

Appendix C-1 : Measures for the Assessment of Undergraduate Courses and Grade Management of Full-time Regular Higher Education in Hunan City University



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**Xiangcheng Institute [2024] No.50**

## **Chapter I General Provisions**

Article 1 In order to standardize the assessment and management of undergraduate courses, promote classroom teaching reform, strictly enforce examination discipline, establish good teaching style and learning style, improve academic evaluation system, and improve the quality of talent training, this method is formulated in accordance with relevant documents and in combination with the actual situation of our university.

## **Chapter II Assessment methods**

Article 2 The courses referred to in these regulations are the subjects required by the talent cultivation program, including theoretical courses, experimental courses, internships, practical training, course design, comprehensive graduation training, ideological and moral education, public physical education, public welfare labor, and military training. All courses must be subject to assessment organized by the school.

Article 3 The assessment is divided into two categories: examination and evaluation. Examinations are primarily conducted through closed-book written tests, but open-book exams may be allowed based on course requirements. Evaluation courses can adopt various forms such as oral examinations, evaluations, and defenses, with evaluation objects including term papers, internship reports, summary reports, internship products, etc. The assessment of evaluation courses shall not be conducted through closed-book examinations, emphasizing the students learning process and understanding of knowledge.

Article 4 The practical links such as graduation comprehensive training, course design, educational practice and production practice are generally assessed by means of evaluation or defense.

Article 5 The assessment of students moral character shall be based on the Code of Conduct for Students in Higher Education Institutions, and shall adopt the form of personal summary and democratic evaluation to write comments on the actual performance of students and give grades.



Article 6 Public sports shall be assessed according to the National Standards for Physical Fitness of College Students and their Implementation Measures and the Physical Fitness Assessment Measures of Hunan City University.

Article 7 The results of public welfare labor courses shall be comprehensively evaluated based on students attendance, attitude towards labor, discipline and task completion.

Article 8 The assessment results of students military training shall be evaluated mainly according to the completion of the military training teaching plan.

### Chapter III Qualification examination

Article 9 The examination and assessment of students shall be subject to the examination qualification review system. The examination qualification of students shall be confirmed by the teachers who teach the courses and the colleges (departments) where the students are located. Students who have any of the following circumstances shall be disqualified from participating in the examination and assessment of the corresponding courses:

- (1) Those who are absent for more than one fifth of the teaching hours of a course (being late or leaving early twice counts as one absence, and sleeping in class counts as one late);
- (2) For courses with exercises, students who fail to submit assignments (including experimental reports) totaling one third of the total amount of assignments for the semester;
- (3) Students who are absent from one third of the experiments in a course or fail to pass the experiment;
- (4) Those who copy their homework or experiment report and the circumstances are serious.

Students who have not completed their assignments or experiments may take the make-up exam after making up the assignments or completing the experiments, subject to the approval of the course instructor and department (room) director, and with the consent of the vice president in charge of teaching. The list of students who agree to take the make-up exam should be reported to the Examination and Student Status Management Center of the Academic Affairs Office for proper arrangement of the make-up exam before the start of the semester.

Article 10: Course instructors are responsible for reviewing students eligibility for assessment. Two weeks before the assessment, the list of students whose assessment eligibility has been revoked (indicating the reason for revocation and attaching relevant supporting documents) must be submitted to the students college for re-examination. After the re-examination, the students college academic affairs office must inform the student through a notice, and the students counselor must notify the students parents. Within one week before the examination, each college must report the re-examination summary table to the schools Academic Affairs Office Examination and Student Status Management Center for record. Any student who participates in



the assessment without authorization and does not meet the eligibility criteria will have their grades invalidated. When recording final exam scores, instructors must mark the absence as an incomplete exam, revoke the eligibility for retaking the exam, and require immediate recourse.

#### Chapter IV Organization and Arrangement

Article 11 The assessment of public course examinations is uniformly planned and arranged by the Academic Affairs Office, with examination times generally scheduled in the 19th and 20th weeks (final term) of each semester. The assessment of specialized courses and foundational professional courses is organized and arranged by the respective colleges, with the examination courses typically completed within two weeks after the end of the teaching period or during the teaching period. Examination courses are generally completed before the 18th week.

Article 12: Secondary colleges are the primary responsible units for the examination of specialized courses and professional foundation courses, responsible for organizing and conducting all professional courses and professional foundation courses undertaken by their colleges. Each secondary college must establish an examination office during the examination period to handle violations, cheating, and emergencies during the examination process. The college leader in charge of teaching affairs serves as the director of the examination office, while the college leader in charge of student affairs serves as the deputy director of the examination office. Members include staff from the academic affairs office. During the examination period, college leaders are on duty and must keep records of examination conditions. Each secondary college should strictly follow the schools examination regulations, standardize procedures, enforce examination discipline, and ensure normal examination room order.

Article 13 Each secondary college and the Academic Affairs Offices Examination and Student Status Management Center shall meticulously arrange examinations to ensure that examination venues meet the requirements for normal examinations. Examinations shall be conducted according to the examination times and locations specified in the examination schedule and shall not be changed arbitrarily. In case of special circumstances requiring changes, the Academic Affairs Office shall be responsible for coordination and notify all colleges (departments) and relevant departments. Each students college (department) shall be responsible for informing the candidates of the adjusted examination arrangements.

Article 14 The Academic Affairs Office and the Student Record Management Center are responsible for organizing the uniform printing and sealing of examination papers. For public course examinations, the Academic Affairs Office and the Student Record Management Center manage (the distribution of examination papers before the exam, the collection of examination papers after the exam, and the arrangement for unified grading). For specialized course and



foundational professional course examinations, the secondary colleges manage (the collection of examination papers before the exam, the distribution of examination papers, the collection of examination papers after the exam, and the organization for unified grading).

## Chapter V Question setting, paper making and confidentiality

Article 15 The examination questions are formulated using two methods: examination and teaching separation and non-examination and teaching separation. For courses such as College Mathematics and College English, the examination and teaching separation mechanism is implemented, where relevant course offering units organize some teachers to jointly formulate questions or invite teachers from other universities of the same type to formulate questions. For specialized courses and professional foundation courses, if there are more than two teachers teaching the same course, the course-affiliated department organizes unified question formulation and designates a lead teacher to upload the examination papers. If only one teacher is teaching the course, the lead teacher formulates the questions. The course name on the examination paper should be entirely consistent with the course name in the talent cultivation program. The examination paper should use the schools unified template and indicate whether the assessment method for the course is open-book or closed-book. Courses that have the conditions are encouraged to actively establish a course question bank, with an update rate of no less than 30% every three years.

Each course provides three sets of test papers with roughly equivalent levels, A, B, and C, for regular exams and retakes. Reference answers and grading criteria must be established (for subjective questions, provide "key points of answers"). The grading standards should be reasonable and fair, easy to grasp, and specific scoring requirements should be given for each point of the answer.

Article 16 The examination questions shall be based on the teaching syllabus and the examination syllabus, and meet the following requirements:

(1) The test paper covers the course content, and the coverage rate should reach more than 85%, with appropriate quantity of questions, diverse question types and reasonable distribution of scores;

(2) The test questions have a certain difficulty gradient, capable of distinguishing the students learning and mastery status. The difficulty level of the questions requires that the part concerning fundamental theories, basic knowledge, and basic skills (hereinafter referred to as "three basics") accounts for about 60%, comprehensive questions with a certain level of difficulty account for about 30%, and questions with higher requirements and considerable difficulty account for about 10% (the ratio can be appropriately adjusted according to the actual situation of each course). The



test questions should avoid controversial issues in academia and avoid bizarre or biased questions;

(3) The repetition rate of questions in three sets of test papers shall not exceed 15%, and at the same time, the repetition rate of questions in test papers within 2 years shall not exceed 15%. Questions should be rigorous and clear to avoid ambiguity, ambiguity, or misunderstanding. Test paper illustrations should be accurate and clear.

Article 17: The department (room) director of the college and the vice president in charge of teaching must oversee the quality of the test papers. Before uploading the test papers to the system, the test paper proposition teacher must conduct a test paper proposition review and submit the signed test paper proposition review form to the Academic Affairs Office of the college where the course belongs. Before printing the test papers, the secretary of the Academic Affairs Office shall uniformly hand over the form to the Examination and Student Records Management Center. If the test paper proposition review form has not been submitted, the Examination and Student Records Management Center will not print the test papers, and any consequences arising therefrom shall be borne by the test paper proposition teacher, who will be handled according to relevant school documents.

The public course examination papers are uploaded to the paper system 2 weeks before the exam, while the specialized course examinations are uploaded to the paper system 1 week before the exam, along with reference answers and grading criteria. After the paper upload system is closed, it will generally not be reopened; for courses whose papers are not uploaded in time, the examination will be postponed to the next approved examination date. In cases where special reasons prevent timely paper uploads, the course instructor must submit an application to the Academic Affairs Office, which must be approved by the Deputy Director in charge of examinations. The examination and student status management center will then handle the matter specially.

Article 18 The Examination and Student Records Management Center is responsible for the examination staff to review the test papers in the system, and the personnel responsible for reviewing the test papers and the personnel responsible for producing the test papers should ensure proper coordination. The test paper producers should carefully verify the classes and the number of students for the course examinations, and confirm the examination schedule for the next day, ensuring no omissions or underproduction, and completing the printing of the test papers no later than one day before the examination to ensure the smooth operation of the course examinations.

Article 19: Ensure the confidentiality of examination questions. Teachers shall not designate examination priorities or define examination scopes, nor shall they disclose examination content in any form. Personnel who come into contact with examination questions shall not disclose them



in any way. In areas where examination papers are printed, non-staff members shall not enter. After the printing and packaging of examination papers are completed, they should be sealed and stored in the examination room. Upon completion of the examination, all examination papers should be collected and properly kept by the college (department) responsible for the course and the Examination and Student Records Management Center.

## Chapter VI Supervision and Patrol

Article 20 The examination is an important part of teaching work, and invigilation is one of the teaching tasks of teachers. All teachers in the college have the obligation to invigilate, and teachers shall not refuse invigilation without justifiable reasons. The college is responsible for organizing the examination administration of professional courses and foundational professional courses, with invigilation conducted by teachers from each secondary college. The examination administration plan must be filed with the Examination and Student Records Management Center of the Academic Affairs Office. For public course examinations, the examination administration is handled by the Examination and Student Records Management Center of the Academic Affairs Office, and the required invigilators are provided by the college (in proportion to the number of teachers), or administrative staff can also be hired to serve as invigilators. Each standard examination room must have two invigilators, and the invigilating teachers must be on-duty and employed by the college.

Article 21 Students shall take the examination with their ID card or electronic ID card. Those who lose their ID card shall go to the relevant department for replacement in time. Candidates who are late for 15 minutes shall not enter the examination room and shall be treated as absent from the examination.

Article 22: The invigilator should possess a high sense of responsibility and conscientiously fulfill their duties. During the examination, the invigilator should be dedicated to their duties, focus entirely on invigilating, refrain from engaging in any activities unrelated to invigilation, uphold the fairness, impartiality, and seriousness of the examination, and foster a positive academic atmosphere.

Article 23 To ensure the smooth operation of the examination, invigilators must arrive at the examination office in advance to collect the test papers (public course papers should be collected from the Examination and Student Affairs Management Center, while professional course and professional foundation course examinations should be collected from the academic affairs office of the college where the class is located). Invigilators must complete the following tasks within 10 minutes before the start of the examination:

- (1) The examination room seating arrangements are randomly assigned according to the



candidate numbers and announced by the invigilator on the blackboard before the exam. In ordinary classrooms, candidates must be seated in rows with no less than two seats or one aisle between each other, aligned longitudinally; in auditoriums, the horizontal arrangement should be consistent with that of ordinary classrooms, while candidates should be seated in rows with aisles between them and aligned longitudinally. Candidates must sit in their assigned seats; otherwise, it will be considered a violation of rules.

(2) Guide candidates to store their bags, textbooks, notebooks, draft paper, materials, communication tools and other items unrelated to the examination in the designated place.

(3) Explain the rules and precautions of the examination room, and remind the proxy candidates to leave the examination room actively repeatedly.

(4) Distribute special examination paper.

Article 24 The invigilator should distribute the examination papers 5 minutes before the start of the exam. Before distributing the papers, the invigilator should show the students the sealed strip on the paper bag and open it in public. The invigilator must not provide any explanation of the questions but if they find that the text is blurred or there are errors in the paper itself, they must verify the situation and inform the students accordingly.

Article 25: The invigilator shall check the students identification cards within 15 minutes after the exam starts and urge the candidates to fill in the relevant examination information on the designated positions of the test papers. If discrepancies are found between the identification documents and the individuals or if the information provided does not match the identification documents, after careful verification, the invigilator should immediately instruct the student to stop answering the questions, confiscate the test papers, and handle the case as a proxy examination or unauthorized proxy examination according to regulations.

Article 26: The invigilators must conscientiously supervise the candidates during the examination, with one invigilator at the front and one behind to prevent any cheating or misconduct by candidates. If a student violates the examination room rules but has not yet engaged in cheating, the invigilators shall handle the student as a violator, terminate the examination, and write "Violation, Zero Score" on the examination paper, with both invigilators signing the paper. If the candidate does not heed the warning and engages in cheating during the examination, after confirmation by the invigilators, the student will be treated as a cheater, and "Cheating by ×× Method, Examination Score Zero" will be written on the examination paper, with both invigilators signing the paper. The relevant evidence of cheating, the examination paper, and the cheating student will be handed over to the Patrol Examiner and then delivered to the Academic Affairs Office Examination and Student Records Management Center, or one





invigilator may deliver it to the Examination and Student Records Management Center. The invigilators must truthfully fill out the "Examination Room Record Form."

Article 27 Examination Start Within 30 minutes after the exam starts, students must not hand in their papers and leave the examination room. After 30 minutes from the start of the exam, with the consent of the invigilator, students may hand in their papers and leave the examination room. After leaving the examination room, candidates must not re-enter. When candidates hand in their papers, the invigilator must check if the paper is intact and if all information within the sealed line is fully completed, and truthfully record the earliest time of handover in the Examination Record. The invigilator must remind candidates to prepare for handing in their papers 10 minutes before the end of the exam. At the end of the exam, the cessation of answering questions should be immediately announced, and candidates must leave the examination room. When candidates leave the examination room after handing in their papers, they must not take out any examination papers, answer sheets, or answer cards.

Article 28 After the examination, the invigilator should collect the examination papers on time and truthfully record the latest submission time in the Examination Record. The invigilator should also count the number of examination papers, bind them randomly, and collect all excess and invalid examination papers. After confirming that the examination papers are correct, the invigilator should promptly submit the examination papers and the examination situation record to the Academic Affairs Offices Examination and Student Records Management Center or the College (Department) Examination Office. Additionally, the invigilator must clear the examination room and any items left by candidates, which should also be promptly handed over to the Academic Affairs Offices Examination and Student Records Management Center or the College (Department) Examination Office.

Article 29 During the supervision period, the invigilators shall not be late, leave early or absent. If they fail to conscientiously perform their duties as invigilators, conceal the facts of students violations and cheating, or lose students answers, they shall be dealt with in accordance with the "Hunan City University Teaching Accident and Teaching Fault Identification and Handling Measures".

Article 30 During the examination period, it is necessary to strengthen the supervision and guidance of examination rooms, establish a three-level inspection system involving the Academic Affairs Office, the Teaching Quality Monitoring and Evaluation Center, the Teaching Supervision Team, and secondary colleges (departments), and strictly enforce examination discipline. The school inspectors are appointed from school leaders in charge of teaching, leaders of the Teaching Quality Monitoring and Evaluation Center, and leaders of the Academic Affairs Office. The



school supervision team is responsible for inspecting examination work across the entire university. The inspectors of secondary colleges (departments) are appointed from leaders of the secondary colleges (departments), teaching secretaries, student counselors, and other administrators, responsible for inspecting examination rooms in their respective units.

Article Thirty-One The main responsibility of patrol personnel is to inspect the examination discipline in the examination room and the implementation of examination rules by invigilators. If patrol personnel discover any dereliction of duty by invigilators, they should criticize them and order immediate correction, while meticulously documenting the patrol situation. The patrol situation is summarized and reported to the Quality Monitoring and Evaluation Center, which issues notifications regarding the examination situation. The Academic Affairs Office handles the situation according to the "Hunan City University Teaching Accident and Teaching Error Recognition and Handling Measures."

#### Chapter 7 Test Paper Evaluation

Article 32 The grading of public course examination papers shall be uniformly organized by the college offering the course, while the grading of professional course and professional foundation course examination papers shall be organized by the secondary college. The secondary college must organize the teaching staff to grade papers uniformly in the designated venue according to the unified requirements of the Academic Affairs Office, and it is strictly prohibited for teachers to take the examination papers home for grading.

Article 33 The examination paper shall be evaluated on the basis of reference answers and scoring criteria, and the scoring criteria shall not be changed during the evaluation process.

Article 34 Test paper evaluation should be standardized:

1. The test paper shall be read with red pen, and other color pens are strictly prohibited.
2. When multiple people review, it is required to work in a stream.
3. Scores are given by adding points, not subtracting points. Correct answers are marked with  $\checkmark$ , wrong answers with  $\times$ ; there should be no situation in the test paper evaluation where  $\checkmark$  is marked but points are deducted, or  $\times$  is marked but points are given. If there is a deduction, only half a tick can be marked.
4. Score according to the three-level scoring standard, that is, step-by-step scoring, sub-question scoring and major question scoring.
5. Multiple choice, fill in the blank and true or false questions. There are only two situations: right or wrong. Mark  $\checkmark$  for right and  $\times$  for wrong. Only the main questions are given points, not the small questions.
6. The grading of examination papers shall be conducted under a system of signature



responsibility. If the grader, examiner, and verifier remain unchanged, they only need to sign on the first copy of the paper; the grader and examiner can be the same person, but the examiner and verifier cannot be the same person; if there are changes, signatures must be placed on each copy of the paper; the grader must sign where any score modifications are made.

Article 35 After the grading, the examiner shall analyze the course test paper, fill in the "Hunan City University Test Paper Analysis Form", and put forward comments and suggestions for students scores, test questions and teaching respectively.

## Chapter 8 Test Paper Management

Article 36: The examination papers for public courses organized by the school, specialized courses organized by the college, and professional foundation courses are uniformly kept by the students respective college. The examination papers for make-up exams, retakes, and re-enrollment exams organized by the school are uniformly kept by the Academic Affairs Office. The retention period is two years after graduation.

Article Thirty-Seven: Requirements for Exam Paper Binding: The examination papers, including the cover printed uniformly by the Academic Affairs Office, copies of original score sheets, test paper analysis forms, examination room registration forms, sample papers, reference answers and grading criteria, student answer sheets, and back covers, shall be bound sequentially; examination papers for retakes, make-up exams, and re-enrollment retakes shall be separately stored by semester and course.

## Chapter IX Record of results

Article Thirty-Eighth: Course examination scores are calculated on a percentage basis with 60 points being the passing mark; course assessment scores can also be calculated on a percentage basis or using a five-level grading system: 90~100 for excellent, 80~89 for good, 70~79 for average, 60~69 for passing, and below 60 points for failing. Special types of courses may adopt other grading systems upon approval.

Article 39 The assessment of all courses shall be based on the credit point system. The credit point is the basis for measuring the quality of students study. The corresponding relationship between the credit point and the assessment result is as follows:

| Assessment results  | GPA earned   |
|---------------------|--------------|
| 90~ 100 (excellent) | 4.0-5.0(4.5) |
| 80~ 89 (good)       | 3.0-3.9(3.5) |
| 70-79 (moderate)    | 2.0-2.9(2.5) |
| 60~ 69 (pass)       | 1.0-1.9(1.5) |
| 59 or below (fail)  | 0(0)         |



Explanation: For those using the percentage system, an assessment score of 90 is equivalent to 4.0 GPA, a score of 91 is equivalent to 4.1 GPA, and so on; scores below 60 are equivalent to 0 GPA. For those using the grading system, an excellent assessment score is equivalent to 4.5 GPA, a good score is equivalent to 3.5 GPA, a passable score is equivalent to 2.5 GPA, a failing score is equivalent to 1.5 GPA, and an unpassed score is equivalent to 0 GPA.

The calculation formula of GPA is:

Grade < 60, GPA = 0

Grade  $\geq$  60, GPA = (grade-50)/10

The calculation formula of credit points is:

The credit point of a course = the grade point  $\times$  the credit point of the course

The average credit point of a semester, academic year or graduation =  $\sum$  (credit point  $\times$  course credit) /  $\sum$  course credit

Article 40 The course examination results shall be based on the final examination results with appropriate reference to the regular performance.

(1) The final examination scores generally account for 60% of the total evaluation scores, while regular performance accounts for 40% of the total evaluation scores. The ratio of final examination scores to regular performance can be appropriately adjusted according to course teaching requirements. For courses where the final examination score accounts for less than 60% of the total evaluation scores, detailed assessment methods must be specified and determined by the relevant department (room), with the department (room) head signing off on it, submitting it to the college (department) leader in charge of teaching for review and approval, and then submitting it to the Academic Affairs Office for final determination.

(2) The evaluation of regular performance must establish a process-oriented evaluation mechanism, process-oriented assessment should include more than three forms of assessment, the content of process-oriented assessment should be diversified and standardized, verifiable, and traceable. The forms of assessment include: pre-class online preview and discussion, classroom questioning, classroom discussion, mid-term tests, unit quizzes, experiments, assignments, course papers, attendance, etc. Among these, the proportion of experimental scores should comply with the requirements of the teaching (examination) syllabus. The evaluation of regular performance must be recorded and reflected in the "Student Performance Registration Form," and once the regular performance is determined, it cannot be changed.

(3) Those whose final exam scores are less than 45 points cannot participate in the evaluation of the total score of the course, nor can they obtain credits. The scores shall be counted by the paper score.



Article 41 The assessment and record of academic performance of sports and cultural students shall be carried out in accordance with the relevant documents.

## Chapter 10 Performance Management

Article 42 The academic performance of students shall be managed at two levels, namely the university and the college (department), and there are two forms: paper academic performance book and electronic document academic performance form.

Article 43: Before the academic performance management system is closed, the course instructor submits students grades through the academic affairs management system. The final grade of a student is composed of a weighted combination of regular performance grades and final assessment grades. After the grade submission, the course instructor prints out the paper transcript online and signs it, then submits it to the students college. It must be uniformly signed by the department (room) head and the college leader in charge of teaching work before being archived and retained. When teachers log in to check grades, they should repeatedly confirm that the students grades are correct before submitting them. Grades without a recorded result should be marked as unexamined. If a teachers personal reasons result in untimely entry or errors in students grades, the incident will be handled according to the "Hunan City University Teaching Accident and Teaching Error Recognition and Handling Measures."

Article 44: Once student grades are reported, they shall not be changed in principle. If there are indeed errors, they must be handled strictly according to the prescribed procedures. For teachers modification of final grades at the end of the term, weight addition for competition results, and weight addition for special talents, the deadline is within 1 month after the start of the second semester. After this deadline, no changes to grades will be made. Grade changes are limited to correcting errors from the previous semester and changing weighted competition results. If students fail to complete grade weighting within the specified time, the Academic Affairs Office will no longer accept applications. Once the grading period ends, any changes will be invalid, and students will be responsible for their own actions. Unless there is a special reason, if teachers fail to complete grade changes within the specified time or if changes are not made, resulting in damage to students rights, the incident will be handled according to the "Hunan City University Teaching Accident and Teaching Error Recognition and Handling Measures."

Article 45 If the assessment results are abnormal, the Academic Affairs Office and the Quality Monitoring and Evaluation Center will organize relevant personnel to investigate, find out the reasons for the abnormal results, and make corresponding treatment to teachers who fail to teach seriously and cause high failure rate of students course examination according to relevant documents.



Article 46 The assessment results of students shall be uniformly announced by the college or the teaching office where the students are located, and no other department may announce the results to the students in any way.

## Chapter XI Review of results

Article 47: Students who have genuine objections to their course grades may apply for a review. The application period for a grade review is within 1 month from the start of each semester; applications received outside of this period will not be accepted. Grade reviews are limited to the final assessment courses of the previous semester and will not be accepted for other courses. Grade reviews are limited to unified score reviews. Changes to grades reviewed must be completed within 1 week after the deadline for the review.

Results review and change procedures:

1. Students shall download the "Hunan City University Student Application for Score Inquiry and Change Review Form" from the website of the Academic Affairs Office, fill in the reason for applying for review of scores, and submit the application form to the academic affairs office of their respective colleges.

2. After the deadline for accepting the application, the academic affairs office of the students college will report the application form to the leader in charge of teaching for signature and agreement, and the leader in charge of teaching of the college will arrange for the teacher to check the paper, and the result of the check should be signed by the teacher who checked the paper and the leader in charge of teaching.

3. If there are changes to the reviewed grades, the teacher who checks the grade must fill out the "Hunan City University Student Application for Grade Inquiry and Change Review Form" regarding the grade changes, attaching relevant supporting documents (such as copies of the students test papers), which must be signed and acknowledged by the teacher who checks the grade and the leadership of the teaching affairs office, then stamped with the college seal. The grade change form must be submitted to the Deputy Dean in charge of academic affairs for signature approval, and subsequently handed over to the Examination and Student Records Management Center to update the grades.

## Chapter XII Exemption from study and listening

Article 48: Students may apply for exemption from a specific examination course due to personal reasons upon their own application, with the consent of their course instructor, recognition from the college, and approval by the Academic Affairs Office. For courses applying for exemption, a final exam score of 85 or above (inclusive) will be recognized as qualified, and the final grade will be based on the examination score, with corresponding credits earned for the



course. Scores below 85 will not be recognized as qualified, and students will not be allowed to take a make-up exam but will need to retake the course directly. Exemption from ideological and political education theory courses shall be handled according to the regulations of higher authorities, practical teaching components cannot be exempted, and physical education courses are generally not exempted.

Article 49: Students who experience changes in academic status (including transfer, change of major, leave of absence, return to school, demotion, etc.) will have their previously completed courses recognized according to the university's course mutual recognition principles, and those who meet the criteria can be exempted from certain courses and directly earn credits. The principles for course mutual recognition: university-wide public courses (mathematics, English, ideological and political courses, university physical education, computer fundamentals) can be mutually recognized, while professional foundation courses are mutually recognized by colleges based on their specific professional learning requirements.

Specific process: Students download the "Hunan City University Undergraduate Student Course Mutual Recognition Application Form" from the Academic Affairs Office website, fill in the required information as required, and submit it to the Teaching Office of their respective college; the colleges teaching affairs leader signs off on it; the college reports to the Deputy Director of the Academic Affairs Office for signature approval before submitting it to the Academic Affairs Office Examination and Student Status Management Center for course mutual recognition. Course mutual recognition can be processed within 1 month after a student transfers to a new major or within 1 month after a student starts a new class following a change in student status.

Article 50: Retired students who return to school may be exempted from military training, military theory courses, and physical education classes upon application by the student with corresponding supporting documents, and upon the signature agreement of the schools armed minister or the deputy dean in charge of teaching at the sports college, and after being signed off by the deputy director of the academic affairs office, the examination and student affairs center shall record the score, which is uniformly set at 90 points.

Article Fifty-One: If a student is indeed physically disabled and unable to participate in physical education course tests, the student must submit an application along with corresponding supporting documents. After being signed off by the college leadership in charge of teaching, the application must be reported to the Academic Affairs Office for approval and then filed with the Examination and Student Records Management Center. The physical education course score will be recorded as 60 points. If a student is unable to participate in a specific physical education test



due to health reasons, the student must submit an application, and the physical education instructor must agree to substitute with another activity. After being signed off by the college leadership in charge of teaching, the application must be reported to the Academic Affairs Office for approval and then the physical education instructor will conduct the test and determine the course examination score for the student.

### Chapter 13 Course Deferred Examination and Makeup Examination

Article 52 In general, students cannot apply for deferred examination, but those who meet any of the following conditions may apply for deferred examination:

- (1) Those who have to take national examinations such as graduate school entrance examination and civil service examination, which conflict with normal examination time;
- (2) Those who represent the school to participate in provincial and municipal competitions and whose normal examination time conflicts;
- (3) The student himself or herself is unable to attend the examination due to illness;
- (4) Those who participate in the activities of the local government with the consent of the school, and whose normal examination time conflicts with the activities; or those who find it difficult to pass the examination normally due to the long time spent on the activities;
- (5) the immediate family member dies and he/she takes leave to go home at the time of assessment;
- (6) other circumstances approved by the school.

Students applying for a deferred examination must submit an application to their respective college (department) with valid identification before the exam, and can only do so after obtaining the agreement of the college leader in charge of teaching and approval from the deputy director of the Academic Affairs Office; otherwise, it will be considered as an absence without leave. The application for deferred examination must be submitted to the course instructor, the Examination and Student Status Management Center, and the students college (department). (Note: All applications for deferred examinations must be processed by the student themselves. However, under the following circumstances, they can be handled by classmates or teachers: 1. If a student is unable to apply for a deferred examination due to illness, they can provide a medical certificate or hospitalization proof and have classmates assist with the application; 2. In cases where immediate family members are hospitalized and leave is required, classmates can assist under urgent circumstances; 3. Applications processed uniformly by relevant college faculty.) In principle, applications for deferred examinations should be made three days before the exam. Special circumstances allow applications to be made within one week after the exam, but no deferred examinations can be applied for for examination courses.





Students who are unable to take a deferred examination due to special reasons can reapply for a deferred examination but can only do so once. The deferred examination score is generated by weighting regular grades and examination scores, and teachers should record the regular grades of deferred students when entering final grades. The credit points for deferred examination scores are calculated as 1.0.

Article 53 Students who fail the assessment of the previous semesters courses (except for course design and other concentrated practical teaching links) can take the make-up examination of the next semesters courses. The make-up examination of the examination courses will use the spare paper of the final examination.

Article 54 The make-up test results shall be entered into the score system according to the actual examination results. If the course make-up test reaches 60 points (percentage system) or passing (grading system) and above, the grade point shall not exceed 2.0 according to Article 38.

#### Chapter 14 Course Retake

Article 55: The objects of reconstruction:

1. Students who fail the course assessment and still fail after taking the semester makeup test.
2. Students who fail to take the exam due to illness or other reasons.
3. Students who fail to pass after retaking the exam.
4. Past students who meet the requirements for retaking the course.
5. Students who voluntarily apply for retake with a course grade below 70.

Article 56 Students shall apply for and pay fees to retake the courses they must retake during their school years within the prescribed time, and there is no limit on the number of times.

Article 57 In principle, students should not take more than 3 courses (except for experiments, practical training, internships and course design) in one semester.

Article 58 The course retake is generally completed and the course assessment is taken in the corresponding semester of the next academic year. There are two ways to retake the course:

##### 1. Group class revision

If the number of students applying for course retake exceeds 30 (inclusive), the academic affairs office and the department offering the course will organize and arrange separate classes according to the actual teaching resources.

##### 2. Follow-up classes

If the number of students who apply for course retake does not meet the conditions for separate class opening, and the time of students applying for course retake does not conflict with other courses taken in the semester, they will retake the class directly.

Article 59. Repairs procedure



The course retake work is organized and managed by the academic affairs office, and the specific implementation is carried out by each department. The retake must be processed strictly according to the time limit, and no supplementary processing will be given after the deadline.

1. The academic Affairs Office publishes the course re-enrollment notice on the school website every semester;

2. Students who apply for retake shall fill in the application form and submit it to the department of course opening for qualification examination. After being agreed by the teacher and the leader in charge of teaching, it shall be submitted to the Academic Affairs Office for examination and approval by the department of course opening;

3. The academic affairs office shall make relevant teaching arrangements together with the department offering courses according to the application for retaking;

4. Students shall pay the fees for retaking courses on time (the fees for retaking courses shall be charged according to the relevant regulations of the university) and go to the Academic Affairs Office to go through the formalities with the payment certificate before they can participate in the retaking study.

#### Article 60 Follow-up study and re-enrollment in a class and re-enrollment in a class

##### 1. Retake classes with (plug-in)

After the students who are retaking courses through (parallel) classes submit their application for retaking, they will select their elective courses. Each secondary college will notify the corresponding course instructors in writing of the list of students attending (parallel) classes. The management and academic record-keeping methods for students retaking courses through (parallel) classes are the same as those for students in the respective classes.

##### 2. Class reclassification

(1) Each semester, the retake classes are uniformly organized and managed by the Academic Affairs Office or by the relevant secondary colleges entrusted by the Academic Affairs Office. Each secondary college shall report the list of students who need to attend the retake classes by the 3rd week of each semester, and the Academic Affairs Office will decide on the scheduling of the retake classes and assign teaching tasks to the relevant secondary colleges. The teaching process is generally arranged from the 4th to the 16th week of the semester, during weekends. Retake classes follow regular attendance rules; any student who is absent or truant for more than one-third of the course hours shall not be eligible for course assessment, and the course grade will be recorded as "0".

(2) The attendance and assessment of the retake class shall be conducted as that of a normal class.



Article 61 All courses in the university shall be subject to online selection procedures and confirmed before they are eligible for assessment.

Article 62: There is only one opportunity for retaking a course during the retake semester, and generally, retake courses are not allowed to be deferred. If a retake course fails, there will be no make-up exam; only retaking is allowed. In case of conflicts between retake course exams and final exams, priority must be given to retaking the course exam, and a deferred application for the final exam is required.

Article 63 The assessment results of the class re-enrollment and the course re-enrollment shall be composed of the final and regular performance.

Article 64 Students who are allowed to retake the course due to failing grades shall obtain corresponding credits after passing the retake examination, and their actual grades shall be recorded with the words "retake".

Article 65 Students who are allowed to retake a course because they are not satisfied with their grades shall have their course grades recorded at the higher grade (level).

Article 66 The method of reporting the results of the course revision shall be the same as that of the final examination.

## Chapter 15 Course Assessment for Students with Changes in Student Status

### Article 67 Assessment of courses for students changing majors

Students must complete all courses and course assessments stipulated in the new majors talent cultivation program after transferring to a new major through relevant school evaluations and regulations. Students who complete the mutual recognition of related courses within the specified time will be exempted from these courses, while those who do not participate in the courses should retake them, with grades determined by the retake scores.

### Article 68 The course assessment of students who have been demoted shall be reduced

Students who advance to a lower grade should complete all course studies and assessments for the duration of their new grade following the promotion. If there are differences in the talent cultivation programs before and after the promotion, courses already completed under the new talent cultivation program can be mutually recognized and exempted; for courses not completed in the previous grade following the promotion, they must be retaken according to the original talent cultivation program during the remaining study period.

Article 69 Course assessment for students who have been discharged from the military and returned to school

After retirement, the students of the army will return to school to continue their study in the original major. The course assessment will be managed according to the course assessment



method for students who have been demoted.

According to the state regulations, students who have been discharged from the army and returned to school can choose to study a new major. In principle, they should be downgraded to a new major, and at the earliest, they can only study in the second year of a new major. Course assessment shall be managed according to the course assessment method for students who have been transferred to a new major.

#### Chapter 16 Identification and treatment of examination violations and cheating

For details, see the Measures for the Handling of Violations and Cheating in Examinations of Hunan City University (Xiangchengyuan Fa [2016] No.106).

#### Chapter XV Supplementary Provisions

Article 71 These Measures shall come into force as of the date of promulgation, and the original "Hunan City University Full-time Ordinary Higher Education Undergraduate Course Assessment and Grade Management Measures" (Xiangchengyuanfa [2018] No.48) shall be repealed at the same time.

Article 72 This method shall be interpreted by the Office of Education Affairs.