**IMMANUEL KANT BALTIC FEDERAL UNIVERSITY**

**ASSESSMENT POLICY**

**Please note that this document is a translated summary intended for informative purposes only. If there are any disagreements in the interpretation of the provisions of this document, one should be guided by the original which is available here.**

**Last updated on: 25/12/2014**

**Applicability:**

The Policy applies to students enrolled in academic programs of higher and secondary professional education at the Immanuel Kant Baltic Federal University (hereinafter the IKBFU, the University).

**Authority:**

This paper was approved by the Rector and the Academic Council of the University.

**1. Introduction**

This Policy governs the procedures for students’ academic progress monitoring and evaluation, as well as outlines forms and practices of ongoing and summative assessments.

Examples of ongoing assessment include but are not limited to:

* open-ended questions,
* closed questions,
* tests,
* portfolios,
* essays,
* reports,
* papers,
* presentations,
* exercises,
* diagnostic assessment checklists,
* implementation tables,
* summary tables,
* analytic grids,
* problem sets,
* projects,
* roadmaps,
* role-playing games and business simulations,
* clinical case recording,
* diagnosing,
* etc.

Forms of summative assessment are the following:

* pass/fail examinations, graded pass/fail examinations,
* final examinations,
* final projects.

Assessment types and content, grading criteria are fixed in the corresponding syllabus and curriculum.

The IKBFU applies both traditional and point rating systems of evaluation. A point rating system is the evaluation block of the learning management system, which is based on totaling points (or credits) scored by a student for all types of activities and assessments (performance at practical exercises, seminars, laboratory work, tests, coursework, projects, etc.).

**2. Ongoing Assessment**

Ongoing assessment is given throughout an academic course or a unit and aimed at regular and systematic monitoring of student academic progress in the course and different academic tasks.

Ongoing assessment is arranged by the faculty member responsible for the course.

Faculty members track their full-time students’ progress during a course/unit and estimate their level of achievement in the framework of laboratory work, seminars, tutorials and students’ independent work.

At the first class, the instructor should provide to students a clear and complete description of the required work, including the number and kinds of assignments, the approximate schedule of tests, the grading criteria, and procedures to be used.

Within the traditional system, a faculty member aggregates student’s score in accordance with ongoing assessment results. In case of the point rating system, ongoing assessment results are computer-scored at every step.

Ongoing assessment results are taken into consideration while determining final grades.

**3. Summative Assessment**

End-of-course summative assessments are designed to gauge students’ learning progress and achievement at the conclusion of a course or its part.

A pass/fail examination is a type of summative assessment aimed at monitoring students’ achievement following the results of lectures, practical exercises, seminars, laboratory work, coursework, projects, industrial practice, and internships. A pass/fail examination can be graded, depending on the curriculum.

A final examination is a type of summative assessment aimed at measuring students’ level of theoretical and practical achievement, skill acquisition at a given academic course, control of students’ creative thinking development, independent working skills, ability to apply the theoretical knowledge into practice.

Within a traditional system of evaluation, a pass/fail examination, a graded pass/fail examination, and a final examination are end-of-course forms of summative assessment, which are followed by a final course (unit) grading procedure.

A point rating system of evaluation enables a student to score points and transform them into the other assessment form. The detailed information on the procedure is available in the IKBFU Point Rating System Policy.

Summative assessment period is fixed in the academic curriculum.

The Director of the Institute has the right to give a student a privilege of taking examinations earlier in the event of documented extraordinary circumstances.

Higher education students can be scheduled for no more than fifteen final examinations and twenty pass/fail examinations per academic year (physical training and elective courses are not included).

Faculty members shall hold pre-examination tutorials.

**4. Examination Procedure**

Examination candidates should present their personal academic record books to the examiner.

Pass/fail examinations and final examinations can be administered in written, oral, and computerized forms.

When an examination is held in writing, it shall last for up to four academic hours.

While preparing their answers during oral examinations, candidates may make necessary notes in their paper of answers. Preparation time lasts between twenty and forty minutes.

During an examination, students may use a syllabus, reference books, and other sources, as determined by the teacher and listed in the course syllabus.

An oral examination may involve a discussion of additional issues that go beyond the examination question, but are still relevant to the course curriculum content.

The results of oral examinations shall be announced on the examination day.

Examination candidates suspected of any of the following, or any other similar practices, are immediately dismissed from the examination, receive an unsatisfactory record, and may be subject to disciplinary action:

* violating the Student Code of Conduct;
* speaking or communicating with other examination candidates, unless otherwise authorized;
* using or having visible at the place of writing any electronic devices, books, papers, or other memory aid devices other than those authorized by the examiner.

The Director of the Institute may excuse a student from a scheduled final examination for documented reasons of illness or significant personal problems. In that case, an individual schedule of examinations will be provided.

A student who has an unexcused absence at the examination receives an unsatisfactory record.

**5. Grades and Grading**

Evaluation of student’s academic performance in a course is conveyed by a final grade, which is derived from ongoing and summative assessment results.

A grade within a four-point grading scale is awarded to those students who have satisfactorily completed the work of a subject by the end of a course. It indicates their level of achievement. The grade becomes a part of the student’s permanent academic record.

Within a point rating system, total score is computed from all assessment results and further transferred into a grade within a traditional four-point scale or into a pass/fail grade.

The definitions of traditional grades are the following:

* “Excellent” - exceptionally good performance, demonstrating a superior understanding of the subject matter, a foundation of extensive knowledge, and a skillful and creative use of concepts and materials without any mistakes.
* “Good” - good performance, demonstrating capacity to use the appropriate concepts, a good understanding of the subject matter, and an ability to handle the problems and materials encountered in the subject, though with some mistakes.
* “Satisfactory” - minimally acceptable performance, demonstrating at least partial familiarity with the subject matter and some capacity to deal with relatively simple problems.
* “Unsatisfactory” - poor performance, demonstrating deficiencies serious enough to make it inadvisable to proceed further in the field without additional work; the course is failed.

If a course is taken over several semesters, the final grade is defined by the grade for the last summative assessment.

**6. Academic Failure**

Students who have failed a course or a unit are enrolled for their next semester classes. Those who have failed a summer summative assessment are conditionally enrolled for the next semester.

Students have a maximum of two attempts to retake an assessment in accordance with the established schedule and timelines.

Full-time students can complete a failed course or unit within two months from the beginning of their next semester. The deadline for part-time students is the beginning of a summative assessment period of their next semester.

The Director of the Institute appoints an Examination Board consisting of three examiners for the final (the second) retake.

**7. Candidates with Special Examination Needs**

The nature of assessments should answer each student’s abilities and condition.

Candidates with disabilities or special needs are offered to use necessary equipment while taking an assignment.

Ongoing and summative assessments of candidates with disabilities or special needs can be administered together with other candidates, in separate groups, or individually, at home, by means of the University e-learning platform.