



Faculty of Business Studies and Finance

Wayamba University of Sri Lanka

Continuous Assessment Procedure (2021 - 2025)

Purpose

The main purpose of the Continuous Assessment (CA) Procedure of the Faculty of Business Studies Finance (FBSF) is to provide a standard mechanism to evaluate the student academic performance as a continuing process. This ensures the consistency and equality of the student academic performance evaluation and thereby facilitates the smooth functioning of student assessment with due adherence to the Student Assessment Policy of Wayamba University of Sri Lanka.

Objectives

- To ensure the uniformity of the evaluation of student academic performance as an ongoing process.
- To establish a systematic mechanism to evaluate student academic performance and make student aware on the grading of assessment.
- To facilitate the smooth functioning of students' assessment through a fair and equitable assessment procedure.
- To monitor continuous progression of students throughout the semester and provide support in their career development.

Procedure for Continuous Assessments

1. Weightage and the components of the continuous evaluation

- 1.1. The Continuous Assessment component is a compulsory evaluation component of all the course modules offered under the undergraduate programmes of FBSF.
- 1.2. The weightage of the CA must be within the range of 20% - 40% of the final mark allocated to a course module.
- 1.3. Student Continuous Assessment marks may comprise at least two different assessment components selected from tests/quizzes, term papers, research papers, assignments, case studies, presentations, practical reports, mini projects, class participation, guest lectures, workshops, field visits, role plays etc. The surprise quizzes/spot tests are not encouraged under the assessment components, but if necessary, they shall be given to a maximum of 10 marks. These assessment components should be fairly distributed throughout the semester to facilitate the assessment of student progression.

2. Continuous Assessment Guidelines (CA Guide)

- 2.1. The composition of CA and their respective weightages must be formally communicated to the students during the first week of the commencement of the course module.
- 2.2. CA guidelines (Assignment and Presentation guidelines) should be communicated to the students at the announcement of the assignment.
- 2.3. The assessments in which an industry visit is needed, the students should request the permission from the HOD/ respective lecturer to initiate with their industry visit formally by a formal request letter. In addition to that confirmation letter of participation (or any form of certification letter) from the respective organization/s should be submitted by the student along with the assignment.

3. Absence for Continuous Assessments

A student may get absent for CA due to following two reasons.

- I. Conflicting responsibilities - this includes but may not be limited to: representing the university, the province or the country in a competition or performance; observing a religious rite; working to support oneself or one's family; and having responsibility for the care of a family member and or any other reason accepted to the Faculty Board and the Senate (Student Assessment Policy, WUSL, 2018)
- II. Unforeseen events - this includes, but may not be limited to: ill health or other personal challenges that arise during a term (Student Assessment Policy, WUSL, 2018)

Students with conflicting responsibilities are required to discuss with their course lecturer(s) at the beginning of each semester, or as soon as a conflicting responsibility arises for any alternative assessment requirements. The lecturer may not be able to comply with all such requests especially if the academic standards and integrity of the course or programme could be compromised. In such cases, the respective lecturer and HOD may decide the possibility of having alternative assessments based on valid and acceptable evidences.

Students who, get absent during the semester due to unforeseen events and are unable to complete continuous assessments should get advice from the course lecturer(s) about the way of completing the CA for the semester. The student should make a written request from the respective lecturer along with the relevant evidences (medical certificates, or any other documents) within two weeks of the date of assignment submission and the lecturer and the HOD may decide the possibility of giving a differed assessment subject to the approval of the department meeting.

4. Evaluation of CA

4.1. Student must be aware of the evaluation method of CA at the time of the assessment given.

4.2. In the case of Group Assessments, the individual effort should also be evaluated separately.

Example: Group Report - discussion with the group members at the submission of the report,

Group Presentation - individual presentation skills should be evaluated

4.3. A verbal/written feedback will be given to the students at the end of the evaluation for their further improvements. All the written assessments submitted must be duly marked with the comments by the respective lecturer/s.

4.4. The assignments/mini projects where continuous supervision is needed, the respective lecturer should maintain a progress report/meeting record with the students.

4.5. The marked assessments shall be kept with the Management Assistant/Clerk/Computer Application Assistant (CAA) of the department, and students should be able to collect the relevant copies. The Management Assistant/Clerk/CAA of the department shall maintain a proper record of assignment submission.

4.6. Students should earn minimum 45% of the total weightage of continuous evaluation component (20 - 40) in order to pass the relevant course unit.

Example: $40 \times 45\% = 18$ minimum marks.

4.6.1. If any student does not earn 45% of CA, but receives 40% or more (C- or more) as the final mark (grade). Then, he/ she will receive an "I" Grade (Incomplete) as the final result at the End Semester Examination. In the next attempt he/she has to redo the CA again to earn minimum of 45%, and where he/ she shall be considered as a proper candidate.

4.6.2. If any student does not attend any of the CA component (Not submitted), but receives 40% or more (C- or more) as the final mark

(grade) - will receive "I" Grade (Incomplete) as the final result at the End Semester Examination. In the next attempt, he/she has to complete the CA to earn minimum of 45%, and where he/ she shall be considered as a proper candidate.

4.6.3. If any student receives more than 45% of CA component, but does not apply/sit for the End Semester Examination - will be treated as "Fail" at the End Semester Examination. The respective CA marks received by the student is not valid for the next attempts. In the next attempt he/she has to redo the CA again and sit for the examination as a repeat candidate.

4.6.4. If any student receives more than 45% of CA component, but receives less than 40% (C- or less) as the final mark (grade) - will be treated as "Fail" at the End Semester Examination. In the next attempt, he/she has to redo the CA again and sit for the examination as a repeat candidate.

4.7. CA marks should be displayed or communicated formally to the students before starting of the end semester examination. If a student has earned below the specified level (45% marks), then the respective lecturer/s can instruct the student to redo the same assessment again within the same semester.

4.8. The student responses for the Continuous Assessment Evaluation is obtained at the end of the semester with the Student Feedback process to ascertain the areas of improvement needed.

5. Plagiarism

All the assessments submitted are required to be free from plagiarism. The plagiarism rate accepted by the faculty is "less than 20% (<20%)". The respective lecturer/course coordinator should make the student aware of the plagiarism check at the submission of assignments and project reports.

6. Progress Report on CA

The respective lecturer should submit a progress report on CA for each course module to the HoD at the end of each semester. The file must contain the following documents.

- Course outline of the subject
- Assignment/presentation guidelines given to the students
- Assignment/presentation submission attendance sheet/s
- Progress report/meeting record of the supervision
- Attendance sheet of the Panel members who assess presentations
- CA marks for each component
- Copy of Assignment Inventory
- Evidence for displaying CA marks and feedback (Copy of the notice or LMS activity report)

Notes:

1. This procedure covers only the continuous assessment but the end semester evaluation of the student is completely done as per the examination bylaws and University Student Assessment Policy of the WUSL.
2. The assessment criteria for Dissertation and Industrial Training should be handled as specified in the Industrial Training Manual of each of Department of the FBSF.



Department of
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Guidelines for Individual Presentations and/or Written Reports

Subject

Year.....

Semester.....

Assignment No.....

Date.....

- **Intended Learning Outcomes of the assessment**

1.
2.
3.

- **Guidelines for the written report**

Instructions for the report: The Assignment and/or presentation should focus on the following.

.....

Report Format

No: of pages..... or Word Count.....

Font: Times New Roman (Heading 14, Bold; Text 12)

Line Space: 1.5

Alignment: Justified

Page Margin: 1

- **Guidelines for the presentation**

.....minutes will be allocated for the presentation. (Each student is assessed based on their performance in the presentation either at the time of presentation or responding to questions)

- **Supervision of assignment**

The student expected to be supervised by the lecturer while the assignment is carried on. The lecturer will maintain a progress report/meeting record on the progress of each individual.

- **Submission of the assignment**

The completed assignment must be submitted by the student on or before as an e - copy via the LMS/a hard copy. Late submissions are not accepted/accepted subject to

The student should submit a "plagiarism report" along with the submission of the assignment. The student should ensure that the plagiarism rate is less than 20% and if it is exceeded, the student should resubmit the assignment.

- **Evaluating the assignment /the presentation**

..... marks will be allocated for the assignment and for the presentation. These marks will be added to the final examination marks of the subject.



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Guidelines for Group Presentations and/or Written Reports

Subject

Year.....

Semester.....

Assignment No.....

Date.....

• **Intended Learning Outcomes of the assessment**

1.
2.
3.

• **Guidelines for the written report**

Instructions for the report: The Assignment should focus on the following.

.....

Report Format

No: of pages..... or Word Count.....

Font: Times New Roman (Heading 14, Bold; Text 12)

Line Space: 1.5

Alignment: Justified

Page Margin: 1

- **Guidelines for the presentation**

.....minutes will be allocated per one group for the presentation. (Each student is assessed based on their performance in the presentation either at the time of presentation or responding to questions)

- **Selection of group members**

The group must be consisted of members and **there should be a sufficient representation of both genders.**

- **Supervision of assignment**

The group needs to get the supervision from the lecturer while the assignment is carried on. The lecturer will maintain a progress report/meeting record on the progress of each group.

- **Submission of the assignment**

The completed assignment must be submitted by the group leader/any member of the group on or before as an e -copy by the LMS/a hard copy. Late submissions are not accepted/accepted subject to

The student should submit a "plagiarism report" along with the submission of assignment. The student should ensure that the plagiarism rate is less than 20% and if it is exceeded, the student should resubmit the assignment.

- **Evaluating assignment /presentation**

..... marks will be allocated for the assignment and for the presentation. These marks will be added to the final examination marks of the subject.



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Evaluation of Assignments and Presentations

Course Module:-

Level :- Semester:-

Date :-

Assignment No:-

Group Name/No: -

Index No (For individual assessment):-

Evaluation Scheme :-

Ser. No.	Area of Evaluation		Marks	Out of
	Group Assessment			
1.				
2.				
3.				
	Individual Assessment	Index Number	Marks	
4.				
5.				
Total				100

Comments

Strengths.....

.....

Areas to be improved

.....

Evaluated by;

Lecturer/s

Date.....