

通告

编号 : N20/RO/EXAM/0007

日期 : 2020年4月9日

敬致 : 全体教职员

2020年3月份学期 - 线上教学时期科目考核总则

限行令下在线教学模式启动之初,注册处教务组及考试中心曾就作业布置、期末考取消等科目考核事宜,向全体教职员发布下述重要通告:

- i. 2020年3月21日(星期六)的《居家学习模式实施配合事项》通告。
- ii. 2020年3月18日(星期三)的《2020年3月份学期期末考(面对面)取消》通告。

为释近期部分老师的疑虑,谨此声明以上两则通告里所注明的相关规定依然有效,兹重申具体要项如下:

1. 所布置的科目作业/任务,必须都能以居家方式完成及提交。授课老师要确保使用的考核方式 (assessment method) 可以有效、合理和公平地作为衡量学生的学习成果。
2. 3月份学期的期末面对面大考取消。期末考在科目考核 (assessment) 中占30%及以下者,可不必替换考核方式,直接取消期末考即可;占30%以上者,则须替换合适的考核方式,改以布置可居家进行的作业/任务。
3. 替换方案需充分考量个别学生的客观条件,具体调整将由授课老师暨系办视乎科目性质协商决定,授课老师须提前向课程协调员报备并取得系办同意后,方可实行。此外,某些考核方式较特别的专业科目,应由系办协商出相对合适的替换方式进行相关科目的考核。
4. 原则上禁止布置任何要求即时/短期限时(指少于一周)完成并提交的作业/任务,包括线上考试。除非授课老师提前得到每位学生的同意(表态能够参与),确保所有同学具备客观参与条件。
5. 试题性质类的考核方式,必须如常通过科系的试题审核 (moderate) 流程,具体由课程协调员安排。

若有任何疑问,欢迎随时电邮到考试中心,电邮: exam@newera.edu.my。

谨此通知,敬请留意。谢谢。

新纪元大学学院

注册处(考试中心)

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NOTICE

Ref. No. : N20/RO/EXAM/007

Date : 9 April 2020

To : All Academic Staffs

General rules on Assessment for March Semester 2020

At the beginning of online teaching/ home-based learning implementation, upon Movement Control Order (MCO), Registrar's Office (Academic Affairs Unit) and Exam Unit had issued several important notices to all academic staffs regarding the cancellation of final exams and assessment related matters, listed as follows:

- i. Notice of "Matters that Require Attention Regrading Home-based Learning" on 21 March 2020.
- ii. Notice of "Cancellation of Face-to-Face Final Examination for March Semester 2020" on 18 March 2020.

In order to clear lecturers' doubts generated recently, we hereby declare that the relevant statements stated in above two notices are still valid. To elaborate the specific important items as followings:

1. The assigned assessments/tasks must be able to complete and submit by students during home-based learning. Lecturers must make sure that the assessment method used is reasonable and fair to all students in order to measure students' learning outcomes.
2. The face to face final examination for March semester has been cancelled. If the final exam only occupied 30% or less of the subject's assessment, lecturers could cancel the final exam directly without replacing any assessment method. If the final exam occupied more than 30% of the subject's assessment, lecturers must replace with the appropriate home-based assessments method.
3. The replacement assessment with a variety of home-based assessments/tasks need to put the condition of individual students into consideration. The department and lecturers are responsible to discuss and decide the assessment methods given to the students. The replacement assessment must be reported to the programme coordinators and obtained the consent of the head of department before it is carried out. In addition, for the specialized subjects that need special assessment method, the department should find a suitable replacement method.
4. We are not allowed to assign any online exam that require immediate or short-term submission date (less than one week). Unless the lecturers obtain the consent of all students in advance, we hope that lecturers already had mutual agreement from the class, with the condition that all the students are fully equipped (e.g. laptop, Wi-Fi), and they are following up via an online platform.
5. If an online exam is chosen, the exam questions should carry out with moderation as usual by department. Programme Coordinators are responsible for the arrangement.

Feel free to contact us at exam@newera.edu.my.

Thank you.

Registrar's Office (Exam Unit)
New Era University College

