



ATENEO DE DAVAO UNIVERSITY

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In Consortium with Ateneo de Zamboanga University and Xavier University

Office of the Academic Vice President

Memorandum No. 2020-18

November 17, 2020

MEMO TO: ACADEMIC ADMINISTRATORS, FACULTY, AND STUDENTS IN THE COLLEGE UNIT

FROM: GINA LAPAZA-MONTALAN, Ph.D. 

RE: AMMENDMENTS TO OAVP MEMORANDUM NO. 2020-15 REGARDING FINAL SUMMATIVE ASSESSMENT

After due consultation with the faculty members, through the Deans, the Faculty Club President and the students, through the SAMAHAN Central Board, this memorandum is issued to amend the following concerns:

- I. schedule of the Final Summative Assessments of Courses enrolled in Summer 2020 and in the 1st Semester of AY 2020-2021 and
- II. administration of Final Summative Assessment starting 2nd Semester of AY2020-2021.

The low turnout of students able to take the final summative assessments in courses enrolled in Summer 2020 (28.79%) and in the 1st semester of AY2020-2021 (9.63%) has resulted to a considerable number of students enrolled this 2nd semester who have overlapping final summative assessment in courses taken in Summer 2020 and in the 1st semester. To help ease students' final summative assessment backlogs, schedule of final summative assessment and uploading or submission of students' final grades in all courses enrolled at mentioned times have been adjusted:

Courses Enrolled in:	Schedule			Grade Submission
Summer 2020	Dec. 1 to 4			January 25 - 30
1 st Semester	Offered by the Departments of:			February 1 - 6
	Humanities and Letters	Social Science	Natural Science & Mathematics	
Core Courses of 1 st Year Students	Dec. 7 & 8	Dec. 9 & 10	Dec. 11 & 12	
Core Courses of Upperclassmen	Dec. 7	Dec. 8	Dec. 9	
Content Courses of Education Students	Dec. 10			
Professional Courses (all year levels and all programs)	Dec. 11 and 14 to 18			

Note: The deadline of submission of Performance-based Final Summative Assessment is on Dec. 18, 2020

As ensured by the Formation Cluster that handles the non-academic activities, the new schedule of Final Summative Assessment in December 2020 does not conflict with the non-academic formation activities of students.

Below is the schedule of Final Summative Assessment of courses this 2nd semester:

Courses Enrolled	Schedule			Grade Submission
	Offered by the Departments of:			
	Humanities & Letters	Social Science	Natural Science & Mathematics	
Core Courses (all year levels)	March 17, 2021	March 18, 2021	March 19, 2021	March 31, 2021
Professional Courses (all year levels)	March 20, 21, & 23			

Note: The deadline of submission of Performance-based Final Summative Assessment is on March 23, 2020

To avoid overlapping of schedules of Final Summative Assessment, the academic policy on the administration of Final Summative Assessment as stated in the *Primer on Academic Policies for Online Undergraduate Education at AdDU (April 2, 2020)* is hereby amended:

1. The Final Summative Assessment must be taken by students right after the end of the term/semester.
2. Students who fail in the first take of the Final Summative Assessment can re-take twice but must be completed before the start of the new term/semester.

This memorandum further amends the policy on the computation of student's final grade. Starting this 2nd semester, the final grade of a student in an online course must be based on the scores earned from the Final Summative Assessment and the Preparatory Assessment Activities formerly called as the Formative Assessment. The standard weight distribution of the Final Summative Assessment and the Preparatory Assessments in the student's final grade shall be determined by every Department.

For the information and guidance of everyone.