



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

College of Applied Medical Sciences

2018

Student Assessment Handbook



*Making the most out of your
assessment and feedback.*

Vice Deanship of
Academic Affairs

Assessment Quality and
Examination Unit



During your time in CAMS, assessment and feedback will play a fundamental part of your learning experience.

The assessment and feedback process in CAMS extends to more than just granting grades to students, it is to measure the achievement of the course learning outcomes; enabling the student to develop the knowledge, skills and attributes relevant to their specialty.

This handbook provides you certain information on what to expect from the assessment and feedback process at CAMS, and what CAMS expects from you as a student, guiding you to become an active and independent learner.



What is Assessment?

Assessment is any activity that is used to measure the achievement of learning outcomes of the course. However, in CAMS, assessment is used beyond the pass/fail decision. Assessment gives you the opportunity to review and develop your knowledge and skills.

Who is involved in the assessment process?

- Course instructor/coordinator
- Department chairperson
- Vice Dean of Academic Affairs (VDAA)

Types of assessment in CAMS:

- Summative assessment: in which the activity contributes to the course grade
- Formative assessment: in which the activity does not contribute to the course grade; but is used to simply provide you with feedback on your performance, helping you work on improving your educational status

Assessment in CAMS can include:

- Pop quizzes
- In class quizzes
- Written examinations (e.g. midterm or final)
- Written assignments (e.g. reports, essays, dissertations)
- Presentations or poster boards
- Team based learning (TBL) activities

- Practicals or labs
- Clinical exams
- Project work
- Group discussions (In class or E-learning forums)
- Tutorials
- Portfolios
- OSCE
- OSPE
- DOPS

As a student in CAMS you are expected to:

- participate actively and positively in all tasks and activities of the assessment process.
- devote time and effort to assessment tasks.
- complete and submit tasks on time.
- carry out all the tasks entrusted to them honestly and reliably.
- ensure that your submitted work is honestly produced. For example, checked for plagiarism through the use of software such as Turnitin or iThenticate. Use proper citation and referencing systems.
- know when your assessments are due and what is required of you
- know your examination dates and venues.
- read and understand assessment criteria of your tasks.
- seek advice when needed.
- inform faculty if you are unable to meet a deadline due to mitigating circumstances. adhere to exams rules and regulations.

In return CAMS is expected to:

- provide you with the proper environment and opportunities to develop your learning.
- provide you at the beginning of the semester with the following details:
 - Assessment plan- how the assessment aligns with ILO of the course, activities, deadlines and grade announcement dates
 - Weighting- how much the assessment contributes to your course grade- if applicable
 - Marking criteria- the criteria on how we will assess your work
 - Minimum pass grade
 - Feedback – on the date of when you will receive feedback on your work and the format of the feedback
 - Resit examination- if applicable
 - Grade appeal policy and procedure
 - Exemptions and penalties.
- use a variety of methods of assessment throughout the course (e.g, written assignments, presentations, OSCE ..etc)
- become more challenging as you progress through the program
- be fair in marking process



Feedback is an essential part of education. It provides the student with the opportunity to identify their areas of strengths and weaknesses in order to improve their overall academic performance

What is feedback?

Feedback describes any information given to you about your performance on an assessment or learning activity by your instructor, peers or others. Feedback will allow you to highlight your areas of strength and work on your weakness for improvement. But feedback will only be useful if you acknowledge a problem and are serious about fixing it.

Feedback in CAMS can be in the form of:

- grades
- written or verbal comments
- generic comments to a group in a lecture, tutorial, clinic or a lab
- comments from your peers
- response to posts on a discussion forum
- response to emails
- individual reflection

In CAMS you can expect your feedback to:

- be constructive so that you can know what you did well and what you need to work on to improve
- be returned to you within a week after a deadline. If not, you will be notified of the new date

- be based on the assessment criteria
- support you in improving your future work

Feedback will only be useful if you:

- devote time to understand, reflect and act of the feedback provided
- use it to improve your future work
- seek academic advice and support if needed (e.g. contact relevant member to discuss your feedback)
- discuss feedback with your peers or instructors
- provide reflective feedback on the assessment and feedback process to relevant members

We know that the assessment and feedback process may initiate a range of emotions from happiness and excitement to frustration and resentment. However, CAMS has your best interest at heart. If you feel you are in need of support or assistance, the university offers a wide range of services to their students through the academic advising and counselling center. More information can be found through your program's academic advisor

Frequently Asked Questions (FAQ)

I cannot meet my assessment deadline due to personal circumstances, what should I do?

As soon as you become aware that you cannot meet the deadline, contact the relevant faculty member. Please note that you are required to provide evidence of your circumstances (e.g. doctor's report)

What should I do if I did not like my grade?

First, you should go through your feedback. Next, approach the relevant faculty member to discuss your grade. If you are still unhappy and feel the marking was unfair, then you can file for an appeal. Please note that you will need to provide evidence to support your application for your appeal.

I've received my feedback, what should I do?

It is important to go through your feedback carefully and address all areas to improve your future work.

How can I communicate with a faculty member?

There are many ways to contact a member of faculty. You can,

- Speak to them face to face following a lecture, tutorial, lab , etc ...either to answer a question or make an appointment
- Email faculty member using your official university account
- During office hours where the faculty member has dedicated a slot for student meetings

I am struggling with my courses, what should I do?

First, seek assistance and advice from the program academic advisor. He/she will guide you to what approach you should take or direct you to the academic advising and counselling center if needed.

Glossary of terms:

Assessment: any form of activity in a course used to either measure a student's performance or provide a learning opportunity to a student

Assignment: any form of assessment other than examinations

Assessment Criteria or Rubric: a specific criteria against which a piece of work will be assessed that is shared by the markers and students

Plagiarism: is a form of academic dishonesty. It is the practice of taking someone else's work or ideas and passing them off as one's own.

Objective structured clinical examination (OSCE): type of examination to test clinical skill performance and competence.

Objective structured practical examination (OSPE): type of examination used to assess laboratory exercises in preclinical sciences.

Direct observation of procedural skills (DOPS): type of examination used to directly assess a procedural skill and provides immediate feedback.

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