



Teaching and Assessment Policies in Distance Education Programs (Diploma)

Teaching and Assessment Policies in Diploma Distance Education Programs

First Semester, Academic Year 1447H / 2026

1. Teaching Policy During the Semester

Policy Statement:

Teaching follows these key standards:

1. Each course includes one weekly synchronous lecture for nine weeks, lasting 80–100 minutes, scheduled by the Deanship of Admission and Registration.
2. Instructors must appear for at least 60 minutes per lecture in Blackboard Ultra; otherwise, the lecture is counted as absent.
3. Instructors must provide makeup lectures for any missed sessions caused by scheduling delays or technical issues.
4. Makeup lectures may not be scheduled on official holidays, Founding Day, or weekends.
5. Missed lectures due to holidays must be rescheduled the following week, without affecting the allowed makeup count.
6. At least 25% of total course content must be delivered asynchronously.
7. Instructors must adhere to e-learning quality and compliance policies listed in the official “Faculty Tasks for Distance Learning Programs.”
8. Verification measures must confirm student identity during attendance and assessments.
9. Compliance with recommendations from the E-Learning Committee regarding the preparation, delivery, and evaluation of final exams in diploma programs.
10. Students who miss three lectures (25%) of synchronous sessions are barred from the final exam.

2. Course Grading Policy



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The total course grade is 100 points, distributed as follows:

- **Formative / Continuous Evaluation (30 points):**
 - 1 Assignment = 6 points
 - 5 Periodic Tests = 20 points (4 each)
 - 1 Course Forum = 4 points
- **Final Exam (70 points):** Conducted in person.

Component	Frequency	Points Each	Total
Assignment	1	6	6
Periodic Tests	5	4	20
Course Forum	1	4	4
Total Coursework			30
Final Exam			70
Overall Grade			100

3. Reporting Grades

Faculty must upload and make grades accessible to students regularly through Blackboard and ODUS Plus, including appropriate feedback.

4. Faculty Evaluation Policy

Evaluation is based on performance in the following:

1. Conducting all assigned learning activities: 1 assignment, 5 quizzes, 2 forums (academic + feedback), final exam, and grading.
2. Maintaining an active Feedback Forum for responding to student inquiries and documenting communication.
3. Providing self-assessment activities for students and encouraging completion.



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4. Attending and recording all nine lectures (minimum 60 minutes each) in Blackboard Ultra.
 - Missing more than 50% of lectures results in forfeiting the financial compensation.
 5. Uploading and managing all course content and assessments on Blackboard.
 - Missing more than 3 required items results in partial deduction of compensation.
 6. Submitting a Course Report following the official NCAAA template before the end of the semester.
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5. Conducting Lectures via Blackboard Collaborate

1. Lectures must be conducted using Blackboard Collaborate Ultra.
 2. Each course requires 9 recorded lectures starting from Week 1.
 3. Late course assignments or scheduling issues must be compensated through makeup sessions.
 4. Unrecorded lectures are counted as absent.
 5. Only 3 makeup lectures are allowed per semester.
 6. A faculty member may not deliver or record two or more sessions (original or makeup) on the same day for the same section.
 7. Recordings must last at least 60 minutes.
 8. Guest links must not be used; otherwise, the session is invalid.
 9. Sessions must follow official timing in ODUS Plus; any lecture outside schedule is considered makeup.
 10. Blackboard automatically tracks all synchronous sessions weekly. Editing or deleting recorded sessions nullifies eligibility for compensation.
 11. Lectures must include multimedia formats (text, slides, audio, video).
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6. Key Teaching Instructions



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1. Faculty must read and sign the Teaching Commitment Form.
 2. Evaluation starts automatically from Week 1.
 3. Use only approved course materials published on Blackboard and provide additional relevant resources as needed.
 4. Maintain student communication through Course Messages.
 5. Create a Contact Information page listing email and office hours.
 6. Identify inactive students within the first two weeks and monitor participation.
 7. Make self-assessment tools available according to the semester plan.
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7. Faculty Deliverables and Deadlines

1. Complete all nine academic activities: 5 periodic tests, 1 assignment, 2 forums, and the final exam.
 2. Add extra self-assessment tools if they are fewer than total learning units.
 3. Grade all submissions within 48 hours of due dates.
 4. Be present during all exams, especially finals.
 5. Deadline for makeup lectures: Thursday, 29 Jumada I 1447H (Nov 20, 2025).
 6. Deadline for grade submission: Same date.
 7. Review the Faculty Task Checklist for compliance.
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8. Faculty Task Checklist (Diploma Distance Education)

A. "Start Here" Page

- Do not delete or hide this page.
- Instruct students to review it at the start of the semester for course policies and support resources.

B. Course Information Page



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- Do not delete or edit this page.
- Do not upload copyrighted books or materials.
- Guide students to check this section for course overview and objectives.

C. Contact Page

- Create a new contact including name, email, and office hours.
- Do not include department chair information.
- Encourage students to use the contact feature for communication.

D. Course Messages

- Use Course Messages for student communication and academic feedback.
- Avoid ignoring messages; evidence of response is required.

E. Announcements

- Post updates regularly and maintain proof of consistent use.
- Instruct students to review announcements weekly.

F. Course Content

- Follow the prescribed structure when uploading materials.
- Include learning outcomes, lecture slides, summaries, and multimedia (image, video, or audio).
- Each module should have at least one media element.
- Include visual elements like charts or diagrams.
- Avoid uploading full textbooks; provide references instead.
- Minimum: 40 PowerPoint slides per lecture, divided into 18-slide segments.

G. Assessments

- Create exams according to official specifications.
- Include five periodic quizzes and randomized question banks.
- Provide automatic feedback for correct/incorrect answers.



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- Publish results within 48 hours.
- Apply the university's alternative assessment policy when needed.

H. Assignments

- Create assignments with clear instructions and deadlines.
- Announce them through Blackboard.
- Grade and return results within one week.
- Ensure all attached media display properly across devices.

I. Discussion Forums

- Create two forums:
 - Academic Forum (course-related topics)
 - Feedback Forum (for student inquiries)
- Write clear participation guidelines.
- Uphold intellectual property when sharing materials.
- Encourage peer evaluation and participation.

J. General Standards

- Maintain the default Blackboard course structure.
- Ensure all web links and files are functional.
- Display technical support information on the homepage.
- Submit a Course Report File including:
 - Final and continuous assessment sheets.
 - Samples of student work (low, average, high performance).