



ACADEMIC GRADING & ASSESSMENT POLICY

1. GRADING OF COURSES

Emetack uses a standardized academic grading system based on a **100-point assessment scale**. Each course unit is assessed and assigned a letter grade and corresponding grade point.

The grading system is designed to provide a clear and consistent measure of student achievement and to support the preparation of official **result slips, academic transcripts, certificates, and other academic records**.

2. COURSE ASSESSMENT

Student performance in each course unit may be assessed through a combination of the following:

- Continuous Assessment Tests (CATs)
- Practical Assessments and Skills Tests
- Individual Coursework and Assignments
- Group Projects
- Presentations and Demonstrations
- End-of-Course Examination

For practical and skills-based courses, assessment may place particular emphasis on the student's ability to **demonstrate practical competence and apply acquired knowledge**.

Unless otherwise specified in the course syllabus, the final course result shall be determined from the approved assessment components and reported as a percentage out of **100 marks**.

3. GRADING SCALE

Each course unit shall be graded on the following scale:

Marks (%)	Letter Grade	Grade Point	Interpretation
80 – 100	A	5.0	Excellent / Distinction
75 – 79.9	B+	4.5	Very Good
70 – 74.9	B	4.0	Good
65 – 69.9	B–	3.5	Above Average
60 – 64.9	C+	3.0	Satisfactory
55 – 59.9	C	2.5	Average
50 – 54.9	C–	2.0	Pass
45 – 49.9	D+	1.5	Marginal
40 – 44.9	D	1.0	Weak / Fail
35 – 39.9	D–	0.5	Fail / Retake
Below 35	E	0.0	Fail / Retake

Pass Requirement

The minimum passing grade for a course unit is **C–**, corresponding to a **grade point of 2.0**.

A student who obtains a grade below **C–** shall be considered to have **failed the course unit** and shall not receive the associated Credit Units (CU), subject to Emetack's applicable academic progression and reassessment regulations.

4. CREDIT UNITS (CU)

Each course unit is assigned a specific number of **Credit Units (CU)** based on its academic or practical workload.

Credit Units are used in calculating the student's Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

A student must successfully complete a course unit in order to earn its associated Credit Units.

5. GRADE POINT AVERAGE (GPA)

The **Grade Point Average (GPA)** represents a student's weighted academic performance for a particular academic period.

The GPA is calculated using the following procedure:

Step 1

Multiply the **Grade Point (GP)** obtained in each course unit by the **Credit Units (CU)** assigned to that course.

Quality Points = Grade Point × Credit Units

Step 2

Add the quality points obtained from all successfully graded course units.

Step 3

Divide the total quality points by the total number of Credit Units attempted for which grades have been awarded.

GPA Formula

$$\text{GPA} = \Sigma(\text{Grade Point} \times \text{Credit Units}) \div \Sigma(\text{Credit Units})$$

or

Number of Credit (CU) = Grade Point Average

$$\text{GPA} = (\text{Total Marks} / \text{Total CU})$$

6. CUMULATIVE GRADE POINT AVERAGE (CGPA)

The **Cumulative Grade Point Average (CGPA)** represents the student's overall academic performance across all completed academic periods within a programme.

The CGPA is calculated using the same weighted-credit methodology:

$$\text{CGPA} = \text{Total Cumulative Quality Points} \div \text{Total Cumulative Credit Units}$$

Where a programme consists of only **one academic term**, the final GPA shall also serve as the student's **CGPA**.

7. CERTIFICATE CLASSIFICATION

(AWARD / DIVISION CLASSIFICATION)

For programmes in which Emetack awards certificate classifications based on **CGPA**, the following classification shall apply:

GPA / CGPA	Award / Division
4.40 – 5.00	First Class Division
3.60 – 4.39	Second Class – Upper Division
2.80 – 3.59	Second Class – Lower Division
2.00 – 2.79	Pass Division
Below 2.00	Fail

The certificate classification shall be determined from the student's final approved CGPA.

8. SAMPLE RESULT SLIP

STUDENT RESULT SUMMARY

Code	Course Unit Name	Score	CU	Grade Point	Grade	Remark
CIT/798	Word Processor (Microsoft Word)	78	4.5	4.5	B+	V.Good.
CIT/810	Presentation (Microsoft PowerPoint)	96	5.0	5.0	A	Excellent.
CIT/814	Data_base (Microsoft Access)	85	5.0	5.0	A	Excellent.
CIT/828	Publication (Microsoft Publisher)	71	4.0	4.0	B	Good.
TOTAL COURSE UNIT: 4	GPA: 4.6	TOTAL SCORE: 330	CGPA: 4.6			

Academic Summary

Academic Measure	Result
Total Course Units	4
Total Credit Units	18.5
Total Marks	330
GPA	4.62
CGPA	4.62
Classification	Distinction

Note: The GPA above is calculated using the Credit Units as weights. It is therefore different from simply dividing the total marks by the total number of Credit Units.

9. ACADEMIC PERFORMANCE

DESCRIPTORS

For purposes of academic reporting, the following general descriptors may be used:

- **A – Excellent:** Demonstrates exceptional knowledge, understanding, accuracy, and practical competence.
- **B+ – Very Good:** Demonstrates strong knowledge and a high level of practical competence.
- **B – Good:** Demonstrates good understanding and competent application of knowledge and skills.
- **B– – Above Average:** Demonstrates sound understanding with minor areas requiring improvement.
- **C+ – Satisfactory:** Meets the expected academic and practical requirements.
- **C – Average:** Demonstrates an acceptable level of knowledge and competence.
- **C– – Pass:** Meets the minimum requirements for successful completion.
- **D / D+ / D– – Fail:** Does not meet the required standard for successful completion.
- **E – Fail / Retake:** Demonstrates insufficient achievement of the required learning outcomes.

10. ACADEMIC RECORDING AND

REPORTING

All official Emetack academic records shall, where applicable, indicate:

1. Course Code
2. Course Unit Name

3. Final Score (%)
4. Credit Units (CU)
5. Letter Grade
6. Grade Point
7. GPA
8. CGPA
9. Final Certificate Classification

The grading system shall be applied consistently across applicable Emetack training programmes and may be reviewed periodically to ensure continued alignment with institutional academic standards and applicable national or international education practices.

11. IMPORTANT NOTE ON GPA CALCULATION

The GPA is a **credit-weighted measure** and should not be calculated by simply dividing the total marks by the total Credit Units.

The official formula is:

$$\text{GPA} = \Sigma(\text{Grade Point} \times \text{CU}) \div \Sigma \text{CU}$$

or

Number of Credit (**CU**) = Grade Point Average

$$\text{GPA} = (\text{Total Marks} / \text{Total CU})$$

For a programme consisting of a single academic term:

$$\text{CGPA} = \text{GPA}$$

All GPA and CGPA values appearing on official Emetack academic documents should normally be rounded to **two decimal places**, unless otherwise prescribed by the institution.