

**THE UNIVERSITY OF HONG KONG**  
**FACULTY OF ARTS**

**Faculty Assessment Policy**

Pursuant to the [University Assessment Policy](#), this Faculty Assessment Policy aims to emphasize the following important points about information of assessments and provision of feedback to teaching units under and/or affiliated with the Faculty:

1. Course outline should include the overall assessment scheme, with a brief description of the assessment format and the relevant percentage towards the final grade, available for students' reference on course selection during the add/drop period of the offering semester.
2. Changes on the overall assessment scheme of a course made after the add/drop period of the offering semester should seek approval at Programme-level, School-/Centre-level and Faculty-level. The relevant students should also be informed and their concerns should be addressed by the relevant course teacher/Programme.
3. An assessment should be related to Learning Outcome(s) of a course, thus simply being present in class is not a valid type of assessment.
4. The Faculty strongly encourages Programmes to provide timely feedback on assessments (including both oral and written assignments) to students. Feedback can be provided in a format that the relevant course teacher/Programme deems fit, be it group or individual feedback, in written forms or verbally.
5. Owing to the various course types offered by the Arts teaching units and the different assessment formats being involved, Programmes are strongly encouraged to lay down guidelines for provision of feedback on their assessment formats, which should include a general time frame for providing feedback on the assessment tasks as formative feedback is critical to facilitating student learning. The guidelines should be clearly communicated to students and teaching staff.
6. While the Faculty's "[General expectations of student performance at the various grades](#)" is applicable to all Arts UG courses, Programmes are also encouraged to devise a grade descriptor/expectation of their courses for the reference of students and teaching staff.

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