

# ASSESSMENT REGULATIONS

## Guide for students

### Assessment methods

Assessment is an integral part of learning and you may hear it referred to as formative or summative.

**Formative assessment** is developmental in nature and is designed to give feedback to students on their performance and how it can be improved therefore you will not receive a grade for formative assessment. Formative assessment is an important part of the learning process and has been shown to contribute to the enhancement of learning and raising of standards. **Summative assessment** is designed to measure the extent to which you have achieved the intended learning outcomes of a module and therefore the appropriate grade to be awarded. The summative component of an assessment task is designed to measure achievement of a learning outcome. Summative assessment should assess achievement of all learning outcomes in a secure, fair and accurate manner.

Assessment may also involve **self, peer or group approaches**. For example, you may be asked to self-assess your own work indicating where you feel you have clearly demonstrated your understanding and also identifying areas where you can see you have room to improve. Assessment may also be a peer process where students, individually or as groups, offer feedback on one another's work. **Group assessment** may also be part of your programme. This part of the assessment requires you to demonstrate your ability to work as part of a group and possibly receive a group mark.

### Submission and receipt of coursework

Submission of coursework should be done upon the request of your professor: either in print or in electronic format or in both formats. If a student is explicitly asked to hand in coursework electronically then s/he has to do so. An electronic receipt, however, is at the discretion of the module instructor and may not be available.

### Exams

**Final and exam course** examinations are held only in the exam periods – December/January, and May/June. The dates of the exams are determined by the Study Department which announces them in Neptun one month before the date of the first exam. The dates of the **Midterm** examinations are determined by the module leaders.

### Number of exams

A student will be allowed to participate in a **maximum of six** exam occasions for each module throughout the seven semesters, if they do not default on passing the minimum number of modules at the end of semester 2nd, 4th and 6th (see below). Should the student fail six times from the same module, the student will be made to withdraw from the programme.

### Deferral of assessment

Deferral of assessment can be requested only because of medical reasons (illness, accident). You have to prove with an official medical certificate if you were unable to participate an examination you

registered for or submit an assessment element till the given deadline, otherwise there will not be a possibility for replacement. In the final examination period exams can be taken only in the appointed times. There is no possibility to organize final exams individually and outside the schedule.

## Extenuating Circumstances

With extenuating circumstances (payment deferral, credit transfer, sport activity, work placement, absence, etc.) you have to contact the Programme Coordinator first and ask about your duties.

## Assessment results

The minimum **pass mark** for each module is grade 2 (pass).

In case of modules **assessed with exam** (see [Programme structure](#)), a **pass grade can be achieved if a student achieves:**

- more than 50% from the 100% of the total marks obtainable *and*
- passes the final exam *and*
- completes every assessment element that has a 40% or higher weight in the assessment structure *and*
- achieves more than 50% on the total of the course-work elements.

Should the student fail at the first attempt, one retake opportunity is available in case of the final exam and each assessment element that on its own has a 40% or higher weight in the assessment structure.

In case of modules **assessed with term mark** (see Programme structure) a pass grade can be achieved if a student achieves

- more than 50% from the 100% of the total marks obtainable *and*
- passes every assessment element that has a 40% or higher weight in the assessment structure.

Should the student fail at the first attempt, one retake opportunity is available in case of each assessment element that on its own has a 40% or higher weight in the assessment structure.

Assignments will be marked using the following five-point marking scale shown below – 5 being the best and 1 being the worst. There is no opportunity for improver/correctional exam.

GRADE	DESCRIPTION	PERCENTAGE
5	Excellent	88.01-100
4	Good	75.01-88
3	Fair	60.01-75
2	Pass	50.01-60
1	Fail	0-50

## Re-assessment

In case of modules **assessed with exam** (see the Programme structure) the completion of the module is **unsuccessful** if the student fails to achieve

- more than 50% from the 100% of the total marks obtainable *or*
- fails the final exam *or*
- any assessment element that has a 40% or higher weight in the assessment structure *or*
- *fails to* achieve more than 50% on the total of the course-work elements.

Students who failed will be allowed one attempt to **retake** the final exam and/or the midterm exam and/or any assessment element that has at least 40% weight in the final grade. In case of any other assessment components, it is the module leader's discretion whether a retake opportunity will be provided or not. The same grading scale applies in the case of the retake exams as in the case of final exams.

Should the student fail to pass the module after the resit/resubmission, the student will be allowed to participate in an **Exam Course** for this module for which they have to register to in one of the following semesters. Taking an Exam Course, the student must complete one single exam that will represent 100% of the grade of the module. Again, the same grading scale applies.

In case of modules **assessed with term mark** (see Programme structure) the completion of the module is **unsuccessful** if the student

- fails to achieve more than 50% from the 100% of the total marks obtainable *and*
- fails any assessment element that has a 40% or higher weight in the assessment structure.

Students who failed will be allowed one attempt to **retake** the assessment element that has at least 40% weight in the final grade. In case of any other assessment components, it is the module leader's discretion whether a retake opportunity will be provided or not. The same grading scale applies in the case of the retake of the element as in the case of first attempt.

Should the student fail to pass the module after the resit/resubmission, the student will receive a **class rejected** and has to register the course in one of the following academic years (or in case of C modules the student can opt to register to another C module instead).

## Class participation/Absence

If the course syllabi require the student to participate a certain number of classes, the student must bear in mind that missing more classes than the permissible level can result in being forbidden to participate the final exam. Should the student face such situation, s/he will have to retake the whole course when available.

## Credit Minimum Criterion

A student failing more than *half* in the first year and more than *one third* in the second and third year of the total **credit requirements** will be made to withdraw from the programme:

- By the end of the 2<sup>nd</sup> semester the student must realize at least 31 credit points out of the maximum 62, otherwise the student will be made to withdraw from the Programme.
- By the end of the 4<sup>th</sup> semester the student must realize at least 83 credit points out of the maximum 124, otherwise the student will be made to withdraw from the Programme.

- By the end of the 6<sup>th</sup> semester the student must realize at least 127 credit points out of the maximum 190, otherwise the student will be made to withdraw from the Programme.

Refreshed: 1<sup>st</sup> September 2022