



Rockfield College of Management

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CHECKLIST FOR ASSESSMENT (EXAMINATION + ASSIGNMENT)

The procedures to complete coursework and assignment outline in this checklist will guides students in preparing answers to examination questions. Students are advice to comply with the following instructions in order to merit good grades in the courses or modules

A. GUIDES TO ANSWERING MULTIPLE-CHOICE QUESTIONS

1. Students should underlines or highlight the Alphabets of correct answers on the question papers
2. Completed multiple-choice answer MUST be return to the school by the Approved Proctor through Registered Postal Delivery Services
3. The Proctor and/or the student are advice to keep a copy of the submitted answers sheet for their records

B. COURSE ASSIGNMENT (ESSAY QUESTIONS)

Students are required to attempt ALL the questions in the Performance Requirements Assignment for each course, by providing comprehensive answers to the questions, using logical arguments and examples from their practical and familiar experiences. Wherever it is necessary tables, graph, and diagrams should be included in the answers.

Possible GUIDES to Answer Essay Questions

1. Students are expected to provide convincing answer for each of the question in their own words.
2. You will received a FAIL grading, if your answers or presentation is directly quoted from textbooks
3. Write the question of each essay at the TOP of the page for the answer, this will enable our examiners to identify your answers correctly and accordingly
4. Answers MUST be type-written with clarity and easy progression
5. The length of the answer MUST be in at least 2-Pages and above, this will enable you to demonstrate logical arguments and understanding of the subject
6. List of Reference materials use MUST be stated in a separate page and attached to the answer when submitting the assignment

C. DO THE RIGHT THINGS ACCORDINGLY

Students are expected to:

1. Read and Study the recommended Core Textbook, concentrating especially on those sections or parts which deal with the topics that a Performance Requirement relates to
2. Read and Study the Instructional Course Manual. The manual should be read carefully as it explains what you must do to complete each course including: Course Description, Objectives, Curriculum, Assignment, etc
3. Read carefully the Performance Requirements Assignment and attempt them one by one. Make sure you answer fully and completely each part of a Performance Requirement. Most often a performance requirement will ask you to do two (2) things, for example "Define" and then "Illustrate"
4. Pay particular attention to instructions such as "Describe", "Outline", "Explain", "Compare", "Illustrate", "Evaluate", Define etc, make sure your answer does exactly what is asked.



D. COURSE ADMINISTRATION & GRADING

Students are expected to demonstrate a significant level of understanding in their works in order to earn good grade. Considerable marks/points will be applied to each answer presented in logical manner.

Student's grades and evaluations are based on demonstrated mastery of academic knowledge, research skills and professional growth. The grading will consist of letter grades of A through F with grade points as indicated below and in Student Handbook. Additional elements of essays, problems, projects and case studies may receive either letter grades or a Pass or Fail grade from the University faculty.

COURSE NUMBERING

100 – 299 Lower Division undergraduate courses
300 – 499 Upper Division undergraduate courses
500 – 699 Graduate courses
700 – 999 Postgraduate courses

COURSE CREDIT / UNIT VALUE

Each course is assigned five (5) credits. RCM operates on the quarter system, and each unit of credit represents the equivalent of ten (10) contact hours of classroom study, plus additional outside preparation appropriate to the subject matter of the specific course offering.

TRANSFER CREDIT

RCM accepts transfer credit from recognized institutions. The courses must be relevant to the student's program of study and equivalent in both content and degree level.

GRADING SYSTEM

A+ = 96 – 100 Distinction
A = 85 – 95 Merit
B+ = 78 – 84 Very Good
B = 70 – 77 Good
C+ = 65 – 69 Credit
C = 58 – 64 Lower Credit
D = 51 – 57 Pass
E = 48 – 50 Fair Pass
F = 00 – 48 Fail
I = Incomplete
W = Withdrawal

COURSE NUMBERING DEFINITIONS

RCM courses are numbered according to the following scheme
100 – 199 Elementary Courses
200 – 299 Intermediate Courses
300 – 499 Upper Level undergraduate courses
500 – 699 Graduate Level courses
700 – 999 Postgraduate level courses
Roman Numerals (I, II, etc) after course title indicate segments of a multi-course sequence

GRADUATION REQUIREMENTS

Graduating student must satisfactorily complete all required courses in the program of study. Advanced Diploma students must complete 90 credits. Bachelor degree students must complete a minimum of 180 quarter units ECTS (European Credits Transfer System) with a grade point average of 2.0 (C) or better. Graduate students must complete the respective degree program with a grade point average of 3.0 (B) or better

COURSE REPETITION POLICY

Students are required to maintain good academic grades in the studies. Students must repeat the courses in which they have received an "F" grade or from which they withdraw. Student will be charged the regular tuition fees for each course they repeat in which they received an "F" grade. Courses in which students have received a grade of "C" may be repeated; and be charged 50% of regular tuition fees; in this case, the highest grade that can be achieved is a "B".

E. SUBMISSION OF ASSIGNMENT

When the entire section has been completed, it must be submitted to the University for marking; using the "Examination Grade Sheet" supplied. The assignment will be retained, while students are advised to keep a copy for their own record

F. RETURN ADDRESS

Students are advised to return completed assignments and coursework through Registered Postal Delivery Services to the following address:

Rockfield College of Management
Attn: Academic Administration Dept.
P.O. Box 6554.
CH-8050 Zurich.
Switzerland

IMPORTANT NOTICE

Rockfield College of Management (RCM) reserve the rights to amend and or make additional provision to assessment and grading systems for the coursework at any time without prior knowledge