**Evaluation/Assessment**

According to the programme/major specifications, students are required to pass relevant final examinations, complete relevant practical training, participate in graduation internship and graduation dissertation defense, etc. (Students can get information about the programme specifications and course specifications from the Teaching Affairs Secretary of each college. For more details about the Teaching Affairs Secretary, please refer to P5 of *3.5 Responsibilities and Functions of Each School within Chongqing Institute of Foreign Studies*.)

When students are enrolled, the Institute organizes students to take their entrance education/orientation training. Entrance education/orientation training will inform students of the relevant regulations that they should observe throughout their studies at the Institute. They will also be informed of the curriculum plans of each major and the relevant assessment methods and final examination timetable and duration, and participate in activities such as a welcome ceremony and a Q&A session on university life.

In addition, the Institute publishes relevant information on its official website ([https://www.cqifs.edu.cn](https://www.cqifs.edu.cn/)) and the Academic Affairs Office website [[(](https://www.cqifs.edu.cn/jwc/index.html)](https://www.cqifs.edu.cn/jwc/index.html)[[<https://www.cqifs.edu.cn/jwc/article_2804.html>)](https://www.cqifs.edu.cn/jwc/article_2804.html)](https://www.cqifs.edu.cn/jwc/article_2805.html) according to the provisions on the Regulations on Examination Management of Chongqing Institute of Foreign Studies. Comprehensive score (Final score) (100 points) = score of general performance (100 points\*X) + score of final exams (100 points\*Y). “X” refers to the proportion of the score of usual performance in the comprehensive score and “Y” refers to the proportion of the score of final exams in the comprehensive score (X+Y=100%). The Academic Affairs Office has issued the *Guidance of Course Specification of CIFS*, requiring all majors to clarify the contents of the course assessment, the proportions of the score of usual performance and the score of final exams, the assessment method of the course (with final examination or with performance evaluation) and the accordance with the course objectives of various assessment methods when formulating the syllabus of each course.

**Score of General Performance (100 points):**

In general, the proportion of the score of general performance within the comprehensive score should not exceed 30%. For highly practical or skills-driven courses, the proportion of the score of general performance shall not exceed 50%. (For more details, please refer to Article 3 in *5.14 Measures for Evaluation and Recording of Score of General Performance at CIFS*.) When the score of general performance is less than 60 points out of 100, the teacher has the right to cancel the student’s qualification to participate in the final examination of the course. (For more details, please refer to Article 4 in *5.14 Measures for Evaluation and Recording of Score of General Performance at CIFS*.)

Score of general performance is composed of scores of performances in class and scores of assigned work. Scores of performances in class include scores for classroom disciplines, class attendance and answering questions in class. Scores of assigned work include scores of quizzes, written assignments, case study, attainment logs from experiments, presentations/skills demonstrations and assessed work, 2 or 5 of which are assessed by teachers based on course features. The full score of general performance is 100 points. The teacher defines the proportions of scores of performances in class and scores of assigned work according to course objectives, teaching methods and curriculum nature. And each piece of assigned work can have its individual proportion.

1. Performance in class

The purpose of this is to guide students to focus on learning in the class. Based on *Evaluation and Recording Scheme of Score of General Performance at CIFS* in *5.14 Measures for Evaluation and Recording of Score of General Performance at CIFS*, teachers deduct points according to their corresponding performance in class such as absence without a valid reason or violation of class disciplines.

1. Assigned Work

This part includes quizzes, written assignments, course thesis, experimental reports, practical operations work, etc.

Quizzes: Quizzes are conducted in class following the teachers’ instruction on the knowledge points and usually last less than 10 minutes, and the question types are composed of multiple choices, filling in blanks or true-false questions.

1. Written assignments

Written assignments are to assess students’ understanding of the knowledge points specified in the course syllabus and should be completed after class and submitted before due dates. In principle, written assignments should not exceed 1,000 words (referring to the standard of the composition in National College Entrance Examination), which can be handwritten or in electronic version according to the teachers’ requirements.

1. Case study

Case study is to assess students’ ability to comprehensively apply the knowledge points. Case study should be completed after class and submitted before due dates and should not exceed 3,000 words in principle (referring to the minimum standard of graduation dissertation).

Attainment logs from experiments: Attainment logs from experiments are for experimental courses and are submitted after class. If the course attribute is “Experimental Course” in the syllabus, the attainment logs from experiments are required. The time, place, equipment, purpose, conclusion, and experience of each experiment are required to be written on the attainment logs from experiments.

1. Skills Demonstrations

Presentations are conducted in labs, individually or in groups over a 90-minute period. The instructor assesses the students based on their delivery of the presentations.

1. Portfolios

Portfolios are suitable for courses of art majors, which refer to courses belonging to the art category in *Catalogue of Undergraduate Majors in General Higher Education* issued by the Ministry of Education of China (<http://www.moe.gov.cn/srcsite/A08/moe_1034/s4930/202003/t20200303_426853.html>). Assessed works may include fine arts works, photography works, documentaries, microfilms, etc. Students use their extra-curricular time to complete the works, and the teacher may ask the students to complete the works individually or in groups and submit the works through a USB flash disk or online.

Teachers can give scores based on the quality of students’ assigned work or deduct points for negative behaviors during their completion process. (For more details, please refer to *Points Deduction Standard* in document *5.14 Measures for Evaluation and Recording of Score of General Performance at CIFS*.) For more details about academic misconduct in Assigned Work, please refer to *5.6 Academic Misconduct*.

**Score of Final Examination (100 points):**

Students obtain their scores for final examinations by participating in final exams. According to course specifications, assessment forms of final exams can be divided into “final exams” and “performance evaluation”.

1. Final exams

Final exams are scheduled in the last two weeks of each semester and are arranged by the Academic Affairs Office, which issues final exam handbooks for students and invigilators. In general, a final exam lasts for 120 minutes. (For more details, please refer to Article 3 in *5.12 Regulations on Examination Management of Chongqing Institute of Foreign Studies*) Most of the final exams are conducted in a “closed book” way. For courses that focus on general skills/knowledge or innovative abilities, final exams can be conducted in an “open book” way.

Under the background of curriculum reform and examination reform, open-book examinations can be adopted for some public courses to develop students' independent innovation ability. During an open-book exam, students are allowed to bring some references distributed by the Institute, but additional references such as mobile phones are prohibited. If other courses wish to adopt this approach, an application needs to be submitted by the school and reviewed by the Academic Affairs Office. Open-book examinations can be carried out after the review and approval.

At present, open-book courses in CIFS include Innovative Education, Physical and Mental Health, Marketing Strategies and Communication Skills, Basic Chinese Culture, Social Etiquette, Literature Search, National Condition and Policies, Application Writing, Military Theory, and National Safety Education.

1. Performance evaluation:

Performance evaluation is conducted in the last class of the semester and lasts 90 minutes. Evaluation forms are as follows (For related regulations, please refer to Article 5 in *5.12 Regulations on Examination Management of Chongqing Institute of Foreign Studies*.)

Paper: A paper is required to be completed and submitted in class, with no more than 1,000 words in a closed-book or an open-book way;

Oral test: Suitable for courses related to languages, such as College English Listening and Speaking;

Conclusion and reflection: Suitable for courses related to internship and practical learning;

Physical fitness test: Suitable for Physical Education;

Skills Demonstrations: Suitable for engineering courses. The teacher gives students marks on operation skills in class;

Assessed works: Suitable for art courses, including the display and presentation of portfolios or shows/exhibitions in class.

The evaluation methods described above are implemented individually, not in teams or groups.