

Policy Guidelines for Moderation of Exam Papers & Results, and Grading Plan.

College of Business Management

Institute of Business Management

IoBM believes in the transparent and balanced system of assessment. In this regard, under the leadership the HoD/Course Lead of the relevant program, a committee of subject experts is formed to review/moderate the question paper and check the answer copies randomly to make sure about the proper assessment. Further policy details are given below:

1. Moderation of Examination Papers

College of Business Management recognizes the importance of moderation of examination papers in the Semester Examinations as an important exam process. This policy underpins the institution's assessment practice and seeks to ensure that all assessments are set for purpose, conform to validated course documentation, and provide accurate and accessible instructions and guidance to students that all marking decisions are robust, consistent, and fair. The moderation of paper shall ensure maintenance of good standard paper in semester examinations as well as transparency of the process.

- Course Lead shall be a Senior Faculty whose field of expertise fall in the subject area of the examination paper.
- Moderation of examination papers should be done after an interactive session between the Faculty and Course Lead.

During the Moderation Process, Course Lead and faculty should pay attention to the following focal points:

- Compliance with a prescribed standard format

- Clear instructions to the candidates in the rubric
- Time allocation against the number of questions
- Mark allocation for questions and distribution of marks within sections and sub sections of a main question
- Availability of a detailed marking scheme. (Should submit with the paper) Good practices during moderation
- The process of moderation of examination papers should be done as an interactive session between the faculty and the Course Lead without any prejudices.
- During the process, the Course Lead should present constructive criticisms to improve the standard of the question paper in a friendly yet in a professional way to avoid any misunderstanding or ill feelings in either party.
- During the process of moderation both faculty and Course Lead collaborate with each other to achieve timely printing of examination papers and offer fullest cooperation to the Examination Department of the university to ensure a smooth operation of the semester examination.

2. Policy Guidelines for Moderation of Examination Results

The College of Business Management is committed to a philosophy of education and learning which aims to facilitate students to become articulate, inquisitive practitioners capable of problem solving, analysis, reflection and self-direction at a level appropriate to their development. It is College of Business Management's aim to sustain high standards and demonstrate consistency in the standard of our awards. College of Business Management strives to achieve both rigor and fairness in the assessment of students against those standards. College of Business Management is willing to ensure that standards are met through the assessments set and that they remain appropriate. This is achieved through operating systems for continuing monitoring and moderation of assessment process and outcomes.

This is a process of ensuring consistency of standards and fairness across a range of assessments within a program. It allows for Course Lead to discuss and reach agreement in a transparent, valid and consistent manner. Moderation is concerned with providing fair

assessments (quality assurance) and with adjusting outcomes of an assessment where necessary to ensure fairness in marking (quality control). Following guidelines should be adhering by faculty and Course Lead for the moderation of final results

- Sessional result (Quiz, Assignment and hourly. etc.) should be entered in portal on regular basis.
- Final result should be discussed with the Course Lead and then process for the final approval from Head of the Department.
- It is required that Course Lead should moderate result according to the prescribed grading guidelines of the Institute.
- Results should reflect the balanced grading not reflect the extremes (higher or lower).

3. Grading Guideline

Faculty is not allowed to make any deviation from the below mention grading scheme.

- A+ should be awarded only to outstanding student.
- Grade should never be changed for personal reasons.
- Reasons should be provided for a grade change.

Grade	Marks	Grade Point
A ⁺	96-100	4
A	91-95	3.89
A ⁻	87-90	3.78
B ⁺	84-86	3.67
B	79-83	3.33
B ⁻	75-78	3
C ⁺	69-74	2.67
C	64-68	2.5
D	60-63	1.5
F	<60	0

Rechecking (Scrutiny) Policy

Rechecking (Scrutiny) Policy of IoBM states that after the final exam, results have been posted, and student can apply for rechecking of his answer script of final exam or term project if he/she

has certain doubt in marking of the said answer script/term project by his faculty member. Following steps would be required for rechecking of his/her answer script.

- The student has to ensure that he/she has scored at least 60% aggregate marks in the two hourly exams & final exam and has 80% class attendance during the semester.
- The student shall apply for rechecking of his answer script/term project within three weeks after announcement of result of the examination.
- The student is required to pay Rs. 1,000 rechecking fee in accounts department that will issue receipt to the student against this payment.
- The student will collect a rechecking form from examination department, fill in the required information and submit it back to examination department along with original receipt of Rs. 1,000. During rechecking of answer script by the faculty members/committee recommended by the relevant HoD, if the changes in marks are found due to counting or calculation error, the rechecking fee will be refunded to the student.
- Examination department will provide the answer script of final exam required to be rechecked, along with the rechecking form and send it to the HOD/Dean who will get the answer script rechecked by the relevant neutral faculty member/s/committee. In case of any change in marks of question(s), faculty member will mention question-wise previous marks, corrected (revised) marks, reason/justification for change in marks and grade in the relevant columns of the rechecking form and finally sign the same.
- The change in marks and grade if found appropriate, will be reviewed by the HOD and approved by the Dean. They will also sign the rechecking form for having reviewed and approved the change in marks and grade of the student. In case of no change in marks or grade the faculty member will mention "no change in marks." The rechecking form and the answer script may be sent back to examination department for further action.
- In case of change in marks and grade, examination department will compile the revised result of the student after the change in a separate rechecking compilation form. This form shows detail of previous marks and grade before rechecking and add to the previous total marks, the additional marks given by faculty member after rechecking to