

**Appendix B-10 Requirements of Shanghai University of
Engineering Science for Faculty Members in Examination
Paper Marking and Grading**



Requirements of Shanghai University of Engineering Science for Faculty Members in Examination Paper Marking and Grading

HU GONG CHENG JIAO [2015] No. 115

- I. Red handwriting shall always be used when marking the examination paper.
- II. When marking the examination paper, a unified score mark shall be adopted, and the score of each question and the score of each category shall be given, and the score of each category shall be recorded in the scoring column on the first page of the examination paper.
- III. Grading shall be based on reference answers. If the scores on the examination paper are changed, the faculty members who mark the examination paper must sign the changes and indicate the date.
- IV. No one shall be allowed to change the scores on the examination paper at will. If it is necessary to change the scores on the examination paper, there must be sufficient reasons and a fair and just plan. The applicant shall file an application. The scores can be changed only after the Director of the department (teaching and research section) and the Dean in charge of teaching (Director) of the secondary schools and college (teaching division/center) have signed and approved and the applicant has completed relevant procedures.
- V. The performance in class shall be assessed based on attendance, assignments, class discussions and questions, periodic tests, experiments, essays or comprehensive assignments.
- VI. If a short essay is used as the assessment form, the faculty members who mark the examination paper must determine the scoring criteria and rules in advance, and record the final score on the first page of the essay.



VII. The Dean's Office shall be responsible for the interpretation of these Requirements.

VIII. These Requirements shall come into effect as of September 9, 2015. The original Requirements of Shanghai University of Engineering Science for Faculty Members in Examination Paper Marking and Grading (HU GONG CHENG JIAO [2005] No. 126) shall be repealed simultaneously.

(2) Course Teaching Process