## Measures for Evaluation and Recording of Score of General Performance at CIFS

These measures are adopted in order to guide students to focus on learning in the class, abide by classroom rules and complete personal and group homework and other assignments given by the teachers, allow teachers to gain more flexibilities on teaching, strengthen the supervision of classroom teaching and learning process and create better learning environment for students.

**Chapter 1 Basic Requirements**

**Article 1** The assessment of general performance is important. All teachers should pay close attention to each part of the process, to ensure the authenticity and accuracy of the recording of general performance and guide the improvement of teaching and learning quality.

**Chapter 2 Assessment of Students’ General Performance**

**Article 2** Students’ scores of general performances are composed of In-Class Performance and Assigned Work.

2.1 Scores of Performances in Class

Scores of Performances in Class consists of the score of class attendance, of answering questions in class, and of class disciplines. The Score of classroom disciplines should be recorded based on the following:

1. Whether attending class on time and whether abiding by class rules and policies of absence;

(2) Whether cooperating with the teacher in the roll call and whether there is any behavior disturbing the roll call;

(3) Whether there are any behaviors violating class disciplines, such as whispering, making noise and playing in class;

(4) Whether using mobile phones and other communication devices that are not allowed in class;

(5) Whether sleeping in class;

(6) Whether there are other behaviors unrelated to class teaching and learning.

2.2 Scores of Assigned Work

Scores of Assigned Work can include those of students’ quizzes, written assignments, case study, attainment logs from experiments, presentations on skills, and assessed works/portfolios.

**Chapter 3 Measures for Evaluation and Recording of Scores of General Performance**

**Article 3** Percentage of general performance score in students’ comprehensive scores:

1. The comprehensive score of each course is calculated as 100 points, which is composed of the score of general performance of the course and the score of final examination. The comprehensive score = (the score of general performance × defined percentage) + (the score of final examination × defined percentage);
2. In general, the percentage of the score of general performance within the comprehensive score shall not exceed 30%. For highly practical or skills driven courses, the percentage of the score of general performance shall not exceed 50%.

**Article 4** Detailed rules for the assessment of students’ general performance:

1. The scores of general performances can be given according to the rule of “backward deduction”. Before participating in the course teaching activities, all students shall be recognized as obtaining the full score of general performance which is 100 points, and the teacher will deduct or not deduct corresponding points according to the actual performance of each student according to the provisions in this document*.*

2.When the score of general performance is less than 60 points, the teacher has the right to cancel the student’s qualification to participate in the final examination of the course. One week before the end of the course, the teacher shall submit the list of students who have been disqualified from the course examination to the corresponding Teaching and Learning Office. After being approved by the supervisor of teaching and learning and the dean of corresponding school, the list shall be submitted to the School to which the student is affiliated and the Academic Affairs Office for record. In the last class, the teacher will inform the students of their individual scores of general performances and the list of students disqualified from the final examination.

Students can appeal the score of general performance including disqualification decision referring to the policies in Academic Appeals and Complaints in section 5.2.

**Evaluation and Recording Scheme of Score of General Performance at CIFS**

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| **Teaching & Learning**  **Process/Project** | | **Assessment Content** | **Points Deduction Standard** | **Maximum Points Deducted** | **Notes** |
| Performance in Class | Points Deduction Standards for Class Attendance | Being late or leaving early for more than 25 minutes without a valid reason shall be regarded as absenteeism | 10 points / time | M1≤50 | “M” refers to points deducted. The sum of M1, M2, M3 and M4 should not exceed the total score of general performance, which is 100 points. |
| Being late for class | 5 points / time |
| Leaving early without teacher’s permission | 5 points / time |
| Disturbing the order of roll call or impersonating others in the roll call | 5 points / time |
| Points Deduction Standards for Abiding by Class Disciplines | Whispering, making noise, playing, eating or other violations of class disciplines | 5 points / time | M2≤60 |
| Using mobile phones and other communication devices that are not allowed in class | 5 points / time |
| Sleeping in class | 5 points / time |
| Other behaviors that disturb class teaching and learning | 5 points / time |
| Points Deduction Standard for Answering Questions in Class | Not answering teacher’s question as required | 5 points / time | M3≤40 |
| Not presenting on stage as required | 5 points / time |
| Assigned Work | Points Deduction Standards for Assignments | Not turning in Assigned Work (including experimental reports, etc.) | 10 points / time | M4≤60 |
| Turning in Assigned Work (including experimental reports, etc.) after the due date | 5 points / time |
| Plagiarizing others’ assignments (including experimental reports, etc.) | 10 points / time |
| Not participating in quizzes, practical operations/presentations or other assessments without a valid reason | 10 points / time |
| Not participating in group discussion/case study without a valid reason | 10 points / time |