



ATENEOS 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. 2022-14

November 17, 2022

MEMO TO: THE HIGHER EDUCATION UNIT

**FROM: (SGD) JENNER Y. CHAN, DBM
OIC-AVP**

**RE: AMENDMENTS TO THE POLICY ON ASSESSMENT AND EVALUATION OF
STUDENTS' ACADEMIC PERFORMANCE, THE CONDUCT OF LABORATORY
CLASSES, AND THE CONDUCT OF LECTURE CLASSES UNDER HISFLEX
MODALITY STARTING 2ND SEMESTER OF SY 2022-2023**

Based on the consultations made at the Deans' Consult and at the University Academic Council, and upon the concurrence of the AVP, the following have been agreed upon:

1. Final grade of the course shall be computed based on the weight of the grades earned from the Prelim, Midterm, Pre-final, and the Final Summative Assessment. The weight distribution of the grades shall be determined by the program and shall be communicated clearly to the students during the class orientation.
2. Starting this 2nd semester of the school year 2022-2023, giving of FSA retakes is no longer allowed.
3. With the full collection of laboratory fees by the Finance office starting this 2nd semester, our laboratories shall be open for in-person use during the scheduled laboratory session. All the students and the faculty are required to hold the laboratory sessions in-person. In case the student cannot come in-person due to distance, remote access, cloud-based access or alternative assessment activity may be provided. Also, each program shall manage each laboratory class following the basic safety protocols of the university. It is further emphasized that each laboratory class shall provide the necessary Online Instruction Delivery Plan to clearly specify the needed assessment activities during the laboratory session and the f2f schedule. These shall be submitted to the department chairperson who shall monitor the conduct of the laboratory classes.
4. For those courses classified under HISFlex or blended modality, all faculty are required to submit an Online Instruction Delivery Plan and the f2f schedule to the department chairpersons. Department chairpersons are required to monitor these classes to make sure that the faculty conscientiously conduct the f2f classes in the classroom based on the submitted schedule.

For the information and guidance of everyone.