

## **International Institute of Information Technology, Hyderabad (Deemed University)**

### **GUIDELINES FOR FACULTY - GRADING AND EXAMS**

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#### **Objective**

This document details guidelines and procedures for conducting examinations and for grading students in courses.

#### **Grading System**

IIIT, Hyderabad follows a grade assignment scheme for evaluating a student's performance in a course. The total mark secured by a student in a course is mapped to a grade.

#### **Grades (taken from Academic Regulations)**

There are five grades that reflect performance and are used in computation of grade point average (GPA):

<b>Grade</b>	<b>Value</b>	<b>Description</b>
A	10	Excellent
A-	9	Excellent
B	8	Good
B-	7	Good
C	6	Fair
C-	5	Fair
D	4	Poor
F	0	Fail

The other grades that do not carry points and are not used in computation of GPA are:

P – Pass Grade to Human Values courses

S – Satisfactory (for thesis or R&D-apprenticeship course)

X – Unsatisfactory (for thesis/project work)

I – Incomplete (grade to be assigned later)

W – Course Withdrawal by a student within 7 weeks from the registration

A grade is awarded to a student in a course for which he/she is registered, will be based on his/her performance in different forms of evaluation (such as, examinations, labs, projects, quizzes, assignments) in the course. Each course is required to have a mid-semester exam and a final exam. For a course taken under PCO, the instructor has to place a minimum grade requirement i.e., C- and above for getting a (P) pass grade in the course. In exceptional cases wherein a student could not complete all the requirements (for reasons such as, medical problem or equipment breakdown) for securing a grade in the course, an (I) incomplete grade can be given. An incomplete grade has to be changed to a proper letter grade (A(-), B(-), C(-), D, and F) before the end of the next semester. Otherwise, it will default to a (F) fail grade.

### **Types of Grading**

There are two types of grading that can be followed for a course, namely, absolute grading, and relative grading.

**Total Marks and Absolute Grading:** The instructor is free to decide the relative weightages of the exams, quizzes, home assignments, project work, etc., while computing the total. The relative weights should be announced at the beginning of the course, together with any other grade related policy. In case of absolute grading, a predetermined and fixed range of marks is allotted for each grade. A student gets the grade corresponding to the range within which his/her marks fall. The faculty must show care in setting the exams and other assignments so that students who do excellent will get (A) grade.

### **Relative Grading**

In relative grading a histogram of total marks obtained by all students is taken and ranges for assigning various grades are decided at the time of giving the grades. These ranges for assigning grades are based on upper limit of percentage (see grade distribution below) of students in a course that can have a particular grade. While deciding the relative grades the course instructor may keep in mind that an excellent performance in his/her judgment gets a 'A', a good performance a 'B', and so on. A violation of this upper limit will require a reassignment of grades to students.

### **Grade Distribution**

Grade	Percentage of Students
A/A-	35%
B/B-	35%
C/C-	30%
D/F	as per student's performance.

Notes:

1. The above scheme can be relaxed for small classes <15-20 students, or in courses where in all students perform exceptionally well or exceptionally poor.
2. The faculty needs to use their judgment and expectation from students in

the course for grading.

3. Faculty must be very strict in the minimal expected performance from a student in order to pass the course.

The course should have absolute cut-offs for pass or fail. Students who just managed to pass can be given D grade.

For post-graduate courses, project work, and electives with fewer than 20 students the above grade distribution can be relaxed.

### **Grade Submission**

The grades must be submitted to the Dean of Academics within one week of the last final examination conducted for a semester. This grades due date will be announced to faculty before the start of the final examinations for a semester. If for any particular reason a faculty member cannot submit grades by the grades due date a written permission must be sought from the Dean of Academics. Faculty members who have not submitted grades within two weeks after grades due date must be notified to the Director of institute for further action.

The final grades conforming to grade distribution and uniformity in grading across courses will be released to the students. If required a reassignment of grades will be sought before releasing the grades to the students.

### **Examinations**

IIIT, Hyderabad has a policy of evaluating a student through various quizzes, assignments, project work and examinations for a course. It is required that each course must have at least one mid-semester examination, and a final examination. This requirement can be relaxed by seeking a written permission with appropriate justification from Dean of Academics.

### **Mid-semester Examination**

An examination is normally required to be conducted as per Institute scheduling of the exam. It is required that the exam is graded and answer sheets be distributed back to the students within two weeks after the conduct of the exam.

### **Final Examination**

The final examinations must be held at the stipulated time and day assigned for the course. Before the grades are given to Dean of Academics the students must have opportunity to view their final exam answer books. Therefore, at least one day must be set-aside for this, and students must be notified the time period during which they can view their final examinations. The final exam answer books must be preserved by the teacher for six calendar months. Faculty, if they wish, may deposit the final exam answer books with the Manager Academics. Guest faculty and visiting faculty is required to deposit answer books with Manager Academics.