

**Private Joint-Stock Company Higher Education Institution Interregional Academy
of Personnel Management**

**REGULATIONS ON ASSESSING THE ACADEMIC ACHIEVEMENTS OF
TERTIARY STUDENTS AT PJSC HEI IAPM**

**Kyiv
2019**

I. General Provisions

The introduction of the National Qualifications Framework envisages the introduction of European standards and principles for ensuring the quality of education, taking into account the requirements of labor market to the competences of specialists. The application of competence approach requires the formation of an updated assessment system: the transition from assessing the knowledge of a student to his/her learning outcomes and determining the level of competence of specialist in general.

The introduction of competences includes **knowledge** and **understanding** (the ability to know and understand), **knowledge of how to act** (practical and efficient application of knowledge to a specific situation) and **knowledge of how to live** (a way of perception and life in a social context).

1.1. The Regulations were developed in accordance with the Law of Ukraine "On Higher Education" of 01.07.2014 #1556-VII taking into account the European Credit Transfer System (hereinafter referred to as ECTS) in order to improve the system of monitoring the quality of higher education, the methods and procedures for assessing student learning outcomes, to ascertain the effectiveness of teaching and learning process in general.

1.2. To achieve this goal, the following tasks are solved:

- increasing student motivation for systematic active work during the academic year, the formation of stable knowledge, skills, competences;
- acquisition of knowledge and its systematization throughout the academic period;
- compliance of the tasks of current and final control with the content and volume of programs of disciplines;
- formulation of clear criteria for grading and acquaintance of students with them at the beginning of theoretical training (the study of disciplines) and practical training;
- providing appropriate conditions for the study and mastering of educational programs, the preparation for control measures through high-quality, clear and structured in content educational and methodological support;
- ensuring the transparency, impartiality, verifiability of assessment of students' knowledge, a single methodology of monitoring the students' academic achievement; and
- expanding opportunities to promote the students' capacities for critical thinking, creativity, active life position, etc.

1.3. The Regulations regulate the organization of current (modular, progress check) and final (term) control of student learning outcomes and the methodology of converting academic performance indicators on a 100-point system to a national scale system for ranking on the ECTS-Grade scale.

Assessing the results of practices and state final assessment is regulated by separate Regulations of PJSC HEI Interregional Academy of Personnel Management (hereinafter referred to as the Academy).

II. Organizing the Current Control

2.1. The system of monitoring the students' academic achievements includes:

- current control;
- final (term) control in each discipline;

- performance of unsupervised works (individual tasks)
- defense of yearly works (projects); and
- defense of the qualification (graduation) work.

2.2. At the first lesson in a discipline, the teacher informs the students of the discipline program (syllabus), informs about the mandatory types of educational activities and the deadlines, the types of control, the scheme of awarding points (see: "Regulations on the Development of Syllabi of Academic Disciplines at PJSC HEI IAPM).

2.3. Current control is carried out in order to determine the level of preparedness of students in certain topics, sections of their working educational program, the quality of completing specific tasks; it is carried out during a term at lectures, laboratory, practical and seminar classes.

2.4. It is recommended to conduct current control in the form of surveys, module tests, test homework, dictations, colloquia, testing and more.

2.5. The objects of current assessment are the most important, relevant and weighty components of a discipline:

- program material, which is taught at lectures;
- issues and problems that were considered and discussed at practical, seminar, laboratory classes;
- program material for self-study, which is provided by the work program, including in a distance learning system (Moodle, etc.); and
- individual tasks.

2.6. Modular control (progress check) is a form of current control, which is carried out to determine the level of student mastery of learning outcomes after studying the material from a logically complete part of a discipline - a content module, which is defined by the work program of discipline. Modular control is carried out **in the form of a written module test or in the form of testing** (Annex 2). The completed tests are kept by the teacher until the end of term.

2.7. Unsupervised work of a tertiary student is one of the means of mastering the educational material in time free from compulsory education. The criteria for evaluating the independent work are:

- richness of content - 3 points;
- compliance with the theme and design style - 2 points; and
- maximum number of points - 5.

2.8. The division of educational material of a discipline into content modules, the types of individual tasks (essay, calculation and graphic work, yearly work (project)), the types of control, the timeframe of its carrying out, the scheme of awarding points are determined by the working educational program and approved by the subdepartment (Annex 1).

2.9. When teaching a discipline using integrated content modules (more than one lecturer), the head of subdepartment appoints an examiner teacher. The distribution of points for the evaluation of content modules of current work of a student is carried out in proportion to the number of hours of a content module, its form of control and is indicated in the point awarding scheme. The methodology of exam assessment is determined by the examiner in accordance with the formation of competences defined by the educational program of a major.

2.10. A yearly work (project) is evaluated separately on the national, 100-point scale and the ECTS scale.

2.11. Rating assessment of a yearly work (project) should have the following components: *the first one* - the ability to set and justify the relevance of topic; the level of elaboration of topic, the completeness of its covering; the completeness of analysis of literary sources; methodological literacy, the adequacy of applied research methods; the validity of studied sample; the quality of interpretation and analysis of research results obtained; compliance of the conclusions with the hypothesis and the purpose of research; the correctness of conclusions; creative approach; independence, originality in the processing of material; *the second one* – the language characteristics and the mastery of style of scientific presentation; *the third component* characterizes the correctness and accuracy of design of work and bibliography to it; *the fourth one* - the report during the defense, the quality of answers to questions during the defense. The distribution of points among the components of rating should take into account their complexity and be indicated in the working educational program of discipline (syllabus).

2.12. The criteria for assessing the quality of a yearly work (project) are as follows:

A work in which:

-- own assessment of the sources and literature is made, various research methods are used, an independent solution to the problem is proposed, reasoned conclusions and substantiated proposals are set out; the work is designed in accordance with the requirements and submitted for defense within the period specified by the subdepartment; the report and defense of work are substantiated, comprehensive knowledge of special disciplines as for the topic of yearly work is manifested, the student confidently and reasonably answered the questions of committee members, can be assessed as "**excellent**" (90-100 points/A);

-- own assessment of the sources and literature is made, significant in volume and interesting in content material is independently selected and analyzed, reasoned conclusions and substantiated proposals are presented, but there are errors in design, can be assessed as "**good**" (82-89 points/B);

-- own assessment of the sources and literature is made, significant in volume and interesting in content material is independently selected and analyzed, but there are problems with the design of work and the reasoning of conclusions, can be assessed as "**good**" (75-81 points/C);

-- significant in volume and interesting in content material is independently selected and analyzed, but the analysis of sources and literature is superficial, errors in the design of work are made, there are some errors in generalizing the results obtained, understanding interdisciplinary links and ways of applying the knowledge obtained, can be assessed as "**satisfactory**" (68-74 points/D);

-- the work was performed with significant violations of the requirements of task, state norms, work program of discipline or guidelines for performing the yearly work; the work is submitted for defense with a slippage of the deadline set by the subdepartment; gross errors were made in the answers to the questions of committee members; the defense report is unsystematized as a whole – it is allowed to be defended, but cannot be rated higher than "**satisfactory**" (60-67 points/E); and

-- signs of plagiarism are detected – the work is excluded from consideration, and its author is rated "**unsatisfactory**" (35-59 points/FX).

2.13. Yearly works in which the content does not correspond to the chosen topic; which do not meet the requirements for designing yearly works; which are submitted with slippages of the deadlines are not allowed to be defended.

2.14. The subdepartments form the compositions of committees, the schedules for the defense of yearly works (projects), etc. and approve them at the dean's office two weeks before the start of defense. The defense of works is carried out not later than a week before the beginning of test-exam session.

2.15. The distribution of points **for completing individual tasks** (essay, calculation and graphic work, test homework) are included in the overall assessment of current work in the term (Annex 3).

2.16. Points for individual tasks in a discipline (essay, calculation and graphic work, test homework) are included in the concluding assessment according to the fulfillment of schedule of individual work in accordance with the working program of discipline.

2.17. Additional (bonus) points are awarded to students for participation in extracurricular activities, in particular, in work during cultural and artistic, sports and mass events, in volunteer movement and socio-political life of the institute/the Academy, etc. The maximum number of additional points is 1 point out of 5 or 20 points out of 100 for one discipline per term (at the student's choice).

2.18. A student is awarded 1 point for attending classroom classes. For work at seminar, practical, laboratory classes - from 1 to 10 points.

2.19. In case of non-performance of certain types of work of educational activities for objective reasons, the student has the right to complete them before the last seminar (practical, laboratory) lesson. The time and procedure for completing is determined by the teacher of discipline, who conducts the specified type of classes.

2.20. The final score based on the results of completion of work and the evaluation is awarded during the last lesson of the relevant term.

2.21. The form and content of current and final assessment of students of dual form of getting higher education is determined by the Academy together with the business entity in accordance with the requirements of educational program.

The final assessment of a tertiary student of the dual form of study is carried out in the form of defense of qualification work or in the form of an final assessment examination. The subject of qualification work or the list of questions for the final assessment exam is agreed with the business entity.

2.22. The assessment of learning outcomes obtained by a student through non-formal education is as follows: the student may be credited with components of non-formal education, namely: open public lectures, seminars, conferences, workshops, trainings, round tables, master classes, etc., the confirmation of participation in which is a certificate or other non-state document on the acquisition of new and/or additional competences.

For completing non-formal education programs, a tertiary student receives points, which are subject to evaluation and accounting, which is conducted by the graduating subdepartments (by creating and maintaining a personal educational portfolio).

The number of points for each fact of participation of a tertiary student in non-formal education programs is determined and approved by the graduating subdepartment separately and used by such tertiary students to fill the individual educational trajectories.

III. Organizing the Final Term Control

3.1. Final/term control is conducted in order to assess learning outcomes at a certain educational level or at individual final stages of learning on the national scale, ECTS scale and a 100-point scale.

3.2. Term control is carried out in the form of an exam or test in a particular discipline in the amount of educational material defined by the working program of academic discipline and in the time provided by the schedule of educational process.

3.3. A term exam is a form of final control of a student's mastering of the educational material in a separate academic discipline for the term.

3.4. A term test is a form of final control, which consists in assessing a student's mastery of the educational material in a particular discipline solely on the basis of current control, testing, the results of completed individual tasks (module tests, calculation and graphic works, etc.).

3.5. The form of conducting an examination/test, the content and structure of examination papers (control tasks), the number of points that a student can receive, the importance of ratio of types of assessment are determined by the relevant subdepartment.

3.6. The object of the concluding assessment is the results of training in the program material of a discipline and the acquisition of certain competences in general:

- possession of theoretical knowledge about the object of discipline;
- capacity for systematic creative use of the acquired knowledge;
- ability to use knowledge to solve practical problems; and
- completeness, quality and accuracy of carrying out calculations, etc.

3.7. Assessing the students' knowledge in the academic disciplines, the form of final control of which is a **test**, is usually carried out on the basis of performing all types of educational activities by the students and current (modular) control (progress check). The maximum number of points is 100.

3.8. Assessing the students' knowledge in the academic disciplines, the form of final control of which is an **examination**, is carried out on the basis of performing all types of educational activities, current control and the examination.

3.9. A student is admitted to term control if he/she has performed all types of work that are provided for by the working program of the academic discipline.

3.10. In order to ensure the objectivity of assessments and the transparency of control of knowledge, skills and abilities acquired by the students, term control is carried out in writing using examination papers or test forms and computer technology.

3.11. It is possible to apply a comprehensive approach to the concluding assessment, when, based on the results of a written answer, an interview with the student is provided for.

3.12. When evaluating the results of an exam, 100 points are distributed among the number of questions and indicated in the exam paper (test variant).

3.13. The overall results of current achievements (current (modular) control, points received by the student for all types of educational activity provided for) and of concluding control are entered into the success accounting record according to the formula:

The results of current achievements of student (RCA) + the results of final control (RFC) / 2 = the total grade (TG)

3.14. If a discipline is studied for 2 or more terms, when awarding the final grade, one takes into account the average score based on the results of current performance during all terms in which the discipline was studied.

3.15. The organization of current and final control of students of extramural form of study is regulated by the Regulations on the Extramural Form of Study at PJSC HEI IAPM.

IV. Requirements for Designing Examination Papers

4.1. The questions of final control should fully meet the requirements of higher education standards and educational programs for each major, provide the testing of all knowledge, skills, abilities, competences of the appropriate level, as provided for by the program of a particular discipline.

4.2. The list of questions, standard tasks, which cover the content of program of a discipline, the criteria for the assessment of examination tasks are stated in the syllabus and brought to the notice of students by the teacher at the beginning of term.

4.3. An exam includes basic theoretical questions, calculation problems, problem situations, professional tasks that require a creative answer, the ability to synthesize the acquired knowledge, in solving which a student acquires certain competences.

4.4. Exam tasks are designed in the form of exam papers or tests and approved at a meeting of the subdepartment before the beginning of current academic year.

4.5. An examination paper should contain at least three tasks (2 theoretical ones and 1 practical one), each of which is evaluated within the appropriate range depending on the level of complexity of question and the importance of answer in terms of determining the professional competence of a student. According to the form and content, the questions are divided into two clusters - the theoretical one (maximum - 40 points) and the practical (applied) one (maximum - 60 points).

4.6. General recommendations for designing exam papers are as follows:

-- start each theoretical question with the words: **substantiate..., analyze..., assess..., prove..., elaborate on...**, etc. to provide the testing of students' abilities to use the acquired knowledge to solve practically oriented problems in the context of their future professions;

-- start each practical question with the words: **solve a problem and comment on the obtained results..., assess the presented situation and make the necessary decision..., define the degree and nature of...** etc.; and

-- when formulating questions (tasks), it is necessary to use standardized (recommended) terms, names, etc.

4.7. When using the test form of final control (exam), a teacher should be guided by the methodology for developing test control tasks.

4.8. The complexity and laboriousness of control tasks should correspond to the allotted control time (80 minutes). The tasks should not require detailed explanations, complex calculations and drawings and ensure that minimum unproductive time is spent on ancillary operations, intermediate calculations, and so on.

4.9. The number of examination papers and variants of test tasks in a discipline should be at least 25.

4.10. The maximum number of points that a student can receive during taking an exam is 100 points.

V. Criteria for Assessing the Knowledge and Skills of a Student

5.1. The criteria for assessing the knowledge and skills of a student based on the results of study of an academic discipline are as follows:

"Excellent" is awarded for in-depth knowledge of the training material contained in the main and additional recommended sources; fluency in professional terminology; the ability to analyze the phenomena being studied, in their relationship and development, clearly and concisely; to logically and consistently answer questions asked; the ability to apply theoretical propositions in solving practical problems.

"Good" is awarded for sufficient knowledge of educational material, mastering the basic literature, including calculations; reasoned answers to questions asked, which, however, contain certain (insignificant) inaccuracies; the ability to apply theoretical propositions in solving practical problems.

"Satisfactory" is awarded for mediocre knowledge of educational material, poorly reasoned answers, poor application of theoretical propositions in solving practical problems.

"Unsatisfactory" is awarded for ignorance of a significant part of training material, significant errors in answering questions, inability to apply theoretical propositions in solving practical problems.

VI. Converting Points of the Internal 100-Point Scale of Evaluation to the National Scale and the ECTS Scale

6.1. At the Academy, converting points of the internal 100-point scale to the national and European scales is carried out according to the following procedure:

the minimum score is 0,

the maximum score is 100

the minimum score to receive a positive grade is 60.

Sum of points for all types of learning activity/Local grade	ECTS grade		National grade	
			<i>For an exam, yearly project (work), practice</i>	<i>For a test</i>
90 – 100	A	Excellent	Excellent	Passed
82-89	B	Good	Good	
75-81	C			
68-74	D	Satisfactory	Satisfactory	
60-67	E			
35-59	FX		Unsatisfactory with the possibility to re-pass	Fail

1-34	F	Fail	Unsatisfactory with mandatory re-studying the discipline	
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VII. Procedure for Fulfilling Unfulfilled Program Requirements

7.1. In case of academic failure, the unfulfilled program requirements are fulfilled in accordance with current legislation.

7.2. The peculiarities of transfer, expulsion, re-admittance of students and of interruption of their studies are carried out in accordance with the Regulations on the Organization of Educational Process at PJSC HEI IAPM.

7.3. A student who fails to appear for an exam without good reason is considered to have received an unsatisfactory grade.

7.4. For students who did not show up for an exam due to valid reasons (illness, important family circumstances, business trips, etc.), the dean of department determines individual dates of passing the exam session.

7.5. Students who did not, during a test-exam session, pass an exam, test in one or two disciplines or did not defend their yearly works (projects) should fulfill the unfulfilled program requirements before the beginning of the next term.

7.6. It is allowed to retake an exam no more than twice in each discipline: the first time - before the teacher, the second time - before a committee created by the dean of department.

7.7. A student who receives an unsatisfactory grade during taking an examination before the committee is expelled from the Academy.

VIII. Procedure for Conducting Appeals

8.1. If a student does not agree with the grade he/she received during the final assessment of a term, he/she has the right, on the day of announcement of results of final assessment, to make an appeal to the dean of institute/department (Annex 4).

8.2 The appeal procedure is carried out upon a motivated request of the student addressed to the dean of institute/department, who convenes the appeal committee.

8.3. The appeal committee consists of: the head - the dean (deputy dean) of institute/department where the student studies, the head of subdepartment to which the discipline is assigned, a teacher of this or another subdepartment who reads the relevant discipline, but did not participate in conducting this term control, and a representative of the student self-government council of institute/department or the Academy. The secretary of committee is elected from among the members of appeal committee.

8.4. The appeal should be considered at a meeting of the appeal committee no later than the day after its submission. According to a decision of the committee, the teacher-examiner and/or the student who submitted the application may be invited to the meeting.

8.5. During the consideration of appeal, the secretary of appeal committee keeps minutes in the form specified in Annex 5, where he/she writes down all the remarks of members of committee and the relevant conclusions.

8.6. Members of the appeal committee, guided by the evaluation criteria in this discipline, study in detail and analyze the written materials of final control. The student is given the opportunity to demonstrate his/her knowledge by answering questions of members of the appeal committee on the subject of tasks of examination paper (test).

8.7. Upon completion of the consideration of appellate case, the committee, at a closed meeting, discusses its results and makes an appropriate decision.

8.8. The result of consideration of appeal may be the adoption by the appeal committee of one of two decisions:

-- "preliminary assessment of the student's knowledge at the exam (test) corresponds to the level and quality of student's knowledge in this academic discipline and does not change";

-- "preliminary assessment of the student's knowledge in the exam (test) does not correspond to the level and quality of student's knowledge in this discipline and deserves a different grade (a new grade is indicated in accordance with the current scale of evaluation of results of final control at the Academy)."

8.9. After the end of meeting of appeal committee, the minutes with the conclusions on the evaluation of student's examination answers is signed by all members of the appeal committee who participated in the meeting.

8.10. The results of appeal are announced to the student immediately after the end of consideration of his/her work (the discussion of answers), about the acquaintance with which the student personally makes a corresponding entry in the minutes of meeting of appeal committee. In case of absence of the student at the meeting of appeal committee, the secretary of committee makes a corresponding entry in the minutes of meeting of appeal committee and brings the results of consideration of appeal to the notice of student.

8.11. If, as a result of the consideration of appeal, the appeal committee decides to change the previous results of final control, the new assessment of student's knowledge is given in numbers and words first in the minutes of appeal committee, and then, with the inscription "**Appeal,**" in the grade record, the student's record book and individual curriculum.

8.12. Documents on the activities of appeal committee, stored at the dean's office of department, are:

-- appeals against the results of final assessment (storage time - during the period of preparation of student);

-- minutes of meetings of appeal committee (storage time - during the term of study of student).

ANNEXES

Annex 1.

Scheme of Awarding Points Received by the Students in an Academic Discipline with the Form of Final Control – Test/Exam

System of Assessing Academic Achievements (example)

Student activity type	Maximum number of points for a unit	Module ____		Module ____	
		Number of units	Maximum number of points	Number of units	Maximum number of points

Attending lectures	1	2	2	4	4
Attending seminar classes	1	1	1	4	4
Attending practical classes	1	-	-	-	-
Work at a seminar class	10	1	10	4	40
Work at a practical class	10	-	-	-	-
Laboratory work (including admission, execution, defense)	10	-	-	2	20
Performing tasks for independent work	5	1	5	1	5
Performing module work	25	1	25	1	25
Performing an individual scientific research task	30	-	-	-	-
Total		-	43	-	98
Maximum number of points:					171
171:100=1.71. A student received X points; Calculation: X:1.71 = total number of points.					-

Remark:

-- this table is included in the working educational program of a discipline and the syllabus;

-- the type of educational activity of a student involves classroom work (lectures, practical/seminar classes, laboratory work/project implementation at a training laboratory), independent study of the topics of a discipline, performing individual tasks (according to the working curriculum) and independent work, progress check (performing a module work).

Criteria for Assessing the Correctness of Implementing Written Module Control Works (or Oral Answers to Theoretic Questions)

S. N.	Criteria for Assessing a Student's Knowledge Manifested During Conducting Module Control	Number of Points
1.	A student, in the process of oral (written) answering, gives correct answers to all questions , shows a high level of knowledge of the theoretical and standard material. He/she explains his/her answer systematically and logically, argues his/her own position, draws conclusions, etc. confidently and correctly; or he/she answers the test questions using computer technology for the corresponding number of points	25 points
2.	A student has an appropriate level of knowledge of the theoretical and standard material; the answers he/she gives to the questions are mostly correct, but there are certain inaccuracies in the definitions of legal categories; he/she does not always properly (correctly) argue his/her answer or correctly answers only half of the questions , etc.; or he/she answers the test questions using computer technology for the corresponding number of points	15 points
3	A student has a satisfactory level of knowledge of the theoretical and standard material; he/she answers the questions, but not all of them; there are certain inaccuracies in the definitions of basic categories; he/she does not always properly (correctly) argue or correctly answer 1/3 (one third) of the questions, etc. Or he/she answers the test questions using computer technology for the corresponding number of points.	10 points
4.	A student gives incorrect answers to the questions, shows an inadequate level of knowledge of the theoretical and standard material; he/she is unable to consistently and correctly argue his/her answers or is unable to answer the questions at all , etc.	0 points

Remark:

-- this table is included in the working educational program of a discipline and the syllabus.

The maximum number of points for an oral answer is 25 points.

If a written work takes place **in a test form**, the students are offered test tasks in the amount of 25 questions.

Types of test tasks are:

- with the choice of one correct answer;
 - to map the proposed sets of statements;
 - tasks for recognizing and reproducing the correct answer from memory;
 - tasks for reproducing the correct answer (formulations of concepts) from memory;
- and
- open-ended task providing for a detailed answer.

Criteria for Assessing Individual Tasks (Essays, Calculation and Graphic Works, Control Home Assignments and so on)

S. N.	Work Assessment Criteria	Maximum Grade (in Points)
1	Formulation of the purpose and tasks of work	3
2	Drawing up a plan, clarity and consistency of the presentation of material	5
3	Substantiated unpacking of the issue, analysis of various information sources (scientific publications, educational literature, periodicals, Internet materials), critical and independent assessment of various points of view, positions, arguments	12
4	Connection with real practice, analysis of the activities of individual organizations, specific problem situations	4
5	Evidentiality of the conclusions, validity of one's own position, proposals for solving the tasks set, creative approach to the implementation of individual research task	4
6	Quality of work design	2

Remark:

-- this table is included in the working educational program of a discipline and the syllabus.

-- approximate structure of an individual task is as follows: introduction, main part, conclusions, annexes (if any), list of references.

-- maximum number of points is 30 points.

To the Director of Institute/the Dean of
Department _____

From a student of group

(group code)

(the student's full name)

STATEMENT OF APPEAL

I kindly ask to reconsider the grade I received at the exam (test) in the discipline

(*discipline name*)

which was held _____ on grounds that

(*date*)

(*signature*)

Minutes # _____

of Appeal Committee Meeting of _____
(date)

Attendees: Head _____
(surname and initials)

Committee members _____
(surname and initials)

Secretary _____
(surname and initials)

The meeting is attended by student _____
(surname and initials)

1. HEARD: a statement of student _____
(surname and initials of the student)

(major, group, year, form of study)

concerning reconsidering the final grade in the discipline _____
(discipline name)

awarded for the exam/test which was held _____
(date of holding the exam/test)

2. SPEAKERS:

3. RESOLVED:

Head of the Committee _____
(signature)

Members of the Committee _____
(signature)

I have been notified of the resolution of Appeal Committee _____
(signature of the student)

The resolution of Appeal Committee is brought to the examiner's notice _____
(surname and initials)

Secretary of the Committee _____
(signature)