



31 May 2023

POLICY FOR CONTINUOUS ASSESSMENT

Introduction

All UTM modules have two components: viz. Continuous Assessment and Exams amounting to a total of 100%, unless specified otherwise in the Programme Document for the respective module(s). Continuous Assessment shall include but not limited to Assignments, Projects, Class Tests, Presentations, Attachments and Practicals. The structure, content and process of all Continuous Assessments are designed to reflect and reinforce the specified learning objectives and outcomes of the module.

Marking

1. The ratio of Continuous Assessment will normally vary between 30% - 50% of the total marks and Exams will constitute the remaining 70% - 50% of the total marks, unless otherwise specified in the respective programme document.
2. Students who are absent from any component of the assessment, without any justification supported by necessary documents, will be given zero.

Submission

1. The submission date for each assessment should be clearly indicated in the MIP.
2. Each Assessment, except in the case of a Test, may be accompanied by two copies of the Continuous Assessment Submission Slip (CASS-F-v1.2) duly filled by the student indicating the date of submission, countersigned by the module convenor. One copy will be attached to the assessment submitted, and the other copy will be handed over to the student.
3. Modules assessed by 100% coursework, students should submit one soft copy together with the required number of hard copies of their report.
4. **Assessment(s) excluding Projects/Dissertations** submitted after the deadline will carry a penalty of 10 percent (10%), for each working day after the deadline. No assessment shall be accepted more than 5 working days after the deadline save under exceptional circumstances.