

Regulations on Organization and Conduct of Summative and Semester Assessment at Lviv Polytechnic National University

(HES LP 03.09)

1. General provisions

1.1. Regulations on organization and conduct of summative and semester assessment (hereinafter - the Regulations) drawn up in accordance with the Law of Ukraine "On Higher Education", the Statute of Lviv Polytechnic National University, Regulations on the organization of the educational process at Lviv Polytechnic National University and other legislative and internal normative documents of Lviv Polytechnic National University (hereinafter - the University) on the organization of the educational process.

1.2. The student assessment is a part of the educational process. It is aimed at meeting student learning outcomes with the requirements of educational programs. Summative assessment, semester assessment, as well as student attestation are main types of assessment.

These regulations control the requirements for the organization and conduct of summative and semester assessment and the elimination/liquidation of academic debt. The organization and conduct of student attestation is regulated by the Regulations on the certification/attestation of higher education and the work of the examination commission of Lviv Polytechnic National University.

These regulations control the requirements for organizing and conducting students' summative and semester assessment, and the elimination of academic debt. Regulations on attestation of higher education students of all scientific degrees and the work of the Examination Committee of Lviv Polytechnic National University monitor organization and process of student attestation.

1.3. Summative assessment (SuA) is carried out during lectures, practicals, laboratory works, seminars and individual consultations to measure students' theoretical and practical knowledge outcome and skills. This helps to increase students' motivation for systematic active work during the entire study period at the appropriate educational degree.

1.4. Each academic discipline or other component of the curriculum (hereinafter - the Component), which is studied by the student during the semester, ends with a semester assessment (SeA), the type of which is indicated in the curriculum.

1.5. Student assessment is carried out in accordance with the 100-point assessment scale established at the University, according to Table 1.

Table 1

Scale of student assessment at Lviv Polytechnic National University

100-point scale	National scale
100-88 points	Excellent
87-71 points	Good
70-50 points	Satisfactory
49-26 points	Failed
25-00 points	Unsatisfactory

1.6. Assessment of student performance in each academic discipline with a final exam is based on summative assessment during the term and the test results taken during the semester assessment.

1.7. Semester assessment is conducted in the form of an exam or test in certain academic discipline based on the total-point cumulative score according to the schedule of the educational process of the University.

1.8. The examination is a form of SeA of student performance in the academic discipline for the semester. The exam is usually held during three weeks of the SeA according to the schedule.

1.9. Differentiated final test (test) is a form of SeA in the discipline by different forms of assessment based on the provincial curriculum expectations as well as term papers (projects) and praxis internship.

1.10. The University can set individual schedules for taking tests and exams. Regulations on education for students studying according to individual schedules determine the establishment of individual tests and exams schedules.

1.11. The student has the right to re-study certain Components prescribed by the Regulations on commercial services for students to study disciplines and other components of the curriculum in excess of the curriculum and syllabus, if after the estimated completion date of the commission prescribed by University order, he/she has no more than two academic debts and is not a subject to be expelled from the University.

1.12. The student is allowed to take SeA in a certain discipline and the elimination of academic debt before the commission only on the condition of accomplishment of all required assignments according to his/her individual schedule.

1.13. Cases not provided in these Regulations, special circumstances and situations shall be considered and settled by the director (deputy director) of the relevant institute.

2. Organization and conduct of summative assessment

2.1. Syllabus, types of compulsory individual assignments (hereinafter - CIA), types of summative and semester assessment of students' learning outcomes in academic discipline and criteria for their assessment is determined by the syllabus, approved by the scientific and methodical commission of the specialty after agreement with the relevant department. CIA are individual assignments according to the student's individual schedule (research assignments, laboratory works, calculation and graphic works, calculation work, tests for extramural students, etc.).

The lecturer is obliged to inform students about these rules in the first lesson of the academic discipline, as well as to inform them about a syllabus and methodological materials for the discipline in Virtual learning environment of Lviv Polytechnic (hereinafter - VLE) (see Annex 1).

2.2. SuA can be conducted throughout activities that a student performs in oral form, in written form, in a combined form, computer testing, colloquium, defense of reports on laboratory works, assessment throughout speeches at seminars, business or simulation games, etc., during both university hours and self-studies, in particular with the use of VLA.

2.3. A student performs CIA independently under the guidance of the lecturers and lecturers/teachers in accordance with the individual schedule. It is allowed to perform a comprehensive CIA by a team of students.

2.4. A student who has not completed all CIA required by the individual syllabus, but 50 percent or more of each CIA type, can work a debt out during the first week of semester assessment, and these assessment results are taken into account by the teacher or lecturer in total-point scoring.

As an exception, such a student can work out these CIA by the date of the exam without taking them into account in SuA by asking the head of the department for permission.

In case of working out all CIA, the student is permitted to take an examination, or he/she receives a grade for a differentiated test.

2.5. A student who has performed less than 50% of CIA in the discipline (at least one of them) without substantive documented proof by the beginning of the SeA is not certified

for summative assessment (limit for unsatisfactory performance) and is not allowed to work out the rest of CIA and SeA in the discipline.

If the number of such disciplines exceeds two, the student is expelled from the University for failure to comply with the individual curriculum.

2.6. A student who, was not able to perform CIA due to serious reasons (health conditions, family circumstances, an internship abroad, participation in competitions, contests, etc.) after providing documented proof, is set an individual schedule to complete it.

2.7. These types of assessments are not credited in case of plagiarism detection or cheating during CIA performance.

2.8. The maximum score allocated to the SuA should not exceed 45 points on a 100-point scale for the course with the final exam.

2.9. The final score for the course with a test, is set based on the results of the student's SuA on a 100-point scale.

2.10. Students, winners of the 2nd stage of National Olympiads in academic disciplines, as well as student research competitions winners may be added additional points to the results of SuA in the discipline based on the decision of the department. The number of additional points may not exceed 30% of the maximum points given to the SuA. The final grade in the discipline may not exceed 100 points in this case.

2.11. The teacher has no right to add or subtract any points for attending or not attending classes when assessing student performance.

2.12. The student is obliged to follow CIA schedule.

2.13. The teacher enters the results of the student's performance in each of the SuA activities in the "Student performance and attendance register" and announces to students in the last lesson. Upon completion of the SeA the teacher hands "Student performance and attendance register" for storage in the archives of the relevant department.

2.14. The final summative assessment results in the educational discipline the teacher must enter in the electronic statement no later than on the first working day after the first week of the semester assessment.

The teacher does not certify students who have completed less than 50% of CIA in the discipline and enters in the column of electronic statement "Summative assessment" mark "H / a".

3. Assessment of student performance during the semester

3.1. The examination (E) in the academic discipline is conducted by a lecturer and an assistant or other teachers who conducted practical or laboratory classes in this discipline.

3.2. E in the discipline can be held no more than twice:

- first time - by lecturers/teachers during the SeA in accordance with the approved schedule;

- second time - before the commission on liquidation of academic debts in the terms determined by the order of the rector of the University on the condition the student is not subject to dismissal.

3.3. The teacher must schedule a consultation for students during the SeA before taking E in the academic discipline.

3.4. The teacher must enter the final results in the electronic statement in the discipline with a differentiated test no later than on the first working day after the end of the first week of the SeA.

A student who has debt in the discipline with the differentiated test can retake it before the commission on the elimination of academic debts, if he/she is not subject to dismissal and has performed all types of CIA.

3.5. The student defends the course project (paper) before the commission, as a rule, in the first week of the SeA according to the schedule approved by the department.

The Commission assesses:

- the quality of the course project (paper) performed by the student according to the criteria given in Appendix 1 of the Regulations on rating assessment of student performance;

- student speech;

- completeness and correctness of answers to the questions.

If a student receives from 0 to 25 points, the commission does not certify the student and enters a grade "unsatisfactory" in the examination statement. Under this condition, the student has the right only to restudy the course project (paper), if he/she is not subject to dismissal.

If a student receives from 26 to 49 points and is not subject to dismissal, he/she has the right to re-defend the course project (paper) before the Commission for the Elimination of Academic Debts under the terms set by the Rector of the University.

A student, who carries out a course project (paper) as a restudy, is given a new task.

3.6. Assessment of the internship results is carried out in accordance with the Regulations on the organization of internships for students of Lviv Polytechnic National University.

3.7. A student is considered to have taken a test if he / she showed up and received the task.

3.8. A student who did not show up for the E or other types of SeA for good excuses, must inform the dean's office about the reason (illness, family circumstances, etc.) no later than the next day after the assessment and submit a document to explain his/her absence to the dean's office.

3.9. A student who failed to show up in the exam without good excuse is considered as the one who is not certified.

3.10. E in the academic discipline is taken in written and oral form, or in the form of computer testing. The department determines the distribution of number of points for written and oral components (within points given to the E). It should be indicated in the syllabus of the discipline. The written component is compulsory. The number of points for the oral component should not exceed 30 % of the total number of points allocated to the E.

3.11. The lecturer prepares exam cards or test tasks for the E. Assessment criteria for student performance are approved by the department at the first meeting of the academic year. The lecturer brings this information to the attention of students in the first lesson.

3.12. Students are prohibited from using mobile phones, tablets, etc., exchanging information in any form or using other materials and tools apart from those permitted by the lecturer/teacher during the exam.

Lecturers/teachers must monitor students' compliance with the established procedure for the examination. If a student breaks the rules, the lecturer/teacher may suspend the student from the completion by making an appropriate record in his/her written work and scoring it with zero points.

3.13. A student has the right to ask the lecturer/teacher for clarification when performing examination tasks.

3.14. The written part of the E is carried out within 1 working day. The lecturer/teacher writes down the results of the assessment on the students' works.

The oral part is held no later than the next working day. The teacher records questions and assesses the answers on the student's works during the oral part.

3.15. A student who does not agree with the results of the examination has the right to submit a written appeal to the head of the department no later than the next working day after the announcement of the examination results. The head of the department, a lecturer in the discipline or a teacher appointed by the head of the department are obliged to consider the appeal in the student's presence within two working days and make a final decision.

The result on appeal cannot be reduced, but only left unchanged or increased.

The result of the appeal is recorded in the student's written work and confirmed by the signatures of the head of the department and the teacher.

3.16. The commission established by the head of the department assesses students' reports on internship. The commission usually includes the supervisor of the practice from the department.

3.17. Lecturers/teachers enter the results of the SeA in the student's record books and electronic statements (transcripts of grades). Printed versions of these statements with all signatures lecturers/teachers submit to the relevant dean's office and to the department no later than the next working day after the announcement of the SeA results.

3.18. During the final semester, a student in order to obtain a honours degree may retake an exam or a differentiated test with the permission of the Rector before the commission and get a higher grade in no more than two disciplines. Re-taking the exam (test) to improve the grade is not allowed in other cases.

3.19. Extramural students are given invitation statement for the examination session, which is recorded in the register, provided there are no academic debts. The registers are stored in deans' offices for 3 years.

3.20. Students who study at the expense of individuals and legal entities are not admitted to the SeA in case of non-compliance with the terms of the contract.

4. Elimination of academic debt

4.1. A student who, according to the results of the SeA in three or more academic disciplines or other components of the curriculum, received "unsatisfactory" grade, gaining less than 26 points, is expelled from the University for non-compliance with the individual curriculum.

4.2. A student who received unsatisfactory grades or did not turn up without good reason for examinations or assessments, but completed the mandatory types of CIA, is allowed to

eliminate academic debts before the commission provided that the total number of academic debts, including disciplines which the student has to re-study, does not exceed 50% of the total number of exams and tests prescribed by the curriculum for the semester.

4.3. The director of the educational and scientific institute forms the commissions for the elimination of academic debts and approves their membership and schedules by his/her instructions based on proposals of the relevant departments.

4.4. Students carry out elimination of academic debt in the discipline before the commission orally.

4.5. The commission assesses the student's performance on a national scale in accordance with Table. 1 and interprets the grade into a 100-point scale by the lower score of this table. The results of the SuA are not taken into account.

The grade given by the commission is final.

4.6. A student who, after completing the work of commissions, is not certified in three or more disciplines or earned an "unsatisfactory" grade during the liquidation of academic debt before the commission, is expelled from the University for failure to comply with the individual curriculum.

4.7. If a student after the expiration date of the commission, determined by the order of the University, has an academic debt in an academic discipline, he has the right to re-study it, if he/she is not subject to the dismissal.

4.8. A student has the right to re-study no more than two academic disciplines, of which he earned an "unsatisfactory" grade during the SeA or: was not admitted to the SeA in accordance with paragraph 2.5; did not turn up on the SeA; was not certified by the commission during the liquidation of academic debt and received 26-49 points; did not turn up before the Commission on Academic Debt Elimination.

4.9. A student may be appointed an individual schedule for the elimination of academic debts if there is a good excuse (proved by a document).

4.10. A student, who is not certified in a non-credit or optional discipline after the expiration date of the commission, is not be credited in this discipline.

5. Filling in the results in grade statements

5.1. The lecturer/teacher submits the results of the summative assessment in the discipline with the exam, the final grade in the discipline with the test, as well as the grade for the defense of the course project (paper) no later than the on first working day after the first week of the semester assessment.

5.2. The lecture/teacher submits the results of semester assessment in the discipline with the exam in the electronic statement no later than the next working day after the exam oral assessment. The lecture/teacher submits the printed and signed version of the grade statement to the relevant dean's office and the department for storage no later than two working days after the date of the semester assessment in this discipline.

5.3. Submitting the results in the disciplines with a test as the final assessment (see Appendix 3).

5.3.1. The lecturer/teacher writes down in the electronic grade statement "H / a" (not certified) as in the column "<100>" and in the column "<5>" for students who at the beginning of the semester assessment did not complete all CIA required by the individual curriculum, but 50 percent or more of each type of CIA, and did not work them out in the first week of the semester assessment.

5.3.2. The lecturer/teacher fill in "unsatisfactory" in the electronic grade statement both in the column "<100>" and in the column "<5>" for students who have completed less than 50% of at least one type of CIA in the discipline (not certified for summative assessment - the limit of unsatisfactory learning results) and not allowed by the lecturer/teacher to work out the rest of CIA in this discipline during the semester assessment.

5.3.3. The lecturer/teacher fills in the final grade in the electronic grade statement in the column "<100>" and mark "unsatisfactory" in the column "<5>" for students who have completed all CIA in the discipline and received no less than 50 points from the summative assessment.

5.3.4. It is forbidden to write the mark "H / 3" (did not turn up) in the test grade statement instead of the points for the summative assessment.

5.4. Filling in the exam results statement for disciplines with the final exam.

5.4.1. The lecturer/teacher fills in in the electronic examination statement for students who at the beginning of the semester assessment did not complete all CIA, required by the individual curriculum, but 50 percent or more of each type of CIA and did not work them out during the first week of the semester assessment,:

- the points that the student earned during the summative assessment in the column Summative Assessment;
- mark "H / Д" (not allowed to take an examination) in the column Exam results;
- mark "H / a" (not certified) in the column Semester grade.

5.4.2. The lecturer/teacher fills in the summative assessment results in the electronic examination statement for students who at the beginning of the Semester Assessment performed less than 50% at least of one type of CIA in the academic discipline (not certified for Summative Assessment - the limit of unsatisfactory learning results) and not allowed by the teacher to work out other CIA during the Semester assessment in this discipline:

- mark "H / a" (not certified) in the column of the Summative assessment;
- mark "H / д" (not allowed to take an examination) in the column Exam results;
- mark "H / a" (not certified) in the column Semester Grade.

The lecturer/teacher fills in in the electronic grade statement no later than the next day after the date of the examination for students who have completed all CIA in the academic discipline, but did not turn up for the exam,:

- mark "H / з" (did not turn up for the examination) in the column Exam;
- mark "H / a" (not certified) in the column Semester Grade.

The lecturer/teacher writes down in the electronic statement for students who received less than 50 points for the results of the exam,:

- the points of the examination results in column Exam Results;
- the total points in the column "<100>";
- mark "unsatisfactory" in the column "<5>".

5.5. The Commission on liquidation of academic debts considers two possible options in case a student is not certified by the Commission:

- not certified with the right to re-study (in the column "<100>" the lecturer/teacher fills in 26 points);
- not certified with a grade of "unsatisfactory" (in the column "<100>" the lecturer/teacher writes 0 points).

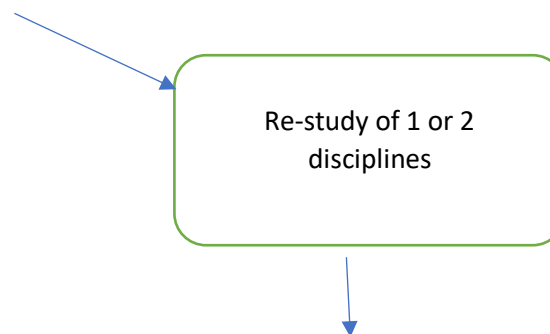
Scheme of organization of summative and semester assessment of students' performance					
Organization and conduct of summative assessment		Taking tests and examinations (re-taking of tests and examinations is not allowed)		Elimination of academic debts	
Conduct and assessment of compulsory individual assignments required by the individual curriculum and essential for summative assessment in the discipline (see paragraph 2.1 of the Regulations)	Announcement of the summative assessment results at the last lesson. Filling in grades for differentiated tests in the student grade book and electronic grade statement, defense of course papers, and tests	Re-conduct of CIA (if the number of unfulfilled CIA does not exceed 50% of their total number) taking into account the points in the Summative Assessment. Filling in the grades for differentiated tests in the student grade book and electronic grade statement, defense of	Examinations (exam grade=total number of points for summative assessment and examination	Elimination of academic debts (examination, test) in the commission, if their number $\leq 50\%$ of the number of components of the student's individual curriculum in a relevant semester	Applying for re-study 1 or 2 components of the student's individual curriculum

		course papers, and tests				
1	2	14	15	16	17
Informing students about the types of summative assessment and criteria for the assessment						Completion of CIA (if their number did not exceed 50% of the total number of assignments by the beginning of the SeA) to obtain permission to certification and taking the exam / test, which the student was not allowed to do
Semester study weeks (15 weeks)			Semester assessment (3 weeks)		Academic debt period (2 weeks)	

Scheme of the elimination of academic debts

1 or 2 academic debts:

- н/а (>26 points);
- н/3;
- н д



1 or two academic disciplines can be studied

Semester Assessment	Analysis of the SeA results	Commission	Absence of academic debts	Continuation of studies - without debts; - with 1-2 disciplines that students re-study
	<ul style="list-style-type: none"> - "unsatisfactory" grade when earned < 26 points in 3 or more components of the individual curriculum; - academic debts with > 50% components of the student's individual curriculum in the relevant semester; - completed <50% of CIA in three or more disciplines; 		<ul style="list-style-type: none"> - ≥ 3 academic debts; - "unsatisfactory" (<26 points) in 1 discipline 	

Instructions for filling in grade statements

Instructions for filling in the test grade statement

CIA student performance	A lecturer/teacher fills in the column 'Test Assessment'	Column 5 is automatically filled by IS (Information system) 'Electronic grade statement'
The student completed all CIA on time or performed more than 50% of each type of CIA and completed the rest of CIA in the first week of the SeA	The total number of points the student received for all SuA activities	National assessment scale according to table. 1
The student had completed more than 50% of each type of CIA by the date of SeA, but did not work out the rest of the CIA in the first week of the SeA	n/a	n/a
The student had completed less than 50% of at least one type of CIA by the date of SeA (limit of unsatisfactory study) and was not allowed to work out the rest of the CIA	Незадов. (Unsatisfactory)	Незадов. (Unsatisfactory)

Instructions for filling in the examination grade statements

CIA student performance	A lecturer/teacher fills in the column 'Test Assessment'	The column «<E>», fills in by a lecturer/teacher	Column<100> is automatically filled by IS 'Electronic grade statement'	Column<5> is automatically filled by IS 'Electronic grade statement'
1	2	3	4	5
The student completed all CIA on time or completed more than 50% of each type of CIA and completed the rest of CIA in the first week of the SeA (a student is allowed to take an exam)	Total number of points earned by the student for all types of SuA	The number of points the student earned for the written and oral components in the examination	The sum of points earned for summative assessment and examination assessment	Grade according to a national scale (see table 1)
1	2	3	4	5
The student completed more than 50% of each type of CIA by the date of SeA, but did not work out the rest of the CIA in the first week of SeA	Total number of points the student earned for all SuA activities	н/д	н/а	н/а
The student completed less than	н/а	н/д	н/а	н/а

50% of at least one type of CIA by the date of SeA (limit of unsatisfactory study) and was not admitted by the lecturer/teacher to work out the rest of the CIA				
The student completed all CIA on time or completed more than 50% of each type of CIA and completed the rest of CIA in the first week of SeA, but did not turn up for the exam	Total number of points a student earned for all SuA activities	н/з	н/а	н/а

Instructions for filling in the commission grade statement

Attestation of the student on the commission for elimination of academic debts	Column "<100>", is filled in by the lecturer/teacher	Column <5>, is automatically filled in by IS "Electronic grade statement"
The student is successfully certified by the Commission on the	The number of points that corresponds to the lower value of	Grade according to the national scale

Elimination of Academic Debts. The commission gives a grade on a national scale	points on the national scale, which the student earned on the commission	
The student is not certified by the commission for elimination of academic debts: - not certified with the right to re-study the discipline (if such a student is not subject to be expelled);	26	н/а
- not certified with a grade "unsatisfactorily"	0	Unsatisfactory

н/а- uncertified;

н/д - not allowed to take;

н/з - did not turn up.