

**澳門科技大學**  
**MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**DOCUMENTS FOR BOARDS OF EXAMINERS**

**February, 2016**

**OVERVIEW**

**REGULATIONS AND REQUIREMENTS (pages 1-15 of the document below)**

**GUIDANCE FOR BOARDS OF EXAMINERS (pages 16-48 of the document below)**



澳門科技大學  
MACAU UNIVERSITY OF SCIENCE AND  
TECHNOLOGY

**BOARDS OF EXAMINERS**

November 2014

	Page
<b>UNIVERSITY LEVEL: REGULATIONS AND REQUIREMENTS</b>	
PART ONE: REGULATIONS .....	
PART TWO: PROCEDURES AND OPERATIONS OF BOARDS OF EXAMINERS	
.....	
.....	
.....	
<b>FACULTY LEVEL: GUIDANCE FOR BOARDS OF EXAMINERS</b>	
PART ONE: EXAMINATION PAPERS AND OTHER ASSESSMENTS	
.....	
.....	
.....	
PART TWO: MARKING, GRADING AND ASSESSMENT	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
<b>PART THREE: REPORTING</b>	
.....	
.....	
.....	
Schema of Procedure for Operations of Boards of Examiners	
.....	



澳門科技大學  
**MACAU UNIVERSITY OF SCIENCE  
AND TECHNOLOGY**

**UNIVERSITY LEVEL, PART ONE:  
REGULATIONS FOR BOARDS OF  
EXAMINERS**

November 2014

**Article 1**

**Article 2**

**Article 3**

**Article 4**

**Article 5**

**Article 6**

**Article 7**

**Article 8**

**Article 9**

## Article 10



澳 門 科 技 大 學  
MACAU UNIVERSITY OF SCIENCE  
AND TECHNOLOGY

-

2016 2









**澳門科技大學  
MACAU UNIVERSITY OF SCIENCE AND  
TECHNOLOGY**

**UNIVERSITY LEVEL, PART TWO:  
PROCEDURES AND OPERATIONS OF  
BOARDS OF EXAMINERS**

**(A) POWERS, DUTIES AND RESPONSIBILITIES OF THE BOARD OF  
EXAMINERS AND MEMBERS**

**BOARD OF EXAMINERS**

- 
- 
  
- 
- 
  
- 
  
- 
- 
  
- 
  
-

•

•

•

•

•

•

•

•

•

•

•

•

•

•

•

•

## **CHAIR OF THE BOARD OF EXAMINERS**

- 

- 

- 

- 

- 

- 

- 

- 

-

**(B) MEETINGS OF THE BOARD OF EXAMINERS**

## **(C) SPECIAL ARRANGEMENTS AND CIRCUMSTANCES**

### **Special Arrangements for Examinations**

### **Consideration of Extenuating and Mitigating Circumstances**

•

•

•

•

## **Applying for Consideration of Extenuating and Mitigating Circumstances**





澳門科技大學  
MACAU UNIVERSITY OF SCIENCE AND  
TECHNOLOGY

## GUIDANCE FOR BOARDS OF EXAMINERS

**PART ONE: EXAMINATION PAPERS AND OTHER ASSESSMENTS**

**(A) APPROVAL OF EXAMINATION PAPERS AND OTHER ASSESSMENTS**

- 
- 
- 
- 
- 
- 
- 
- 
-

- 
- 
- 

- 

- 
- 

- 
- 
- 

- 
- 
- 

- 

- 

- 
- 
- 

-

•

•

•

•

•

•

•

•

**(B) GUIDANCE ON PLANNED MARK DISTRIBUTIONS**

**(C) BEFORE A MEETING OF THE BOARD OF EXAMINERS TO CONSIDER EXAMINATION PAPERS AND ASSESSMENTS**

For each course:

- 
- 
- 
- 
- 
- 
- 
-

## **PART TWO: MARKING, GRADING AND ASSESSMENT**

### **(A) SUMMARY OF OVERALL GUIDANCE FOR BOARDS OF EXAMINERS**

- 
- 
- 
-

---

<b>FIRST CLASS DEGREE (GPA 3.40-4.00)</b>	<b>2(i) DEGREE (3.00-3.39)</b>	<b>2(ii) DEGREE (2.50-2.99)</b>	<b>THIRD CLASS DEGREE OR BELOW (<math>\leq 2.49</math>)</b>
---	--	---	---

---



## **(B) SUMMARY OF WHAT TO LOOK FOR BY THE BOARD OF EXAMINERS**

**Within a course**

**Across courses**



**(C) BEFORE THE MEETING OF THE BOARD OF EXAMINERS TO CONSIDER MARKING, GRADING AND ASSESSMENT**

**DRAFT AGENDA FOR THE MEETING OF THE BOARD OF EXAMINERS FOR THE UNDERGRADUATE/POSTGRADUATE PROGRAM IN . . . .**

**FOR EACH COURSE**

**procedures**

**moderation**

**range**

**distribution**

**outliers**

**FOR EACH PROGRAM/MAJOR**



**(D) PAPERS TO PREPARE FOR THE BOARD OF EXAMINERS FOR EACH PROGRAM/MAJOR**

**(See relevant draft agenda)**

**FOR UNDERGRADUATE YEAR ONE, YEAR TWO AND YEAR THREE STUDENTS:**

**FOR UNDERGRADUATE YEAR FOUR/FINAL YEAR STUDENTS:**

													I
													II(1)
													II(2)
													I
													III

**FOR MASTER'S AND DOCTORATE STUDENTS WHO ARE COMPLETING TAUGHT COURSES:**

# COURSE REPORT PRO-FORMA

<b>Semester:</b>	<b>Course Code:</b>
<b>Course Title:</b>	
<b>Course Co-ordinator:</b>	
<b>Other staff involved:</b>	

<b>Number of students registered at the start of the course</b>	<b>Number:</b>	
<b>Number of students finishing the course and the percentage of those who registered at the start of the course</b>	<b>Number:</b>	<b>%</b>
<b>Number of students passing the course and the percentage of those who finished the course</b>	<b>Number:</b>	<b>%</b>
<b>Overall average mark and standard deviation (SD)</b>	<b>Mark:</b>	<b>SD:</b>

Distribution of grades (number and percentage of students)						
Grade	Number	%		Grade	Number	%
A+				F		
A				T		
A-				AF		
B+				P		
B-				NP		
C+				DX		
C				X		
C-				S		
D				W		

Question analysis (examination only): please indicate the number of students attempting each question (add rows/question numbers where necessary).						
Question	Number	%		Question	Number	%
Q1				Q6		
Q2				Q7		
Q3				Q8		
Q4				Q9		
Q5				Q10		



**(E) CONSIDERATION OF EXTENUATING AND MITIGATING  
CIRCUMSTANCES, AND MEDICAL EVIDENCE AT THE BOARD OF  
EXAMINERS' MEETING**

d[H(t)-4(h)p363(4(c)-3(es)l(c)-3(es)5(. )-131( T1 0 0 1 3321 0 0 1 190.25 466.87:)-3349.61Tc



**(F) AFTER THE MEETING OF THE BOARD OF EXAMINERS**

**(G) CONSIDERING MARKS BY BOARDS OF EXAMINERS**

COURSE IDENTIFIERS					GRADES AWARDED														DATA ON DISTRIBUTIONS														
Course Intake	Faculty Code	Course Code	Course Title	Lecturer	A+	A	A-	B+	B	B-	C+	C	C-	D	P	Total passed students	F	O	T	A	F	NP	Total failed students	DX	Students with Blank Grade	Mean	Median	S.D.	Range MIN	Range MAX	Kurtosis	Skewness	
1009	TS	DE004	FULL TITLE	D1 Name	4	0	3	4	6	0	3	2	1	3	0	26	2	2	0	2	0	2	0	6	0	0	64.64	72.23	24.86	0	98.5	1.2	-1.12
1009	FI	DE004	FULL TITLE	D2 Name	2	2	4	4	3	2	1	0	7	0	0	25	3	0	0	1	0	4	0	0	0	67.83	72	19.74	0	95.9	3.55	-1.38	
1009	FI	CD002	FULL TITLE	D1 Name	4	2	3	3	4	4	6	2	7	10	0	45	0	3	0	2	0	5	0	0	0	62.12	63	20.81	0	99	1.67	-0.8	
1009	FI	CN005	FULL TITLE	D1 Name	2	4	0	2	3	1	7	3	1	1	0	24	0	2	0	0	0	2	0	0	0	68.44	65	18.51	19.5	99	1.15	-0.71	
1009	IN	CX007	FULL TITLE	D1 Name	0	1	3	2	2	4	3	2	3	10	0	30	4	6	0	5	0	15	0	0	0	50.54	51	23.49	0	89	0.34	-0.73	
1009	IN	CX008	FULL TITLE	D1 Name	3	1	2	4	2	3	4	4	1	1	0	25	0	0	0	0	0	0	0	0	0	73.71	70.95	13.01	52	98.1	-0.9	0.27	
1009	IN	CR001	FULL TITLE	D1 Name	4	4	3	1	4	4	6	5	7	4	0	42	3	4	0	0	0	7	0	0	0	64.21	62.97	18.78	8.45	98.19	0.4	-0.33	
1009	IN	CR001	FULL TITLE	D2 Name	3	3	3	2	7	2	3	7	11	9	0	50	1	3	0	2	0	6	0	0	0	61.24	59.35	19.42	0	95.16	2.11	-0.79	
1009	FI	SS002	FULL TITLE	D1 Name	3	1	7	2	4	5	3	6	1	0	0	32	1	0	0	0	1	0	0	0	0	73.18	72	12.54	40.3	95	-0.06	-0.22	
1009	FI	SS002	FULL TITLE	D2 Name	6	7	8	6	5	2	6	4	1	0	0	45	0	0	0	1	0	1	0	0	0	77.67	81.35	16.34	0	96	10.3	-2.45	
1009	FI	PR004	FULL TITLE	D1 Name	0	0	5	1	1	0	1	3	2	3	0	16	0	2	0	0	0	2	0	0	0	64	61.5	16.62	35	85	-1.07	-0.16	
1009	H	FR001	FULL TITLE	D1 Name	4	4	3	3	3	1	3	2	2	1	0	26	0	1	0	0	0	1	0	0	0	75.78	81	18.72	17	100	2.21	-1.18	
1009	H	FR001	FULL TITLE	D2 Name	7	6	1	7	1	0	5	1	0	2	0	30	0	0	0	1	0	1	0	0	0	78.03	82	19.98	0	100	6.76	-2.15	
1009	P	NP006	FULL TITLE	D1 Name	2	4	1	5	0	1	1	0	1	0	0	15	0	0	0	0	0	0	0	0	0	80.41	82	11.02	53	92.5	1.4	-1.25	
1009	PI	NP006	FULL TITLE	D2 Name	3	1	3	3	3	0	0	0	0	0	0	13	0	1	0	0	0	1	0	0	0	78.8	81.5	19.52	15	94.7	10.3	-3	
1009	PI	DR101	FULL TITLE	D1 Name	0	1	5	3	5	1	4	1	4	1	0	25	0	0	0	0	0	0	0	0	0	71.29	72.8	11.88	50.7	90.4	-1.17	-0.16	
1009	PI	DR101	FULL TITLE	D2 Name	0	0	4	9	5	13	4	2	0	0	0	37	0	0	0	0	0	0	0	0	0	73.75	71.3	7.179	61.5	86.7	-1.06	0.18	

**MEAN**

**MEDIAN**

**RANGE**

**STANDARD DEVIATION**

**REVIEWING MEANS, MEDIANS, RANGE AND STANDARD DEVIATIONS TOGETHER**

•

•

•

•

•

## KURTOSIS

## **SKEWNESS**



COURSE IDENTIFIERS				GRADES AWARDED														DATA ON DISTRIBUTIONS														
Course Intake Faculty Code	Course Code	Course Title	Class Code	Lecturer	A+	A	A-	B+	B	B-	C+	C	C-	D	P	Total passed students	F	O	T	A	F	NP	Total failed students	DX	Students' Blank Grade	Mean	Median	S.D.	Range MIN	Range MAX	Kurtosis	Skewness
1009	TS DE004	FULL TITLE D1	Name		4	0	3	4	6	0	3	2	1	3	0	26	2	2	0	2	0	6	0	0	0	64.64	72.23	24.86	0	98.5	1.2	-1.12
1009	FI DE004	FULL TITLE D2	Name		2	2	4	4	3	2	1	0	7	0	0	25	3	0	0	1	0	4	0	0	67.83	72	19.74	0	95.9	3.55	-1.38	
1009	FI CD002	FULL TITLE D1	Name		4	2	3	3	4	4	6	2	7	10	0	45	0	3	0	2	0	5	0	0	62.12	63	20.81	0	99	1.67	-0.8	
1009	FI CN005	FULL TITLE D1	Name		2	4	0	2	3	1	7	3	1	1	0	24	0	2	0	0	0	2	0	0	68.44	65	18.51	19.5	99	1.15	-0.71	
1009	IN CX007	FULL TITLE D1	Name		0	1	3	2	2	4	3	2	3	10	0	30	4	6	0	5	0	15	0	0	50.54	51	23.49	0	89	0.34	-0.73	
1009	IN CX008	FULL TITLE D1	Name		3	1	2	4	2	3	4	4	1	1	0	25	0	0	0	0	0	0	0	0	73.71	70.95	13.01	52	98.1	-0.9	0.27	
1009	IN CR001	FULL TITLE D1	Name		4	4	3	1	4	4	6	5	7	4	0	42	3	4	0	0	0	7	0	0	64.21	62.97	18.78	8.45	98.19	0.4	-0.33	
1009	IN CR001	FULL TITLE D2	Name		3	3	3	2	7	2	3	7	11	9	0	50	1	3	0	2	0	6	0	0	61.24	59.35	19.42	0	95.16	2.11	-0.79	
1009	FI SS002	FULL TITLE D1	Name		3	1	7	2	4	5	3	6	1	0	0	32	1	0	0	0	0	1	0	0	73.18	72	12.54	40.3	95	-0.06	-0.22	
1009	FI SS002	FULL TITLE D2	Name		6	7	8	6	5	2	6	4	1	0	0	45	0	0	0	1	0	1	0	0	77.67	81.35	16.34	0	96	10.3	-2.45	
1009	FI PR004	FULL TITLE D1	Name		0	0	5	1	1	0	1	3	2	3	0	16	0	2	0	0	0	2	0	0	64	61.5	16.62	35	85	-1.07	-0.16	
1009	H FR001	FULL TITLE D1	Name		4	4	3	3	3	1	3	2	2	1	0	26	0	1	0	0	0	1	0	0	75.78	81	18.72	17	100	2.21	-1.18	
1009	H FR001	FULL TITLE D2	Name		7	6	1	7	1	0	5	1	0	2	0	30	0	0	0	1	0	1	0	0	78.03	82	19.98	0	100	6.76	-2.15	
1009	P NP006	FULL TITLE D1	Name		2	4	1	5	0	1	1	0	1	0	0	15	0	0	0	0	0	0	0	0	80.41	82	11.02	53	92.5	1.4	-1.25	
1009	PI NP006	FULL TITLE D2	Name		3	1	3	3	3	0	0	0	0	0	0	13	0	1	0	0	0	1	0	0	78.8	81.5	19.52	15	94.7	10.3	-3	
1009	PI DR101	FULL TITLE D1	Name		0	1	5	3	5	1	4	1	4	1	0	25	0	0	0	0	0	0	0	0	71.29	72.8	11.88	50.7	90.4	-1.17	-0.16	
1009	PI DR101	FULL TITLE D2	Name		0	0	4	9	5	13	4	2	0	0	0	37	0	0	0	0	0	0	0	0	73.75	71.3	7.179	61.5	86.7	-1.06	0.18	

•

•

- 
- 
- 
- 
- 
- 
- 
-

## (H) AGREEMENT TRIALS

- 

-



**(I) ASSESSMENT RUBRICS**



**澳 門 科 技 大 學**  
**MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**BOARD OF EXAMINERS REPORT PRO-FORMA**

**Faculty:**

.....

**Board of Examiners for which Program(s):**

.....

.....

**Total number of meetings:.....**

**Please attach to this report a copy of the following:**

**All meeting minutes, which should include the following information:**

- 1. The attendance list**
- 2. The agenda**
- 3. Materials discussed on this meeting (if any)**

**N.B. This completed form and all its attachments should be completed and kept in the Faculty Office and a copy be sent to the QA Office by 28 (29) February and 31 July.**

**Signed: Chair of the Board of Examiners .....**

**Date: .....**

**THIS FRONT COVER SHOULD BE USED AS THE FRONT COVER FOR THE REPORT, AND**

**Please report on the following, where relevant:**

**Please write the report here, and continue on another sheet if required**



## SCHEMA OF PROCEDURE FOR OPERATIONS OF BOARDS OF EXAMINERS

