

## 7.4 Grading

(i) Submission of Grades : Prior to assigning a final letter grade, the instructor-in-charge of each course must show the answer sheets to the students. The letter grades given by the instructors must reflect the progress of the student based on his/her performance in the mid-semester examination, end-semester examination, quizzes, assignments and regular attendance in the classes. Final grades must be entered online and a signed hardcopy must be submitted to the Office of Academic Affairs within the prescribed time limit as given below: Number of students Prescribed time-limit Less than 25 48 hours 26 to 50 72 hours 51 to 150 96 hours 151 to 200 120 hours More than 200 144 hours (ii) Grades: There are six letter grades: O, A, B, C, D and F. The letter grades, their descriptions, and their numerical equivalents on a scale of 10-points (called grade point) are as follows: Grade Weight (grade point) Description O 10 Outstanding A 10 Excellent B 8 Good C 6 Fair D 4 Pass F 0 Fail 'O' grade is intended to recognize and encourage outstanding performance in a class. This grade is to be used sparingly. In addition, there is an 'I' grade which stands for Incomplete. Besides, these grades, there are two other grades 'S' and 'X'. 'S' stands for Satisfactory and 'X' for Unsatisfactory.