

Students' Examination

UKT Business Examination Handbook



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Please note that these pages are intended to explain to students the many rules and regulations concerning examinations, assessment and rules for progression. They are not meant to replace any other rules and regulations. In cases of doubt the college rules and regulations will take precedence.

Introduction

1. This booklet is a brief guide to students about the coursework and examinations. Please make sure you familiarise yourself with its contents. Ignorance of coursework and examination requirements will not be accepted as an excuse for poor or incomplete performance. If in doubt, **ask**. Sources of information can be obtained from the Programme Leader
2. Despite the apprehension examinations cause for most students they are a fact of College life and form a major part of the overall assessment of a students' performance. The purpose of this booklet is to explain the chief features of the coursework and examination system at Brickfields Asia College for your benefit and ultimately that of the College. After all, the more you understand about it, the more opportunities you have to get the best out of your studies and to perform to the best of your ability.

Assessment modes

3. Assessments will be based on:
 - a. Coursework (25%)
 - b. Examinations (75%) – i) Mid Term Exam (25%)
ii) Final Exam (50%)
4. Students are required to pass **Minimum passing mark 50%** which is a combination of the coursework, mid-term exam and the final examination mark. If a student fails to obtains a passing mark, the student is deemed to have **FAILED** the subject and will have to re-do or re-sit the particular assessment component.

1. The minimum mark for passing the coursework is 10, passing mark for Mid-term 10 and the minimum mark for passing the final exam is 30 (based on the 25%, 25% and 50% division of marks).

Eg. 10 (coursework) + 10 (mid-term exam) + 30 = 50 (PASS)

Guidelines for writing Assignments and Exams

PART A : Format of Coursework/Assignments (25% of final mark)

2. Candidates are required to submit their assignments in the following format:

Typed, printed and stapled and taped together

- a. (Note: Fancy binding, graphics and colored papers are **NOT** required)
- b. Text and Footnotes font type: Calibri
- c. Text Font Size: 12
- d. Footnotes Font Size: 10
- e. Text must be **'Justified'**
- f. Line spacing: 1.5
- g. Assignments should be printed on **ONLY ONE** side of the A4 sized paper.
- h. Word count should not exceed 3000 words.¹
An allowance of +/- 100 words is allowed.

1 The word count does **NOT** include the Footnotes and Bibliography.

4. The following are optional and may be included where applicable but are **NOT** mandatory (they should be used **MODERATELY**):
 - a. Contents page
 - b. A **SEPARATE** section for Table of Statutes and Table of Cases. This should be in alphabetical order.
 - c. Breakdown of Chapters, Headings and Sub-headings
 - d. Relevant Appendices and Annexures
 - e. Diagrams, Charts, Tables or Pictures

5. Assignments will **NOT** be assessed and will be returned to the candidate if:
 - a. the candidates name is stated on the assignment;
 - b. no references (footnotes and bibliography) are provided in the assignment (See footnote 2 above for more details)
 - c. the assignment is not accompanied with the instructions page stating the candidate's IC and ID numbers.

PART B : Format for Answers during Final Exams (50% of final mark)

Instructions to candidates:

1. Use blue OR black ballpoint ink pens **ONLY**
2. Handwriting **SHOULD BE** legible. 0 Marks will be given for illegible writing.
3. Leave a line before starting a new paragraph.

4. Start a new question on a fresh page.
5. Underline all cases and other references.
6. Avoid use of bullet points, numbers to present arguments/answers.
7. Write the question number clearly in the margin for every question, on every page.
8. Students can bring statute books in the exam hall for the permitted subjects. Important sections in these books can be highlighted ***in one colour.***
9. Note that the student must pass **BOTH** the coursework and the exam to pass the entire subject.
10. Please attach any supplementary answer booklets to the main answer booklet in the exam.

Timing of Examinations

6. Examinations are scheduled **THREE(3)** times a year:
 - i) Mid -Term Exam :
 - 16 / 17 week after the commencement date
 - ii) Final Exam :
 - at the end of Year 1
 - at the end of Year 2 Re-sit Exam :
 - three (3) weeks after the final exam end

Examination Timetables

7. Final Examination Timetables will be posted on the **Student Portal** [College Management System] found on the website and also on published on the respective Intake timetables. Please make sure you check the Final Timetable to see if any of your exams have been moved. **Misreading of the timetable is not a valid reason for absence or late arrival.**
8. The Supplementary Exam Timetable will also be posted on the **Student Portal** and copies of which can be obtained from the Programme Department upon registration for the said exams. This is strictly meant for students requiring to re-sit or who have missed the Semester examinations because of illness or other compassionate grounds.
9. The Year 1 and Year 2 Exam Timetables are worked out on the basis of the modules you registered for at the start of session. You will only receive marks for modules on which you are formally registered. You should therefore check your registration. You may even be awarded a mark of 0 and denied an opportunity to re-sit your module if you have attended the wrong module examination. **It is imperative that you keep the Academic Office informed.** We cannot always solve your problem if you have caused it yourself.
10. The Supplementary Exam Timetable is based on the modules which students have informed the Academic Office they intend to re-sit (***Note - you cannot re-do a piece of coursework or re-sit an exam you have passed!***). Please make sure you indicate on the Supplementary Exam Form your proper contact (mobile) number.

Exam Venues

11. ***The Examination Venue is always located at BAC's PJ Campus unless stated otherwise.*** Seating Arrangements for the exams (venue and seat numbers for every paper) will be posted outside the exam venues shortly before the exams. **Make sure you turn up at the right place at the right time and occupy a correct seat.** Failure to do so will only cause you problems and lose you time in the exam room. The examination hall will be closed 30 minutes after the examination commences.

Assessment

12. Make sure you know what you have to do and keep to deadlines for the submission of assessed work. Failure to do so may result in one or more of the following:
 - i. marks lost for late or non-submission of course work, possibly leading to a zero mark with no opportunity to represent;

(Even if you are allowed to re-sit the highest mark you may achieve is 50).
 - ii. exclusion from the exams;
 - iii. Exclusion from College.

13. Assessed coursework should be presented in the correct form at and by the specified date. Please allow yourself some extra time to cover last minute problems (for example, problems with your computer files or minor illnesses such as colds, headaches etc) which may cause you to miss the deadline. You may be issued with a formal receipt in some departments which you should keep in case there is a dispute about your submission

14. You are required to email the softcopy to cw@bac.edu.my

15. As many students use their coursework for revision purposes it is advisable for you to keep a copy in case the work is still being marked at the time when you want to revise. All coursework which contributes towards your final mark for the academic year you are in must be made available to the external examiners under arrangements operating in each department.

Marking

16. In all written examinations you must have your candidate number which is provided for in the examination docket. Please make sure that you have your number at hand in the examinations. Your name will be linked to your scripts only at the Departmental Exam Board, in order to allow for special circumstances (e.g. medical or compassionate grounds) to be taken into account.

In case of disaster (e.g. failure to write your candidate number on the answer book) we ask you to write your **Mykad number** or in the case of an International student, your **Passport number** on the answer book as instructed. Except where it is impractical to do so, most coursework you submit will be marked anonymously.

17. To ensure fairness and consistency all exams and assessed coursework are marked in accordance with **the College's policy on assessment**. The policy states:

The Department is required to have in place procedures designed to ensure that at every level and for every module students and markers are protected from claims of bias or prejudice on either part.

These procedures will include at the very least sampling by a second internal marker of a minimum percentage, agreed in consultation with the external examiner, of the work being assessed, with particular emphasis on fail and borderline marks. In many cases, the department will double mark all significant assessment elements.

18. All work which counts towards your final assessment is monitored by external examiners whose job it is to vet exam papers, monitor marking standards and ensure fair play for all. Your work will therefore be examined by a number of staff both internal and external to the College, avoiding the possibility of marker subjectivity or prejudice.

Example Criteria for the Award of Marks for Undergraduate Programmes

Basis of criteria

Work to be assessed towards an award should be assessed using the following criteria (not in order of importance):

1. Relevance of answer to question set.
2. Coverage of answer: appropriate range of facts, ideas and sources.
3. Accuracy of information.
4. Structure and organisation of argument.
5. Quality of analysis, argumentation and critical evaluation.
6. Quality of expression and presentation.

While there is no set order of priority among these criteria, the main emphasis is on evidence of understanding and the ability to think, to argue a case or to solve problems.

These criteria are used to categories submissions into the following classes (note that the narratives below are guidelines).

Criteria for marking

A+ (90-100)	<p>EXCELLENT Mastery of course content at the highest level of attainment that can reasonably be expected of students at a given stage of development. The A+ grade states clearly that the students have shown such outstanding promise in the aspect of the discipline under study that he/she may be strongly encouraged to continue.</p>
A (80-90)	
A- (75-79)	
B+ (70-74)	<p>GOOD Evidence of grasp of subject matter, some evidence of critical capacity and analytical ability; reasonable understanding of relevant issues; evidence of familiarity with the literature.</p>
B (65-69)	
B- (60-64)	
C+ (50-59) C (50 – 54)	<p>SATISFACTORY Evidence of some understanding of the subject matter; ability to develop solutions to simple problems; benefitting from his/her university experience.</p>
F (0-49)	<p>FAIL For whatever reason, an unacceptable performance. The F grade indicates that the student's performance in the required exercises has revealed almost no understanding of the course content. A grade of F should warrant an advisor's questioning whether the student may suitably register for further study in the discipline before remedial work is undertaken.</p>
ABS	<p>Absent from final examination, but could have passed if exam taken. This is a temporary grade that converts to an F* after the last day of class for the next regular semester unless the student makes up the exam.</p>
EXP	<p>Transfer credit on admission (Exempted)</p>

Absence from Exams due to illness or other special circumstance

18. If you are absent from an exam you should make known, in writing you're your Programme Coordinator and must inform the Exam Department by writing and email the reasons for your absence immediately after an examination any medical or personal or other circumstance which, to a significant extent and in any case before your results are confirmed, supplying corroborating evidence where relevant. This information will be brought to the notice of the relevant Examination Board.

Late Arrival at Exams – You **should not be arrive later than 30 minutes** after the exam time start. If you miss the start, you are required to proceed to the exam venue as soon as possible. The invigilator there will advise you whether you can still sit the paper or whether you should follow another course of action.

Special Circumstances

19. If you believe that your performance in some or all of your modules may be affected by special circumstances (medical, personal or other compassionate grounds) you must complete the Special Circumstances Form and forward it to the specified staff in departments. The information will be treated confidentially and released only on a 'need to know basis'.
20. Exam Board Meetings are used to determine progress between years of study and the calculation of final marks awarded. The rules for progress deserve emphasising here:

Degree Students

Year 1

21. You will pass Year 1 if you satisfy all the following conditions in your Year 1 examinations.
- passes at 50% or more in 120 credits' worth of modules (coursework and exams) and
 - no marks below 40% (exams only) and
 - no marks below 10% (course work)
 - an overall weighted average of at least 50% (coursework and exams) and
 - satisfy all special requirements for entry to Year 2 of your degree scheme, as specified by your departments.

Only candidates who have fulfilled all the above requirements will be allowed to progress into Year 2. You will not be allowed to enter Year 2 until you have satisfied all the above conditions (ie you will not be allowed to retake failed Year 1 modules while studying in Year 2).

Year 2

22. To complete Year 2 successfully, and to gain 120 credits towards your degree you must obtain passes at 40% or above in all modules (coursework and exams).

Results

23. Details of the dates for which results will be issued will be posted on the Student Portal and students will also be notified via the short message system (sms).
24. All results are issued as follows via :
 - a. a Statement of Results (Year 1) and
 - b. a Full Transcript (Year 2).

It is your responsibility to ensure you receive your results. If in any doubt ask the Academic Office but note that **results will not be released over the phone** You must also pass modules defined as '**must pass**' in your departmental handbooks.

25. Your notification of Year 1/Year 2 results will contain the following re-sit indicators:

Year 1

- F** Failed – Candidate has failed and must re-sit (less than 50%)
- AB** Absent with reason. Students are required to produce necessary documentation from the relevant authorities to substantiate their absence eg. Letter from a Specialist
Medical Centre or Government Hospital in the case of illness, Death Certificate in the case of a death in the family, Police Report in the case of an accident or robbery,
etc. ***An MC from a private clinic will not be accepted.***
- NS** No show - Absent without reason. You will be allowed to re-sit on one further occasion only for a maximum of 40 marks (capped mark).
- NR** No Re-sit allowed (No possibility of doing a Supplementary Exam). Your failure is due to a violation of examination rules and regulations. *There would be a requirement to repeat the year in whole or in part before proceeding to Year 2.

****Subject to the Examination Boards' discretion.***

Year 2

- F** You have failed and must re-sit (less than 40%) - Fee imposed.
- AB** Absent with reason. Students are required to produce necessary documentation from the relevant authorities to substantiate their absence eg. Letter from a

Specialist Medical Centre or Government Hospital in the case of illness, Death Certificate in the case of a death in the

family, Police Report in the case of an accident or robbery, etc. An MC from a private clinic will not be accepted. (you can re-sit) - No fee.

NS Absent without reason. You will be allowed to re-sit on one further occasion only for a maximum of 40 marks (capped mark) - Fee imposed.

NR No Re-sit allowed (No possibility of doing a Supplementary Exam). Your failure is due to a violation of examination rules and regulations. *There would be a requirement to repeat the year in whole or in part before proceeding to the Final Year.

****Subject to the Examination Boards' discretion.***

26. In both Year 1 and Year 2, once results are confirmed by the Examinations Board, they will remain on your record. **You cannot under any circumstances re-sit a module you have already passed in order to achieve a higher mark.**
27. You may of course ask your department for more information about your performance in your modules and staff should be able to offer advice, for instance, on the strengths and weakness of your performance.

28. If you have passed, you will be awarded the following grades

A+	90-100	4.00
A	80 - 89	3.67
A-	75-79	3.33
B+	70 - 74	3.00
B	65 – 69	2.67
B-	60 – 64	2.33
C+	55- 59	2.00
C	50 - 54	1.67
Fail	0 -49	0

Please be informed that in order to proceed to the next level of studies just obtain a minimum of 2.00

Re-sits

All Year 1 Students

29. You may re-sit on **one (1)** further occasion following the initial failure, normally in the supplementary examination in the year of failure for *all intakes of Year 1*.

All Year 2 Students

30. You may re-sit on **one (1)** further occasion following the initial failure, normally when the module is examined during the following session. If the module is not offered the following session arrangements will be made with the Department concerned.

Special Note

31. All Students:
- You must inform the Academic Office within 14 days of the date of official release of the results of any modules you wish to re-sit. If you do not do so but submit coursework or turn up and sit an examination anyway your marks will be cancelled.
 - If you fail to turn up for a re-sit examination you will forfeit one of your re-sit opportunities. In Year 2 you will have no further opportunity to sit.

Re-sit Fees

32. Note that a re-sit fee of **RM350.00 per subject** will be charged for all **Supplementary Examinations** and for students re-sitting the following session. These fees will normally be waived in the case of students being allowed an '**AB**' re-sits in Years 1 and 2.

Unfair Practice

33. Sadly each year the pressure of exams causes some students to engage in the practice of **unfair practice**. Cases are dealt with most severely. The following is an extract from the Academic Regulation on Unfair Practice: It is an unfair practice to commit any act where by a person may obtain, for himself/herself or for another, an unpermitted advantage. This shall apply whether the candidate acts alone or in conjunction with another/others. Any action or actions shall be deemed to fall within this definition, whether occurring during, or in relation to, a formal examination, a piece of coursework, or any form of assessment undertaken in pursuit of a University qualification. Examples of unfair practice are shown below. These are not exhaustive, and other cases may fall within the general definition of unfair practice.

Examples of unfair practice in non-examination conditions

- i. Plagiarism, which can be defined as using another person's work and presenting it as one's own: examples include,
 - Copying another person's work
 - Unacknowledged translation of another person's work in order to present it as one's own.
 - Paraphrasing or adapting another person's work without due acknowledgment.
 - Unacknowledged use of material downloaded from the internet.
 - Use of material obtained from essay banks or similar agencies.

- ii. Collusion: This occurs
 - When work that has been undertaken by or with others is submitted and passed off as solely the work of one person

- When the work of one candidate is submitted in the name of another; when this is done with the knowledge of the originator, both parties can be considered to be at fault.
- iii. Fabrication of data, making false claims to have carried out experiments, observations, interviews or other forms of data collection and analysis, or acting dishonestly in any other way.
- iv. Presenting evidence of special circumstances to Examining Boards, which is false or falsified or which is, in any way, intended to mislead Examining Boards.

Examples of unfair practice in examination conditions

- i. Introducing into an examination room and/or associated facilities any unauthorised form of material such as a book, a manuscript, data or loose papers, information obtained via any electronic device, or any source of unauthorised information.
- ii. Copying from, or communicating with, any other person in the examination room and/or associated facilities except as authorised by an invigilator.
- iii. Communicating electronically with any other person, except as authorised by an invigilator.
- iv. Impersonating an examination candidate or allowing oneself to be impersonated.
- v. Presenting an examination script as one's own work when the script includes material produced by unauthorised means.
- vi. Presenting evidence of special circumstances to Examining Boards, which is false or falsified or which is, in any way, intended to mislead Examining Boards.

The Committee of Inquiry shall apply one, or a combination, of the following penalties:

1. Cancellation of the candidate's marks in part or in whole for any or all assessments taken during the semester or year in question: the Committee should specify whether or not a reassessment is permitted, either for the bare pass mark or for the full mark.
 2. Exclusion of the candidate from the College for a specific period or permanently.
 3. Disqualification of the candidate from any future examination in the College.
34. Please make sure you do not fall into the trap of unfair practice. The risks are not worth the penalties.
In particular, you should note that departments will randomly check coursework for unattributed material taken from the Web. Where there is evidence of these penalties will be applied as indicated above.
35. Departments will issue further guidance on plagiarism and unfair practice. *Make sure you familiarize yourself with it - ignorance will not be accepted as a valid defense.*

College Statement on Plagiarism

Plagiarism is the act of using someone else's work with an intent to deceive. In academic contexts, the point of the deception is normally to obtain higher marks than you think you would get for your own unaided efforts. There are several ways of going about this. You might decorate your essay with some choice expressions from some other source(s), without making it clear that you have done this. You might take substantial chunks. You might copy from notes or essays written by fellow students or even taken from the internet.

In more extreme cases, students might actually submit work to which they have contributed nothing at all, something that is entirely the work of another mind. People who do this do it for various motives. A good and ambitious student might do it because she desperately wants a very good degree result, and is doubtful if he/she can achieve that on his/ her own; or because there is a course in which he/she is relatively weak. A poor student might do it because he/she has been in the pub when he/ she ought to have been work-ing and has no work to submit. Sometimes the motives can be very complex. Whatever they are, plagiarism is intellectual dishonesty.

There is of course a very real risk of plagiarism being detected. A student may feel that he/she will get away with downloading material from the Internet and presenting it as his/her own work. But it is probably worth noting that if you find it there then the lecturer setting the topic in the first place is also aware of it.

Similarly if you copy a fellow student's work, the chances of it being spotted are very high indeed.

No intellectual endeavour is ever absolutely original. Even the most original minds depend on the thoughts and discoveries of their predecessors. And in most intellectual disciplines, students are expected to demonstrate familiarity with the established literature in their field: indeed, this is one of the key competences that you need to demonstrate in most academic fields. Most of the time, you will be citing articles and books that are especially relevant to your enquiry, and making your own contribution to it. That contribution might not be a great one, especially in the early years of a degree programme; but it will, or should, be your own.

Sometimes students can be so weak or under-confident in a subject, again especially early on in their studies, that they really find it difficult to tell what is acceptable borrowing from other sources and what is not. Sometimes, un-

acceptable degrees of borrowing can occur when a student has not actually intended to engage in unfair practice. For this reason, when a member of the

academic staff reads work that he/she suspects is not the unaided work of its supposed author, he/she may not at once notify this to the Chairman of the relevant Examining Board but may discuss it first with the student. College staff will exercise proper academic judgement.

If and when he/she decides to do so, the Chair will normally interview the student in the presence of the staff member making the enquiry, to establish whether there was an intention to benefit unfairly. The panel may decide that there was not. This, they may then think, is not **unfair**, but **bad** practice. They will probably assign an appropriately low mark to the examined element. If, however, the panel is convinced that there is on the face of it a case of unfair practice, and if the course element constitutes more than 20 credits' worth of the overall assessment weighting for the year of study, the Chairman will notify the College authorities and what happens next will be governed by the College's Academic Regulation on Unfair Practice. The most significant part of this is reproduced in this Handbook. If a case of plagiarism is established, the penalties can be very severe indeed and can result in your permanent exclusion from the College.

Where the assessed element is worth 20 credits or less, departments are au-thorised to handle the case wholly internally, unless the student chooses to appear before the College's Unfair Practice Committee. In most such cases, the mark for the assessed element will be 0 with possibly no opportunity to re-sit. More severe punishments may also be imposed (e.g. 0 for the module as a whole).

Clearly, however, the most sensible course for a student to pursue, and the course that most students do pursue, is to develop enough academic judg-ment and self-confidence for them not to be in any danger of such an accusa-tion being made against them. Most students have no wish to gain credit for what they have not themselves contributed, or to gain a qualification that is, even in part, a bogus achievement.

Sample for assessment			
Degrees of Plagiarism	% of Assessment Copied	Nature of Passage	Effect
Totally copied	>70%	All arguments	Zero mark
Heavily copied	21% - 70%	Key arguments	Deduct 30%
Copied	10% - 20%	Major arguments	Deduct 20%
Copied Passages	<10%	Minor arguments	Deduct 10%

Appeals

36. The College has an **appeals system** as defined by the Academic Regulation on Academic Progress. Appeals have to be accompanied by a payment of **RM300.00 per subject**. **Please note that all appeals must be made within seven (7) days of the publication of results. No appeals will be entertained after the seventh (7th) day of the publication of the results.** “Appeals will only be considered if a student can provide good reasons why the grounds for appeal were not made known to the relevant Examining Board before it made its decision. Students are entitled to seek verification of the fact that relevant circumstances which might have adversely affected their examination performance and which had been previously notified to departments were taken into account by the Examining Boards concerned. In their own interests therefore students should make every effort to ensure that they inform their departments in writing **before the meeting of the relevant Examining Boards** of any factors which may have an adverse effect on examination performance.” **Note that it is your responsibility to inform all your departments of special circumstances which may affect your work or progress.** Failure to do so may have disastrous results for you and only cause you problems later. All such information will be treated confidentially and used to ensure the fullest possible

consideration of your overall performance. If you choose to keep such information from your department, you cannot subsequently submit an appeal claiming you were embarrassed or did not feel it important. Appeals based on grounds which could reasonably have been notified to departments beforehand will be rejected. Please make sure you keep your department informed.

37. This of course is just one facet of the mutual responsibilities between College and student. We have a policy of openness in our procedures and we expect you to behave similar towards us.
38. There is a slightly different procedure for appeals against the result of your Year 2 examinations. Here candidates must first seek verification of their result against the following criteria:

A candidate in a College examination is entitled to ask for verification of one or more of the following:

- i. That the assessment published by the College is free of arithmetical or other errors of fact.
- ii. That the examiners were aware of exceptional personal circumstances reported by the student prior to the meeting of the Examining Board(s) concerned and which might in his/her opinion have had an adverse effect on his/her academic performance.
- iii. That the examiners were aware of defects or irregularities in the conduct of the examinations or in written advice relating thereto, when such defects or irregularities or advice can be shown to have had an adverse effect on the candidate's performance.

Evidence of exceptional personal circumstances not previously reported will not normally be accepted as the basis of an appeal unless there are good grounds for explaining why the student was unable to report them before the meeting of the relevant Examining Board. Candidates may proceed to the formal appeal stage only after verification of their results.

Individual Arrangements for Examinations

Students with special needs should inform the Academic Office of their cir-cumstance and make a request for special arrangements which will then be evaluated by the Examinations' department. The request should explain the reasons for requiring the special arrangements which **may** be made for you to perform to your utmost in exams.

Finally

39. Please remember, we want you to perform to the best of your ability, but we expect you to be responsible for your studies and to keep your department and the Registry informed. If you have problems, you will find most staff approachable but in fairness to everybody your success lies ultimately in your own hands, and depends on the way you work and respond to the challenges laid before you.

- **THE END** -

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