Jiujiang University

General Office
JJU [2024] No. 38

Management Measures for Course Grade Assessment of Jiujiang University

Chapter 1 General Provisions

Article 1 To further standardize the administration of course grade assessment, strengthen the evaluation of teaching effectiveness and student learning outcomes, and promote the improvement of teaching quality, these measures are formulated in accordance with the *Regulations on Course Assessment Management of Jiujiang University (Revised)*, the *Implementation Plan for the Evaluation of Course Objective Achievement at Jiujiang University (Trial)* and other relevant provisions, combined with the actual situation of the University.

Article 2 Grade administration adopts a university-college two-tier management system. The course-offering unit is responsible for the assessment, recording, review and filing of course grades. The Academic Affairs Office is responsible for the management and supervision of the grade database.

Chapter 2 Grade Assessment

Article 3 All courses must be assessed except those approved for exemption or credit recognition. Assessment results and credits shall be recorded on the academic transcript and filed in the student's status archive. Course assessment results adopt a hundred-mark system, with 60 as the passing score. Credits are granted only to those who pass the course.

Article 4 The final course grade shall, in principle, be calculated proportionally from formative assessment grades (usual performance, midterm grade, practical grade) and summative assessment grade (final examination grade). The specific components and weightings shall be determined by the course syllabus and shall be informed to students by the instructor in the first class. Usual performance and final examination grade are mandatory

components of course assessment.

Article 5 The proportion of formative assessment in the final grade shall be appropriately increased to shift the focus from outcome assessment to process and competency assessment. In principle, formative assessment accounts for 30%–60% and summative assessment 70%–40%. For courses with special weighting requirements, an application shall be submitted by the instructor (course team), approved by all teachers of the course, and reviewed by the course-offering unit before implementation.

Article 6 Usual performance shall reflect both learning outcomes and attitude, generally including class performance, assignments, quizzes, papers, reports and other items. Practical grades such as in-course experiments and experiment reports shall not be double-counted in the usual performance of theoretical courses.

Article 7 Instructors shall keep complete records of usual performance assessment, which shall be submitted to the course-offering unit as teaching archive for future reference upon course completion.

Article 8 Midterm examinations shall be organized for all courses. For short-semester courses, the teaching and research office may decide whether to conduct a midterm examination through discussion. Midterm grades may be excluded from the final grade for courses without midterm assessment.

Article 9 Courses with in-class practice must include a practical grade, which usually accounts for 10%–25% of the final grade with reference to the proportion of practical hours in total class hours. For courses where practical hours account for one-third or more of total hours, the practical grade must be passed; otherwise, the entire course shall be deemed failed.

Article 10 Students who are absent for more than one-third of the total class hours or fail to submit one-third of the assignments (experiment reports) shall be disqualified from the final examination of the course.

Chapter 3 Grade Recording

Article 11 Course grades shall be entered into the educational administration system by instructors within the specified time after assessment. Those who fail to complete grade recording within the open period of the system due to special reasons shall submit a written

explanation, approved by the teaching leader of the course-offering unit and filed with the Academic Affairs Office. Failure to record grades on time without approval shall be identified as a teaching accident in accordance with relevant university regulations.

Article 12 Students who are absent without valid reason, violate discipline or cheat in the final examination shall have their grades recorded as “Absent”, “Violation” or “Cheating” and shall be disqualified from the makeup examination at the beginning of the next semester.

Article 13 Due to status changes, students may apply online for exemption of courses that are identical in name and credits to those already taken. Upon approval by the student’s college and the Academic Affairs Office, the final grade shall be recorded as 60 points, and the highest score of the corresponding course shall be displayed on the transcript. Retired soldiers with retained student status may apply for exemption of Public Physical Education, Military Theory and Military Skills upon resuming study, with a final grade of 75 points.

Article 14 Due to status changes, students may apply online for course substitution for similar courses already taken (same name, credits not exceeding the original course). Upon confirmation by the course-offering college and approval by the Academic Affairs Office, the final grade shall be recorded as the original grade.

Article 15 Non-English major students who achieve 60% or above of the total score in CET-4 during their study may apply for grade and credit recognition for failed College English courses in the first and second academic years, with a recognized final grade of 60 points.

Article 16 With university approval, course grades obtained by students at other institutions may be recognized and transferred for credits during their absence, based on equivalent credits and similar course names, subject to confirmation by the course-offering college and approval by the Academic Affairs Office.

Article 17 Students who fail the final assessment or are approved for deferred examination may take the makeup examination at the beginning of the next semester in accordance with relevant regulations, and the final course grade shall be recorded as the actual assessment score.

Chapter 4 Grade Correction

Article 18 Grades shall not be modified once submitted in principle. For legitimate reasons requiring modification, the instructor shall submit an online application, which shall be approved by the Vice Dean in charge of teaching and the Academic Affairs Office before revision. Applications for grade correction are accepted from the course-offering semester to the first week of the following semester; overdue applications shall not be processed.

Article 19 Students who object to their assessment grades may apply for grade review in accordance with the *Regulations on Course Assessment Management of Jiujiang University (Revised)* (*JJU [2023] No. 113*).

Chapter 5 Supplementary Provisions

Article 20 These Measures shall take effect on the date of promulgation. The former *Measures for the Administration of Final Course Grades at Jiujiang University* (*JJU [2015] No. 21*), the *Measures for the Administration of Usual Course Grade Assessment at Jiujiang University* (*JJU [2015] No. 22*) and the *Regulations on Academic Performance Administration for Student Athletes of Jiujiang University* (*JJU [2008] No. 98*) shall be repealed simultaneously.

Article 21 The right to interpret these Measures resides in the Academic Affairs Office of Jiujiang University.