

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

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PART TWO: PROCEDURES AND OPERATIONS OF BOARDS OF EXAMINERS

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PART TWO: MARKING, GRADING AND ASSESSMENT

PART THREE: REPORTING

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



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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

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CHAIR OF THE BOARD OF EXAMINERS

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(B) MEETINGS OF THE BOARD OF EXAMINERS

(C) SPECIAL ARRANGEMENTS AND CIRCUMSTANCES

Special Arrangements for Examinations

Consideration of Extenuating and Mitigating Circumstances

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Applying for Consideration of Extenuating and Mitigating Circumstances



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND
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GUIDANCE FOR BOARDS OF EXAMINERS

PART ONE: EXAMINATION PAPERS AND OTHER ASSESSMENTS

(A) APPROVAL OF EXAMINATION PAPERS AND OTHER ASSESSMENTS

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(B) GUIDANCE ON PLANNED MARK DISTRIBUTIONS

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

For each course:

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PART TWO: MARKING, GRADING AND ASSESSMENT

(A) SUMMARY OF OVERALL GUIDANCE FOR BOARDS OF EXAMINERS

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FIRST CLASS DEGREE (GPA 3.40-4.00)	2(i) DEGREE (3.00-3.39)	2(ii) DEGREE (2.50-2.99)	THIRD CLASS DEGREE OR BELOW (≤ 2.49)
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(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

Semester:	Course Code:
Course Title:	
Course Co-ordinator:	
Other staff involved:	

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

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**

(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	Class Code	Lecturer	A+	A	A-	B+	B	B-	C+	C	C-	D	Total passed students	F	O	T	A	F	N	P	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	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	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	

MEAN

MEDIAN

RANGE

STANDARD DEVIATION

REVIEWING MEANS, MEDIAN, RANGE AND STANDARD DEVIATIONS TOGETHER

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KURTOSIS

SKEWNESS

COURSE IDENTIFIERS					GRADES AWARDED																	DATA ON DISTRIBUTIONS										
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
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
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
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
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
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
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
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
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
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	0	73.18	72	12.54	40.3	95	-0.06	-0.22
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
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
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
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
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
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
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
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

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(H) AGREEMENT TRIALS

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(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

