons, a written application shall be submitted. Upon approval by the college’s leading official, the college shall arrange a substitute invigilator.

Article 10 Examination rooms shall be randomly arranged in principle. Students shall sit separately at single desks without fixed classrooms. The examination room shall be secured

before the examination, and seating shall be randomly assigned by invigilators.

Article 11 Candidates shall strictly abide by the Examination Room Rules of Jiujiang University. Items not permitted by the examination rules shall not be brought into the room; if inadvertently brought, they shall be handed over to invigilators immediately.

Article 12 University leaders at all levels have the responsibility and obligation to inspect course assessment activities.

Article 13 Relevant departments shall closely cooperate to create a fair, impartial, strict, tidy and quiet examination environment and atmosphere.

Chapter 4 Assessment Forms and Examination Paper Design

Article 14 Course assessment may adopt one or a combination of the following forms: closed-book examination, open-book examination, oral examination, survey report, reading notes, internship report, course paper, course project, unit test, mid-term test, case analysis, literature review, experimental operation, skill demonstration, etc. Major core and main courses shall adopt written examinations in principle. For other courses, the teacher shall propose the assessment method based on the syllabus, which shall be reviewed and confirmed by the college's Academic Affairs Committee according to major, grade and course nature. The teacher shall inform students of the assessment method in the first class.

Article 15 The University encourages teachers to reform assessment methods, strengthen process assessment and phased evaluation, give play to teachers' initiative, motivate students, and steadily improve teaching quality.

Article 16 Examination paper design shall follow the principle of separation of teaching and testing. Question banks shall be gradually established and improved for general education and basic education courses. For courses with question banks, papers may be compiled by random selection; for those without, papers shall be designed by the teacher or the teaching and research office collectively. All papers must be reviewed and approved by the college's Academic Affairs Committee before examination.

Article 17 For the same course taught under a unified syllabus across multiple classes, the offering college shall assign experienced teachers to design papers collectively, formulate unified grading criteria, and organize unified marking.

Article 18 Examination paper design is a core part of course assessment and shall meet the requirements of talent training objectives. The scope and content shall be based on the knowledge, ability and course objectives specified in the syllabus, with consistent weighting. Questions shall be precise, clear and error-free; necessary data and materials shall be accurate. Coverage, length and difficulty shall be appropriate to distinguish student levels and achieve a reasonable score distribution. Two equivalent papers (Set A and Set B) shall be prepared for each course: one for regular assessment and the other for makeup examination, to be selected by the organizing department. Full score is 100 points. The repetition rate between Set A and B, or between either set and papers of the previous two years, shall not exceed 10%. Each paper shall generally include at least four question types. Each major question shall indicate the number of sub-questions, sub-scores and total score. Sufficient answering space shall be provided. Question volume shall be moderate. Teachers shall not provide review questions or hint at the scope before the examination.

Article 19 The paper template shall comply with the Standard for Examination Papers and Answer Sheets issued by the Academic Affairs Office. Teachers shall submit Set A and Set B papers together with standard answers and grading criteria four weeks before the assessment. The offering college shall review the papers and fill in the Examination Course Registration Form of Secondary College upon approval.

Chapter 5 Printing and Management of Examination Papers

Article 20 After approval, papers, standard answers and grading criteria shall be kept by two or more responsible staff appointed by the offering college.

Article 21 Approved papers shall be delivered by a designated person of the offering college to the University Printing Center (for fewer than 200 copies) or a printing house (for 200 or more copies). The print quantity for a single class shall be the total number of candidates plus five extra copies; for combined classes, plus three extra copies per class.

Article 22 The Printing Center and printing house shall assign special staff for paper printing. During printing, at least one teacher from the organizing department shall be present for supervision. No unauthorized persons are allowed to enter the printing area.

Article 23 After printing, teaching units shall complete paper handover promptly.

Verified papers shall be stored in the paper room immediately. Proper disposal of master copies and waste papers shall be conducted.

Article 24 The organizing department shall arrange special staff to sort and seal papers according to the schedule. Papers shall be issued to invigilators 30 minutes before the examination. Paper envelopes may be opened 10 minutes before the examination starts.

Article 25 Paper handover and custody chain: Teacher (design) → Course Group / College Academic Affairs Committee (review) → College Academic Affairs Section (storage) → Printing Center / Printing House (printing) → College Academic Affairs Section (check, seal, distribute) → Invigilators (invigilation) → College Academic Affairs Section (recover) → Teaching and Research Office (marking) → College Academic Affairs Section (filing).

Article 26 Teachers and personnel involved in paper design shall strictly keep confidentiality. Disclosure of examination questions is prohibited. Violators shall be severely dealt with as teaching accidents.

Chapter 6 Implementation of Assessment

Article 27 Time and Venue Arrangement

1. The examination period shall follow the final examination schedule released by the Academic Affairs Office. Assessments may be organized only after classes conclude. Early examinations are not allowed in principle except for short-semester courses. For early examinations necessary for special reasons, teachers shall submit written applications, which shall be approved by the teaching unit and filed with the Examination Administration Center.

2. Examinations are arranged in morning, afternoon and evening sessions. Written examinations last 100 minutes generally; College English with listening section lasts 120 minutes.

3. Colleges owning examination classrooms shall ensure cleanliness and timely unlocking.

4. Candidates shall sit as assigned and may not change seats arbitrarily. Items other than necessary stationery are prohibited at the seat.

5. Upon application, the Examination Administration Center may arrange unified time and buildings for widely offered general or basic courses to avoid conflicts.

6. The offering college shall arrange time, venues and invigilators in advance and file the schedule with the Examination Administration Center three days before the examination. Approved time and venues shall not be changed without authorization; any adjustment shall be notified promptly.

Article 28 Invigilation Arrangement

1. Invigilation duties shall be assigned to specific persons. Full-time teachers are obligated to invigilate. Invigilators are arranged by the offering college; the student's college shall provide support for cross-college courses. The offering college shall issue invigilation notices clearly stating duties.

2. Two invigilators shall be assigned to each room in principle; one or two more may be added for large rooms. Invigilators share equal responsibilities and cooperate with each other.

3. Invigilators shall perform duties earnestly in accordance with the Invigilator Code of Jiujiang University. After invigilation, they shall cross-check papers and answer sheets, fill in the examination report, and submit materials for verification and binding.

Article 29 Inspection Work

1. Each secondary college shall establish an Examination Inspection Leading Group one week before examinations, headed by the Dean and Party Secretary, to ensure smooth assessment.

2. The Inspection Team shall supervise the maintenance of examination facilities, check examination order and invigilation performance, order corrections for derelict invigilators and report to the Examination Affairs Office; handle student violations in conjunction with invigilators according to the Measures for Handling Student Examination Violations of Jiujiang University.

3. Inspection results shall be reported to the Teaching Quality Monitoring and Evaluation Office after each session.

Article 30 The offering college is responsible for paper distribution, collection, counting and binding.

Chapter 7 Paper Marking and Grade Management

Article 31 After examinations, teaching units shall organize timely marking, grade

uploading, paper analysis and filing.

Article 32 Teachers shall mark all assessments fairly and scientifically based on standard answers and grading criteria to ensure accurate and justified scoring.

Article 33 Marking shall be done with red ink pens. Scores shall be written in Arabic numerals beside each sub-question; zero score shall be marked as “0”. The total score of each major question shall be recorded in the score box. Markers and score checkers shall sign on each answer sheet.

Article 34 Objective questions shall be marked with “√” for correct and “×” for incorrect answers. Subjective questions shall be scored by knowledge points or steps, with scores marked without symbols. The total score of each question shall be marked below the question number for easy totaling.

Article 35 Papers for unified-proposal courses shall be marked collectively by the course group at a designated place using a standardized assembly-line method.

Article 36 Review shall be conducted after marking. Errors in scoring or totaling shall be corrected promptly. Any score modification on papers, answer sheets or grade forms must be signed and dated by the marker or scorer.

Article 37 Grade Assessment

1. The final course grade shall, in principle, be a comprehensive score consisting of usual performance, mid-term grade, practical grade and final examination grade, with specific weighting determined by the syllabus.

2. Students who fail the final assessment or are approved for deferred examination may take the makeup examination at the beginning of the next semester; the final grade shall be recorded as the actual makeup score.

3. Students who are absent without reason, violate discipline or cheat shall be recorded as “Absent”, “Violation” or “Cheating” and disqualified from the makeup examination.

4. Students with status changes may apply for exemption from identical courses online; upon approval, the grade shall be recorded as 60 points. Veterans with retained status may apply for exemption from physical education, military theory and skills, with a grade of 75 points.

5. Students with status changes may apply for course substitution for similar courses;

upon approval, the original grade shall be recorded.

6. Non-English major students who achieve at least 60% of the total score in CET-4 may apply for grade recognition for failed College English courses in the first two academic years; the recognized grade shall be 60 points.

7. Courses taken at other institutions with university approval may be recognized for credit transfer based on equivalent credits and similar titles, subject to confirmation by the offering college and approval by the Academic Affairs Office.

Article 38 After marking and review, teachers shall upload grades within the specified time, proofread and save carefully, print and submit for review by the course director before final submission. Grade reports shall be printed for filing.

Article 39 Students with objections to grades may submit a written recheck application to the offering college in the first week of the next semester. Upon approval, special staff shall recheck only score totaling and omissions without re-marking. If errors are confirmed, the teacher shall submit an online modification application, which shall be approved by the Vice Dean in charge of teaching and the Academic Affairs Office before revision.

Chapter 8 Paper Analysis and Filing

Article 40 Course directors and teachers shall complete the Course Objective Attainment Analysis Report based on assessment results, summarize teaching effectiveness, identify shortcomings and formulate continuous improvement plans.

Article 41 All examination materials shall be filed by the offering college.

Article 42 Papers shall be filed by semester and class. Filing shall be completed within four weeks of the next semester and stored at a designated location. The retention period is six years.

Article 43 Filed materials shall be bound with official filing paper of Jiujiang University. For regular final examinations: approval form for course objective evaluation, sealed cover sheet, blank paper, candidate answer sheets, standard answers and grading criteria, usual performance record, grade report, course objective attainment analysis report. For makeup examinations: blank paper, candidate answer sheets, standard answers and grading criteria, grade report. The filing order shall follow the official requirements uniformly.

Chapter 9 Identification and Handling of Violations and Cheating

Article 44 Violations and cheating in course assessment shall be handled in accordance with the Measures for Handling Student Examination Violations of Jiujiang University.

Chapter 10 Supplementary Provisions

Article 45 These Measures shall take effect on the date of promulgation. The former *Regulations on Examination and Assessment Management of Jiujiang University* (*JJU [2015] No. 18*) shall be repealed simultaneously.

Article 46 The right to interpret these Measures resides in the Academic Affairs Office (Center for Faculty Instructional Development) of Jiujiang University.