## Assessment Strategy

Each student will be evaluated based on performance in graded activities as shown below:

## Student Assessment Scheme

|  |  |
| --- | --- |
| **Graded Activities** | **Marks** |
| Class Attendance | 07 |
| Class Test | 15 |
| Assignment | 05 |
| Presentation  Mid Term Examination | 08  25 |
| Final Examination | 40 |
| Total Marks | 100 |

**Class Attendance**

Class attendance is an essential requirement and a student attending all the classes will be awarded 07 Marks.

## Class Test

Short or MCQ questions must be answered in 30 minutes. Maximum number of class tests would be 4. Class tests must be attended and makeups would be allowed only under special circumstances with a depreciation of 10% marks.

## Assignment

This is assigned on a topic for which a student work over a period of time and then submit an assessable document through *Google Classroom/BLC* platform*.* Assignments must be submitted by the given deadline or special permission must be requested *before the due date*.

## Presentation

Power Point presentation of 5 minutes duration on selected title to be delivered and relevant questions should be answered satisfactorily before the students and teachers in the classroom for assessment before Final examination. Organize and practice your presentation in advance; make sure you don’t exceed the time limit.

## Mid Term & Semester Final Examination

This examination will consist of short and essay type questions. Questions will be provided and must be answered in 90 minutes for mid-term and 120 minutes for semester final examination. Makeups would be allowed only after acceptance of application and on payment of prescribed fees.

## Letter Grade Assignment

Daffodil International University has adopted Uniform Grading Policy as suggested by University Grants Commission of Bangladesh. Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Letter Grade** | **Percentage** | **Numerical Equivalent** | **Performance** |
| A+ | 80-100% | 4.00 | Excellent Work |
| A | 75-79% | 3.75 | Nearly Excellent Work |
| A- | 70-74% | 3.50 | Very Good Work |
| B+ | 65-69% | 3.25 | Good Work |
| B | 60-64% | 3.00 | Nearly Good Work |
| B- | 55-59% | 2.75 | Mostly Good Work |
| C+ | 50-54% | 2.50 | Above Satisfactory Work |
| C | 45-49% | 2.25 | Satisfactory Work |
| D | 40-44% | 2.00 | Poor Work |
| F | 0-39% | 0 | Failing Work |

# Class Management Policies

## Course Registration/Advising and Add/Drop

It is the student’s responsibility to understand when they need to meet the adviser for course advising and complete course registration process and also consider adding to or dropping from a course. Refer to the departmental office for deadline.

## Attendance and Participation

Students are expected to participate in all class activities as listed on the course calendar to fully understand the course. They are expected to come to the class prepared by completing the reading with sufficient attention and completing homework. They are also expected to arrive in time to class and stay until the class ends.

## Build Rapport

If you find that you have any trouble keeping up with the lectures, assignments or other aspects of the course, make sure you let your course teacher know as early as possible.

## Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degree of commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

## Academic Honesty Policy & Procedures

The principles of truth and honesty are recognized as fundamental to a community of scholars and teachers. Daffodil International University expects that both faculty and students will honor these principles, and in so doing, will protect the integrity of academic work and student grades. Students are expected to abide by the university policies on academic honesty and integrity. Violations of these policies will not be tolerated and are subject to severe sanctions up to and including expulsion from the university.

**Cheating** is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.

**Plagiarism** is a form of cheating. Plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person’s contribution.

## Student Learning Feedback

All the students are requested to provide proper feedback about their learning experience through online *Teaching Evaluation Form* available in DIU ERP website to be filled out just before the final examination. In addition, the students have the liberty to inform the course teacher at any point of time about their learning difficulty.