



**CENTER FOR QUALITY ASSURANCE**  
**EASTERN UNIVERSITY, SRILANKA**

**Guidelines for Conducting Continuous Assessments**

An assessment for a course in the semester system consists of two components: continuous assessment and the end-semester examination. The final marks for a course would be calculated by adding both continuous assessment marks and the end-semester exam marks with an appropriate ratio. End-semester exams are usually conducted at the end of the semester by the Faculty.

The continuous assessments (CA) are usually conducted during the courses and the results are displayed to the students for discussion; therefore, the continuous assessments are considered as a formative assessment as well as a summative assessment while the end-semester exams are considered as the summative assessments. The ration between the continuous assessment and the end-semester exam is defined by the faculty and revealed in the course plan.

**1. Defining the Number of Continuous Assessments and the Percentage of Marks:**

- 1.1. The number of CAs for a course should be a minimum of three (03) in proper intervals and this should be decided by the lecturer in charge and the Head of the Department (HoD). If the students' handbook stated the numbers of CAs are to be less than or more than three, then that should be the number of CAs for that particular Faculty.
- 1.2. These details of CAs should be revealed in the course plan for each course.
- 1.3. The percentage of marks for CA which is going to be added to the final evaluation should be decided by the Faculty and also revealed in the course plan.
- 1.4. The course plan for each course should be given to the students at the beginning of each semester by the respective lecturer in charge.

**2. Conducting Continuous Assessments:**

- 2.1. The date for each CA should be decided by the lecturer in charge and should be informed to the students at least one week in advance.
- 2.2. All CAs should be conducted and completed at least one week before the completion of the particular course (i.e. one week before the end of the particular semester).
- 2.3. Results (Grading) for each CAs should be displayed on the notice board of the department with the signature of the lecturer in charge and the HoD.
- 2.4. These results sheets should be filed by the HoD for verifications of CA marks during the final results release.

2.5. In any case, the CA exams should not be conducted after the completion of the particular course. For any unavoidable circumstances if any CA is not conducted during the course delivery, it should be notified to the Faculty Board by HoD for further action.

### **3. Marking CAs and Displaying CA Results:**

3.1. Each CA should be marked as early as possible and it should be done before conducting the next CA.

3.2. Marking of CAs can be done by the lecturer in charge.

3.3. If other staffs' assistance are needed for marking, it should be done under the supervision of the lecturer in charge with the approval of HoD.

### **4. Submission of the Marks and the Continuous Assessment Papers:**

4.1. All the CA exam papers, marking schemes and marks should be submitted to the HoD at the end of the semester.

4.2. If all these documents are not submitted by the lecturer in charge, then this matter should be reported to the Faculty Board by HoD for its actions.

### **5. Obtaining Feedback on Continuous Assessments:**

5.1. The lecturer in charge for each course should obtain the feedback on CA from the students.

5.2. The summary of the feedback should be submitted by the lecturer in charge and filed by HoD.

5.3. A discussion on the marks obtained by the students and the feedback from students should be discussed before the end-semester exam by the lecturer in charge under the supervision of HoD.

*This document was submitted to the 8<sup>th</sup> SSCQA meeting held on 25<sup>th</sup> April 2022 and discussed at the 9<sup>th</sup> SSCQA Meeting held on 24<sup>th</sup> August 2022. As per the decision of the 9<sup>th</sup> SSCQA Meeting, this was submitted to the Senate meeting with the comments from each Faculty Boards. The Senate at its 339<sup>th</sup> Meeting held on 19<sup>th</sup> October 2022 recommended this guideline for the implementation.*