

Describe the student assessment methods in terms of its duration, diversity, weight, criteria, and coverage. Describe the grading system used. How are these documented and communicated to the students?

The student shall be informed on the method how they will be assessed. For assessing the student competency in the Computer Reservation System, the student will be required to apply their knowledge and skills in completing the travel booking. Student shall be encouraged to feel at ease at all examination.

Grading System:

Table 2.2.3 (a): Grade and Point Value for courses other than Industrial Training.

Marks Range	Alphabetical Grade / Symbols	Grade Point Equivalent	Standing / Standard of Grade
90-100	A+	4.00	Distinction
80-89	A	4.00	Distinction
75-79	A-	3.67	Distinction
70-74	B+	3.33	Credit
65-69	B	3.00	Credit
60-64	B-	2.67	Credit
55-59	C+	2.33	Satisfactory
50-54	C	2.00	Pass
45-49	C-	1.67	Fail
40-44	D+	1.33	Fail
35-39	D	1.00	Fail
0-34	E	0.67	Fail

-	S/U	-	Satisfactory/Unsatisfactory
-	W	-	Course Dropped/Withdrawn
-	C	-	Competent. The student has reached the competency level with high skills.

-	I	-	Incomplete. The student has not achieved the competency level and has no skills. The student is required to repeat and retraining may be needed to improve the skills to enable the student to obtain competency level.
-	NS	-	No Show. The student did not report for the examination. Considered as failed.
-	XF	-	Absent from Final Exam due to outstanding payment to the college.
-	TIT	-	Travel Industry Training. The students have successfully completed the industry training and meet the standard required.
-	FP	-	Fail Practical. The student fails to complete practical training. The student must successfully complete the industry training on time as mentioned in the final semester. Failed student must repeat the whole duration of the practical training. Otherwise, the qualification / diploma will not be awarded to the student concerned.
-	IPE	-	Immediate Practice Exemption. Working adults who are employed during the duration of the course can be exempted from the Travel Industry Training. However, the performance in the industry shall be checked and must cover the required areas needed in the Travel Industry Training. A pass shall be awarded to the student and the student can graduate after the successful completion of all subjects matter in the whole course.
-	CT	-	Credit Transfer. Subjects approved in MQA courses.
-	EX	-	Exemption

-	Y	-	Suspended. The student is suspended from the course.
-	DC	-	Dropped Course. The student who dropped off from the course can return to continue studies within one year subject to approval at time of DC.

Marks and grades:

Grade As means Distinction; Grade Bs means Credit; Grade C / C+ mean Satisfactory; Grade C- means Pass; Grade D+ to Grade E means Fail. This symbol shall be used in the transcript and the grades shall be used to indicate the result for each subject.

Table 2.2.3 (b): Grade and Point Value for Industrial Training

Mark Range	Grade	Point Value
80-100	M	4.00
50-79	S	Satisfactory
0-19	F	Fail

Passing Grade:

The general passing grade in Travel Industry Training are generally graded with Pass or Fail.

Table 2.2.3 (c): Grade and Point Value for Regulatory Compulsory (MATA Pelajaran Umum (MPU) courses

Marks Range	Alphabetical Grade / Symbols	Grade Point Equivalent	Standing / Standard of Grade
90-100	A+	4.00	Distinction
80-89	A	4.00	Distinction
75-79	A-	3.67	Distinction
70-74	B+	3.33	Credit
65-69	B	3.00	Credit
60-64	B-	2.67	Credit
55-59	C+	2.33	Satisfactory
50-54	C	2.00	Pass
45-49	C-	1.67	Fail
40-44	D+	1.33	Fail
35-39	D	1.00	Fail
0-34	E	0.67	Fail

Marks and grades:

Grade A+ to grade C means Pass. Grade F means Fail. This symbol shall be used in the transcript and the grades shall be used to indicate the result for each MPU subject.