

Assessment Manual

**2012/13**

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**Introduction:**

The Assessment Unit is responsible for the delivery of the Continuous Assessment (CA), Mid-term Exams and the Final Exams which assesses students’ learning and progress throughout the academic year.

The Assessment Unit plays a key role from creating, conducting and marking the tests and exams.

This manual briefs the following points;

* Marks Breakdown
* Continuous Assessment (CA)
* Mid-term Exam
* Final Exam
* Student Rules
* Sample Questions

# Marks Breakdown:

# Continuous Assessment (CA):

* Continuous Assessment will be held throughout semester one and two.
* It is based on the text book writing activities and comprises of four tests per semester.
* The evaluation of students’ writing skills through several tests throughout the academic year.
* The Continuous Assessment component is worth 20%

The CA tests are based on the following activities:

* Multiple Choice Questions
* Correcting the word order
* Writing sentences
* Re-write paragraph to correct spellings, punctuation and grammar
* Fill in the blanks
* Writing paragraphs for the given prompts

|  |  |  |
| --- | --- | --- |
| **Test** | **Date** | **Marks** |
| CA Test 1 | 25/09/2012 | 5% |
| CA Test 2 | 07/10/2012 | 5% |
| CA Test 3 | 25/11/2012 | 5% |
| CA Test 4 | 09/12/2012 | 5% |

### CA Student Rules:

1. Students must be in their classrooms 30 minutes before the test time starts.
2. The test duration is 60 minutes and students must stay in their classroom during this time.
3. Students will not be allowed to take the test if they come late.
4. Mobile phones must be switched off during the test and must be kept in the pockets.
5. Students are not permitted to have any items with them when they do the test, except for a pen or pencil.
6. If a student attempts to look at his/her colleague’s paper, this will be considered as cheating, and the test will be terminated and the necessary disciplinary action will be taken according to University policy.
7. Students should remain silent throughout the test. If a student has a query, he/she should raise his/her hand for assistance.
8. It is not permitted to bring food or water in the classroom.
9. If a student finishes the test before the end time, he/she should remain seated and follow the instructions from his/her teacher.
10. Students are not allowed to go out during the test.

**CA Make-up Procedure**

If a student misses the CA test then he/she has to follow the following procedure:

* If a student misses his/her CA test for any valid reason, he/she has to request a makeup request form from his/her teacher and fill it out.
* Students have **3 days** from the day of their CA test to request and submit the makeup request forms along with their excuse to their teacher.
* The excuse must be valid and be documented (e.g. medical note, police report, etc).
* The CA makeup tests will be conducted in the multipurpose rooms or any other venue other than the classroom.
* Students are only allowed to do **ONE** makeup test in the entire semester.

# Mid-Term Exam:

* The mid-term exam is Computer Based Test (CBT).
* There are 70 questions and each question carries half a mark (1/2).
* The exam duration is 100 minutes.
* All the questions are MCQs with four options.
* The breakdown of the questions is as follows;

**Mid-Term Exam (35%)**

|  |  |
| --- | --- |
| **Item** | **Marks** |
| Listening (2 dialogues & 1 monologue) | 24 (4+10+10) |
| Reading (three passages) | 24 (4+10+10) |
| Grammar & Vocabulary | 22 (11+11) |

### Mid-Term Student Rules:

1. You can only sit the exam in your allocated computer lab, and only at the time that you were scheduled for. You cannot sit the exam in any other lab or at any other time.
2. You must present your University ID card when you enter the computer lab.
3. Mobile phones must be switched off during the exam and place it in your pockets.
4. You are not permitted to have any items with you when you sit the exam, except for your ID card.
5. Bringing flash memories to the exam is strictly forbidden. If a student is found with a flash memory during the exam, this will be considered as cheating, and their exam will be terminated.
6. You are not permitted to navigate away from the examination by minimizing the screen, trying to gain access to any other software on the computer or trying to make an internet connection.
7. If you attempt to look at your colleague’s computer screen, this will be considered as cheating, and the exam will be terminated and the necessary disciplinary action will be taken according to University policy.
8. You should remain silent throughout the exam. If you have a query, you should raise your hand for assistance.
9. You are not permitted to bring any food or drink into the computer labs.
10. Your user name is your university ID, and your password is the code given to you by the trainer.
11. Don't press "End Test" before asking the IT trainer's permission to do so.
12. After each question press the "Submit" button.
13. In the Reading Section, make sure that you answer all the questions by scrolling down to the end of the section. Don't press "Submit" until you have answered all the questions in the section.
14. Make sure that you answer all the questions. The questions are in different colors; black for attempted questions, blue for questions that have not been attempted, and red for the current question.
15. In the Listening Section, you can only listen to the recording twice.
16. There is a timer at the top of the screen.
17. If you experience a technical problem, raise your hand for assistance. Do not attempt to resolve any technical problems yourself.
18. Under no circumstances should you try to re-start the computer.

# Final Exam:

* The final exam is Computer Based Test (CBT) and speaking test.
* There are 70 questions in the CBT and each question carries half a mark (1/2).
* The exam duration is 100 minutes.
* All the questions are MCQs with four options.
* The breakdown of the questions is as follows;

**Final Exam (35%)**

|  |  |
| --- | --- |
| **Item** | **Marks** |
| Listening (2 dialogues & 1 monologue) | 24 (4+10+10) |
| Reading (three passages) | 24 (4+10+10) |
| Grammar & Vocabulary | 22 (11+11) |

* The speaking test is combination of various speaking activities i.e. introduction, speaking about situations, explaining given pictures and pair discussion etc.
* The assessor will award the marks based on range, accuracy, fluency, interaction and coherence.
* The Speaking exam will last for 15 minutes for each pair of student.

**Final Speaking (10%)**

|  |  |
| --- | --- |
| **Item** | **Marks** |
| Speaking | 10 |

### Final CBT Student Rules:

* Same as for the mid-term CBT.

### Final Speaking Student Rules:

1. Students must be on time for their speaking exam.
2. Students will not be allowed to take the exam if they come late.
3. Mobile phones must be switched off during the exam and must be kept in the pockets.
4. Students are not permitted to have any items with them when they do the exam.
5. It is not permitted to bring food or water in the classroom.
6. Students are not allowed to go out during the exam.
7. Students must speak in English during the exam.
8. **CBT Sample Questions:**
9. **Reading Section**

**Sample 1 Text and Questions**

|  |
| --- |
| 1. Banana smoothies first appeared in the 1930s. Since then, they have become very popular across the world. Not only is the banana smoothie delicious, but it has many of the nutrients our bodies need to **function**, or work properly. 2. Banana smoothies are made from fresh bananas using an electric blender. The fresh fruit gives it that chunky but creamy look. The ice keeps it cool in the hot summer heat. Bananas have a lot of healthy carbohydrates which make them a perfect food for athletes and people with active lifestyles. Smoothies help to give energy after a difficult workout. 3. Doctors recommend bananas to patients who have heart problems and high blood pressure, as they lower the risk of stroke and heart attacks. Another good thing about this wonderful fruit is that **it** protects against depression and keeps you in a good mood. 4. Banana smoothies, when mixed with yogurt and other fruits like apples or mangos, protect you from stomach ulcers and help your digestive system. Bananas are a low-calorie food; there are about 100 calories in a medium sized banana. They make you feel full, so if you eat a banana, you will avoid snacking between meals. This is **beneficial,** or good for you, because it helps you to reach your weight loss goals. But make sure you don’t put sugar in your smoothie. Bananas are sweet enough! |

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| **1.** | **What happened in the 1930s?** | |
|  |  | |
|  | A. | Banana smoothies were first made. |
|  | B. | Banana smoothies became very popular. |
|  | C. | Banana smoothies were made all over the world. |
|  | D. | Banana smoothies were found to have nutrients. |

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| --- | --- | --- |
| **2.** | **How many calories does a banana have?** | |
|  |  | |
|  | A. | 100 calories in a large banana |
|  | B. | 100 calories in a small banana |
|  | C. | 100 calories in a medium banana |
|  | D. | Bananas don’t have calories |

|  |  |  |
| --- | --- | --- |
| **3.** | **Which of the following is NOT true of bananas?** | |
|  |  | |
|  | A. | They are good for your heart. |
|  | B. | They are good for your digestive system. |
|  | C. | They can help you lose weight. |
|  | D. | They can cause depression. |

|  |  |  |
| --- | --- | --- |
| **4.** | **Banana smoothies should NOT be mixed with \_\_\_\_\_\_\_\_\_\_\_\_\_.** | |
|  |  | |
|  | A. | apples |
|  | B. | sugar |
|  | C. | mangos |
|  | D. | yogurt |

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| --- | --- | --- |
| **5.** | **In paragraph 1, what does the word 'function' mean?** | |
|  |  | |
|  | A. | To work properly |
|  | B. | To play |
|  | C. | To be popular |
|  | D. | To appear |

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| --- | --- | --- |
| **6.** | **In paragraph 4, what does the word 'beneficial' mean?** | |
|  |  | |
|  | A. | Low-calorie |
|  | B. | Sweet |
|  | C. | Good for you |
|  | D. | Full |

|  |  |  |
| --- | --- | --- |
| **7.** | **What does the underlined word 'it' in paragraph 3 refer to?** | |
|  |  | |
|  | A. | A good thing |
|  | B. | The banana |
|  | C. | A good mood |
|  | D. | Depression |

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| --- | --- | --- |
| **8.** | **Which of these titles is best for this passage?** | |
|  |  | |
|  | A. | Smoothies: An Alternative to Food |
|  | B. | How To Prepare Apple Smoothies |
|  | C. | Have a Banana Smoothie |
|  | D. | 101 Banana Recipes |

1. **Grammar Section**

|  |  |  |
| --- | --- | --- |
| **1.** | **Sarah doesn’t like coffee; she usually \_\_\_\_\_\_\_\_\_\_ tea.** | |
|  | A | drinks |
|  | B | drink |
|  | C | drinking |
|  | D | to drink |

|  |  |  |
| --- | --- | --- |
| **2.** | **Where does he \_\_\_\_\_\_\_\_\_\_?** | |
|  | A | to live |
|  | B | lives |
|  | C | living |
|  | D | live |

|  |  |  |
| --- | --- | --- |
| **3.** | **“Are they students?”**  **“Yes, \_\_\_\_\_\_\_\_\_\_.”** | |
|  | A | they are |
|  | B | are they |
|  | C | he is |
|  | D | we are |

|  |  |  |
| --- | --- | --- |
| **4.** | **“Whose watch is this?”**  **“It’s \_\_\_\_\_\_\_\_\_\_.”** | |
|  | A | your |
|  | B | mine |
|  | C | me |
|  | D | you |

|  |  |  |
| --- | --- | --- |
| **5.** | **There \_\_\_\_\_\_\_\_\_ a bookshop in our neighborhood.** | |
|  | A | is |
|  | B | are |
|  | C | were |
|  | D | are no |

|  |  |  |
| --- | --- | --- |
| **6.** | **You shouldn’t \_\_\_\_\_\_\_\_\_ too much junk food; it’s bad for your health.** | |
|  | A | eating |
|  | B | eats |
|  | C | to eat |
|  | D | eat |

|  |  |  |
| --- | --- | --- |
| **7.** | **He \_\_\_\_\_\_\_\_\_ travel to Dubai in the vacation.** | |
|  | A | is going |
|  | B | are going to |
|  | C | is going to |
|  | D | are going |

|  |  |  |
| --- | --- | --- |
| **8.** | **\_\_\_\_\_\_\_\_\_\_ bag is brown.** | |
|  | A | Sarah is |
|  | B | Sarah |
|  | C | Sarah’s |
|  | D | Sarah has |

|  |  |  |
| --- | --- | --- |
| **9.** | **Please \_\_\_\_\_\_\_\_\_\_! I’m trying to sleep.** | |
|  | A | don’t shout |
|  | B | doesn’t shout |
|  | C | not shout |
|  | D | can’t shout |

|  |  |  |
| --- | --- | --- |
| **10.** | **My friend bought \_\_\_\_\_\_\_\_\_\_ lunch today.** | |
|  | A | he |
|  | B | I |
|  | C | we |
|  | D | me |

1. **Vocabulary Section**

|  |  |  |
| --- | --- | --- |
| **1.** | **I don’t think I’m \_\_\_\_\_\_\_\_\_\_ enough to climb that mountain.** | |
|  | A | flat |
|  | B | tall |
|  | C | kind |
|  | D | fit |

|  |  |  |
| --- | --- | --- |
| **2.** | **I want \_\_\_\_\_\_\_\_\_\_ flight from Riyadh to Dubai, please.** | |
|  | A | an international |
|  | B | a national |
|  | C | a local |
|  | D | an internal |

|  |  |  |
| --- | --- | --- |
| **3.** | **She’s a very \_\_\_\_\_\_\_\_\_\_ person; everyone likes her.** | |
|  | A | angry |
|  | B | annoying |
|  | C | lonely |
|  | D | pleasant |

|  |  |  |
| --- | --- | --- |
| **4.** | **My watch is broken. Can you \_\_\_\_\_\_\_\_\_ it for me?** | |
|  | A | repair |
|  | B | repeat |
|  | C | relate |
|  | D | borrow |

|  |  |  |
| --- | --- | --- |
| **5.** | **Someone who is in charge of a business or department** | |
|  | A | A customer |
|  | B | A client |
|  | C | A secretary |
|  | D | A manager |

|  |  |  |
| --- | --- | --- |
| **6.** | **Special clothes that are worn by members of a group or team** | |
|  | A | Uniform |
|  | B | Suit |
|  | C | Trousers |
|  | D | Shoes |

|  |  |  |
| --- | --- | --- |
| **7.** | **The library was so \_\_\_\_\_\_\_\_\_\_ today. There was nowhere to sit.** | |
|  | A | clean |
|  | B | empty |
|  | C | crowded |
|  | D | quiet |

|  |  |  |
| --- | --- | --- |
| **8.** | **Look at the sky; it’s so \_\_\_\_\_\_\_\_\_\_. I think it’s going to rain.** | |
|  | A | sunny |
|  | B | cloudy |
|  | C | bright |
|  | D | blue |

|  |  |  |
| --- | --- | --- |
| **9.** | **An area of land that has water on all sides** | |
|  | A | A continent |
|  | B | A lake |
|  | C | An island |
|  | D | A country |

|  |  |  |
| --- | --- | --- |
| **10.** | **Fatima’s father worked as a doctor for 40 years. He \_\_\_\_\_\_\_\_\_\_six months ago, so he’s not working any more.** | |
|  | A | released |
|  | B | removed |
|  | C | retired |
|  | D | relied |

1. **Listening Section**

**Sample 1 Questions**

**1. The man is calling the hotel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

|  |  |
| --- | --- |
| A. | to make a reservation |
| B. | to cancel a reservation |
| C. | to speak to a guest |
| D. | to make a complaint |

**2. The hotel is located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

|  |  |
| --- | --- |
|  | Riyadh |
| B. | Jeddah |
| C. | Taif |
| D. | Abha |

**3. How long will the man stay in the hotel?**

|  |  |
| --- | --- |
|  | One night |
| B. | Two nights |
| C. | Three nights |
| D. | Four nights |

**4. When will the man check out of the hotel?**

|  |  |
| --- | --- |
| A. | January 10th |
| B. | January 12th |
| C. | January 13th |
| D. | January 30th |

**5. Why is the man travelling?**

|  |  |
| --- | --- |
| A. | He is visiting his family. |
| B. | He is meeting friends. |
| C. | He is a tourist. |
| D. | He is doing business. |

**Sample 1 Script**

|  |  |
| --- | --- |
|  | [sound of phone ringing] |
| **Hotel Clerk** | Good afternoon, Grand Palace Hotel. How may I help you? |
| **Mr. Ali** | Hello, I’d like to book a room. |
| **Hotel Clerk** | Certainly, sir... What dates did you have in mind? |
| **Mr. Ali** | Well, my flight from Riyadh arrives in Jeddah on January 10th and I will be staying for two... no wait... three... yes, I’ll be in Jeddah for three nights before leaving for meetings in Taif and Abha… |
| **Hotel Clerk** | So you’d like to book a room from January 10th through January 13th... |
| **Mr. Ali** | No, not the 13th, the 12th... I said I’d be there for three nights... not four... |
| **Hotel Clerk** | Yes, of course, sir, but you will be checking out of the hotel on January 13th, correct? |
| **Mr. Ali** | Ah, yes, of course... you’re right. The check-out date will be January 13th. |
| **Hotel Clerk** | Let me just check the computer to see if we have rooms available... mmmm, let’s see... we have a double room on January 10th and 11th, but there’s nothing on the 12th... no wait... I’m sorry, my mistake... we do have a junior suite available on the 12th. |
| **Mr. Ali** | No that won’t work... I don’t want to change rooms. |
| **Hotel Clerk** | Let me see then... hmmm... you could book the junior suite for your entire stay... |
| **Mr. Ali** | Can you tell me how much the junior suite is? |
| **Hotel Clerk** | Of course, sir... it’s one thousand two hundred and fifty Riyals per night. |
| **Mr. Ali** | And what about a double room? |
| **Hotel Clerk** | Our standard rate for the double room is seven hundred and fifty Riyals... so the junior suite is only five hundred Riyals more per night than the double. |
| **Mr. Ali** | Hmmm, that’s a bit more than I wanted to spend... |
| **Hotel Clerk** | If you are travelling on business, I can apply our corporate discount of twenty percent to your booking, sir... |
| **Mr. Ali** | Yes, I will be in Jeddah to meet with some clients. So with the discount, that would make the rate... let me think, twenty percent of twelve fifty is... |
| **Hotel Clerk** | It would be a discount of two hundred and fifty Riyals per night, sir... |
| **Mr. Ali** | Great! Let’s book it then... |