

All the undergraduates of SAB should adhere to the following guidelines in relation to the Continuous Assessments of the BSc (Applied Accounting) General/Special Degree Programme

- Assignments for continuous assessment may take the form of in-class tests, presentations, projects, take home assignments, case studies, interviews/oral examinations etc. and any such assignments shall be announced at the commencement of the course and to be completed before the End Semester Examination.
- For all types of assignments, an assignment guideline shall be issued which may include essentially;
 - The objective of the assignment
 - Format of the assignment
 - Allocation of marks
 - The date of submission
- Written reports, take home assignments, projects etc., unless otherwise stated by the lecturer concerned, shall be in accordance to the guidelines given in Annexure I
- Submission of continuous assessments
 - All the written assignments should be submitted to School of Accounting and Business on or before the deadline.
 - **Please ensure a Continuous Assessment Submission form is received as evidence of your submission.** These submission forms should be retained by the students until the continuous assessment marks have been finalized for the particular course.
- Late submission policy
 - A student who fails to submit his/her written assignment on or before the due date and wishes to submit it on a later date will be imposed a penalty mark proportionate to the number of days taken since the due date. The penalty marks shall be calculated as follows:
 - a) **A deduction of 20% of marks** from the total marks allocated for that particular assignment, if the assignment is submitted **within two working days** from the due date,

- b) **A deduction of 40% of marks** from the total marks allocated for that particular assignment, if the assignment is submitted **within five working days** from the due date.
 - **No assignment shall be accepted after the lapse of five working days from the original due date.** However, if a student submits the assignment after this date, it shall be considered only on medical grounds and for very exceptional reasons approved by the Board of Studies.
 - **Medical certificates shall be accepted only in case of absence of classroom tests.**
- Completion of Continuous Assessments
 - The dates for the assignments are notified at the beginning of each semester. It is therefore, the responsibility of the student to sit for these tests and complete the assignments on time.
 - In the event of non-completion or non-submission of the required continuous assessments the students will be allocated with a mark of zero.
 - ***All in-class assignments (such as mid-term exams, classroom tests, oral presentations) are not repeated.*** However, if a student is unable to complete an in class assignment due to any unavoidable circumstances, then he/she can request the Registrar of School of Accounting and Business in writing for a make-up test.
 - Requests of this kind should reach the School of Accounting and Business with supporting documents **within one week** of the original date of assignment or mid-semester exam.
 - Students are advised, however, that the Director of School of Accounting and Business and the lecturer concerned makes the final decision concerning such requests.
 - All make-up tests/assignments should be completed before the end semester examination of the course
- Carrying forward continuous assessment marks
 - Students who have successfully completed their continuous assessment evaluations, but have not been able to complete the End Semester Examination of a particular course (due to a genuine reason) can carry forward the marks obtained at the continuous assessment until he/she sits for the End Semester Examination of the course/s in question. The maximum period for which such marks can be carried forward is **three** consecutive years.

ANNEXURE 1 – The General Guidelines in relation to the Format of Written Continuous Assessments

- All written continuous assessments shall be in A4 (8.27'' x11.69'') size paper and typewritten on one side of the paper only.
 - Margins: One inch on all sides (top, bottom, left, right)
 - Font Size and Type: 12-pt. Times New Roman Font
 - Line Spacing: 1.5 space
 - Alignment: Justified
 - Do not indent paragraphs – leave a blank line between two paragraphs
- Page numbers may be placed at the center of the bottom of the page. Page numbers must fall within the printable area of the page. Page numbers must appear in the same place throughout the document. Usually a page number is not placed on the cover page.
- Tables and Figures should be formatted in a consistent way and the same type(s) and size(s) of fonts should be used in all tables and figures if possible. In all cases, any text used in a table or a figure must be legible.
- The specimen of the cover page is given in Figure 1.

Figure 1: Continuous Assessment Cover Page Specimen

MANAGEMENT ACCOUNTING PRACTICES OF XY LTD

(Title of the report in uppercase 16 point Times New Roman)

A Report

By

Ms. Amali Perera

(Full Name as given in the official records of SAB)

(SAB/BSc/2013/25)

(Student Registration Number)

In 16
point
Times
New
Roman
font
type

Course: AFM 10230 Fundamentals of Management Accounting

(Course code and title of the course)

Dr K T Perera

(Name of the Lecturer)

Year 1, Semester I

(Year and Semester)

In 14
point
Times
New
Roman
font
type

School of Accounting and Business

The Institute of Chartered Accountants of Sri Lanka

20th July 2015

(Date of Submission)

In 16
point
Times
New
Roman
font
type