

## SENATE RESOLUTION

RTU Senate Meeting of 30 May 2022 (Minutes No. 663)

### **On Approval of the New Edition of the Regulation on the Assessment of Learning Outcomes**

RTU Senate has resolved:

- 1) To declare the Regulation on the Assessment of Learning Outcomes approved at the Senate Meeting on 29 May 2017 (Minutes No. 610) **null and void**;
- 2) To approve the new edition of the Regulation on the Assessment of Learning Outcomes and rule that it shall become effective starting from **academic year 2022/2023**. Provisions regarding academic arrears in accordance with Paragraphs 9.1, 9.2, 9.3, and 9.4 of this Regulation shall be applied from 27 January 2023.

### **REGULATION ON THE ASSESSMENT OF LEARNING OUTCOMES**

#### 1. SCOPE

- 1.1. The process of assessment of learning outcomes includes formative and summative assessment. Formative assessment is carried out throughout the entire study process, providing feedback to the students to improve their learning outcomes, while summative assessment allows grading the achieved learning outcomes. This regulation lays down the procedure for the summative assessment of learning outcomes achieved by students within the study courses undertaken at RTU.
- 1.2. The procedure for assessment of learning outcomes achieved upon completion of the study program is determined by the Regulation on Final Examinations at Riga Technical University.
- 1.3. A single final grade is ascribed to the student upon completion of each study course, which is included in the Diploma Supplement.

#### 2. TERMS AND DEFINITIONS

- 2.1. Learning outcomes – the body of knowledge, skills, and competences the student has developed upon completion of the study program, study module, or study course.
- 2.2. Test – an activity envisioned within the study course (exam, assessment test, public presentation of lab work, development and public presentation of the course project, report, etc.) used to assess to what extent the student has reached the learning outcomes of the study course.
- 2.3. Final assessment within the study course – the summative assessment of the learning outcomes determined upon completion of the study course, considering the assessments received for the tests during the study course.
- 2.4. Academic arrear – failure to obtain a passing final assessment within the study course in the specified term. The notion of an academic arrear is not applicable to assessments at the interim tests.

### 3. TYPES OF ASSESSMENT

- 3.1. Final assessment within the study course:
  - 3.1.1. exam – an assessment covering the curriculum of the study course passed upon completion of the study course or its part;
  - 3.1.2. public presentation of the study project – final examination within a study course that foresees the development of a study project as the main method of achieving learning outcomes;
  - 3.1.3. public presentation of the internship report – an assessment upon completion of the internship, where learning outcomes reached during the internship are evaluated.
- 3.2. Interim test – an assessment during the study course (assessment test, implementation and/or public presentation of a practical task or lab work, colloquium, report, etc.).

### 4. GRADING SCALES

- 4.1. Assessment of learning outcomes with a grade according to the 10-grade scale, where passing grades range from 4 (almost satisfactory) to 10 (with distinction) and failing grades range from 1 (very, very weak) to 3 (weak). Interpretations of grades in the 10-grade scale are determined by the Cabinet Regulations (see the Appendix to this Regulation).
- 4.2. Assessment of learning outcomes according to the “pass/fail” scale where “pass” is a passing score and “fail” is a failing score.
- 4.3. The final assessment within the study course is either a grade according to the 10-grade scale or a score on the “pass/fail” scale.
- 4.4. The 10-grade scale is used in the assessment of exams, study projects, and public presentations of internship reports.
- 4.5. It is also allowed to use other rating scales for interim tests, providing the students with detailed explanations of the grading principles at the beginning of the study course.

### 5. ASSESSMENT PLANNING

- 5.1. The types and number of interim tests included in the study course, criteria for assigning the final grade for the study course, and conditions for admission to tests, if any, are determined by the instructor responsible for the study course. The instructor implementing the study course shall post this information and the calendar plan of the study course in the e-learning environment on the portal ORTUS no later than during the first week after the start of the study course.
- 5.2. Interim tests within the study course are organized in the terms set by the instructor until the date of the final examination scheduled in the academic schedule.
- 5.3. The instructor implementing the study course shall post information on the terms and conditions of interim tests in the e-learning environment no later than one week before the interim test.

- 5.4. Students take the planned final examinations (exam, public presentation of the study project, public presentation of the internship report) at the end of the study course within the term specified in the academic schedule.
- 5.5. The final examination within the study course is scheduled once in the semester when this course is undertaken. The time of the examination is published in the academic schedule on ORTUS portal no later than 2 (two) weeks before the examination. If more than 1 (one) final examination is scheduled in one day, students have the right to request rescheduling of final examinations by submitting a request to the head of the study program no later than 1 (one) week before the examination.
- 5.6. A student's failure to attend the final examination within the study course on the scheduled date without a valid reason is qualified as a failed examination, and sign 0 (zero) is recorded instead of the grade.
- 5.7. If a failing grade has been received for the final examination within the study course, a student can pass the examinations two more times for a fee set by RTU. Repeated exams are planned during the semester and until the 10th (tenth) business day of the next semester. The terms for repeated public presentations of internship reports and projects are determined by the organizational unit implementing the study course. The student shall obtain examination permission from the Records Office to repeatedly pass the final examination.
- 5.8. Students who due to mitigating circumstances could not pass the final examination within the study course on the date specified in the examination schedule, or who have valid and objective reasons for taking this examination before the term specified in the schedule, shall have their individual schedule of the final examinations plan approved by the order of the faculty Dean, the Director of Riga Business School or the head of the regional Study and Science Centre.

## 6. EXAMINATION PROCEDURES

- 6.1. A study course instructor informs students about the auxiliary aids that may be used during the interim tests and final examinations no later than one week before the test. If a student uses unauthorized auxiliary aids during the test, including the help of other persons, the student's performance in the test is not evaluated, sign 0 (zero) is recorded instead of the grade, and the instructor draws up a report on the violation of academic integrity.
- 6.2. Exam is passed to the responsible instructor or the instructor delivering the study course. A representative of the student self-government may participate in the exam as an observer.
- 6.3. The instructor delivering the study course shall provide at least one tutorial before the exam. The date, time, and place of the tutorial are specified in the examination schedule.
- 6.4. The student is eligible to pass the exam within the study course if s/he:
  - 6.4.1. has met study course exam admission requirements, if such have been specified. Exam admission requirements are determined by the responsible instructor, and they are binding to all instructors implementing the study course;

- 6.4.2. has presented a student ID to the examiner (student card).
- 6.5. Exam formats are determined by the responsible instructor and they are binding to all instructors implementing the study course.
- 6.6. The student has the right to receive an explanation about the assessment obtained in the test from the instructor.
- 6.7. Written materials produced by the student during the exam that are submitted to the instructor are stored at the organizational unit administering the study course for two semesters.

## 7. DETERMINING THE FINAL GRADE

- 7.1. Within the study courses that are assessed according to the “pass/fail” scale, the final grade “pass” or “fail” is determined based on the grades obtained in the interim tests during the semester.
- 7.2. Within the study courses, which finish with an exam, the final grade for the study course is determined, meeting the requirements set by the responsible instructor, which implies deriving the final grade from the exam grade and the grade of not less than one interim test, taking into consideration that the exam grade shall contribute no less than 20% (twenty percent) and no more than 50% (fifty percent) to the final grade received within the study course.
- 7.3. Class attendance cannot be included as a criterion for determining the final grade within the study course.
- 7.4. Alternative conditions may be applied for determining the final grade for the study course, for example:
  - 7.4.1. for the students with the proven certain previously acquired competences that correspond to the learning outcomes to be achieved within the study course,
  - 7.4.2. for the students who have met certain criteria in the interim tests, passing the exam may not be mandatory, and the final grade for the study course is calculated based on the results of the interim tests.
- 7.5. The final grade for the study course is recorded in ORTUS portal by the instructor implementing the study course:
  - 7.5.1. until the end of the semester if the study course is assessed on the “pass/fail” grading scale,
  - 7.5.2. within five business days after the date of exam, public presentation of the project or internship report, if the study course is evaluated with a grade, but no later than on the 10<sup>th</sup> (tenth) business day since the beginning of the next semester in the case of a repeated exam.
- 7.6. The final grade for the multi-part study courses is determined as a weighted average grade received in all parts, i.e., adding the products of the obtained assessments (grades) with the volume of the respective part of the study course in credit points, dividing the obtained sum by the total volume of the study course in credit points and rounding up the result to the whole number.

## 8. APPEAL SUBMISSION AND HEARING PROCEDURES

- 8.1. The student may submit an appeal to the head of the organizational unit administering the study course not later than three business days after the test date or the day of grade announcement.
- 8.2. The appeal shall be considered by the Appeals Committee not later than in the period of seven days. The Appeals Committee shall be summoned and convened by the receiver of the appeal. The Appeals Committee shall comprise at least 3 (three) members of academic staff. A representative of the student self-government may participate in the meeting of the Appeals Committee as an observer.
- 8.3. The appellant is informed of the decision of the Appeals Committee in writing.
- 8.4. In case the student is not satisfied with the decision of the Appeals Committee, the appeal can be contested by submitting an application to the faculty Dean, Director of Riga Business School, or the head of a regional RTU Study and Science Centre.

## 9. PROCEDURES FOR SETTLING ACADEMIC ARREARS

- 9.1. If until the 10<sup>th</sup> (tenth) business day since the beginning of the next semester, the student has failed to receive a positive assessment for the study course:
  - 9.1.1. the student shall repeatedly undertake the study course having paid a fee determined by RTU;
  - 9.1.2. having assessed the learning outcomes achieved by the student within the study course, the responsible instructor may set the requirements for settling the academic arrear during the repeated acquisition of the study course, when the student has paid a fee determined by RTU.
- 9.2. The student is considered to have passed the study course if on the 11<sup>th</sup> (eleventh) business day since the start of the new semester, they do not have any academic arrears from the previous semesters.
- 9.3. If at least one of 2 (two) conditions is valid on the 11<sup>th</sup> (eleventh) business day of the semester: the student has more than 3 (three) academic arrears or if the total volume of academic arrears exceeds 9 CP, the process of exmatriculating the student shall be commenced, except for the case if the student has been granted an academic leave during this semester.
- 9.4. Provisions of Paragraphs 9.1, 9.2, and 9.3 of this Regulation do not apply to the students who study according to the individual study plans created for them in accordance with the provisions of Paragraph 5.8 of this Regulation.
- 9.5. The student may settle academic arrears also while being on academic leave.

## 10. PROCEDURES OF EXAMINATION TO IMPROVE ACADEMIC PERFORMANCE

- 10.1. Students are entitled to repeatedly pass positively assessed exams. Repeated examination for improvement of academic performance is performed at a fee determined by RTU.
- 10.2. The right to repeatedly pass a positively assessed exam with an aim to improve academic performance is granted only once.

- 10.3. The exam in order to improve academic performance is organized by the organizational unit administering the study course upon the student's application.
- 10.4. The head of the organizational unit administering the study course makes a decision on the organization of the exam to improve academic performance, defines examination terms and designates the examiner.
- 10.5. The examinee, having presented a payment verification document, but no later than 3 (three) days before the exam, is issued individual examination permission by the organizational unit administering the study course.
- 10.6. The final examination grade previously awarded within the study course becomes void and the new grade awarded to a student is registered, even if the latter is lower than the previous final examination grade. The final grade is calculated following the procedure for determining the final grade within the study course, taking into consideration the results of the interim tests.

Chair of the Senate

E. Gaile- Sarkane

Drafted by the Office of Vice-Rector for Academic Affairs

to the Regulation on the Assessment of Learning Outcomes

**Assessment Criteria for Evaluation of Learning Outcomes according to the 10-grade Scale and Assessment “Pass” or “Fail”**

According to Cabinet Regulation No 240 of 13 May 2014 “Regulation on the State Academic Education Standard” and Cabinet Regulation No 512 of 26 August 2014 “Regulation on the State Standard of the Second Level Professional Higher Education”, assessments are set as follows:

- with distinction (10) – knowledge, skills, and competence exceed the requirements of the study program, study module, or study course, the student is able to conduct research independently and demonstrates a thorough understanding of the issues;
- excellent (9) – knowledge, skills, and competence fully meet the requirements of the study program, study module, or study course, the student is able to independently apply the acquired knowledge;
- very good (8) – the requirements of the study program, study module, or study course are fully met; however, the student lacks a thorough understanding of some issues and thus is not able to independently apply the knowledge gained in solving the most complicated problems;
- good (7) – the requirements of the study program, study module, or study course are met in general; however, the student occasionally demonstrates a lack of ability to independently use the acquired knowledge;
- almost good (6) – the requirements of the study program, study module, or study course are met; however, the student demonstrates insufficiently deep understanding of the issues and inability to use the acquired knowledge;
- satisfactory (5) – the study program, study module, or study course are acquired in general; however, the student demonstrates insufficient understanding of some issues and inability to use the acquired knowledge;
- almost satisfactory (4) – the study program, study module, or study course are acquired in general; however, the student demonstrates insufficient understanding of several basic concepts, experiences considerable difficulties in the practical application of the acquired knowledge;
- weak (3) – the knowledge is superficial and incomplete; the student is not able to use it in particular situations;
- very weak (2) – superficial knowledge only in some issues, the major part of the study program, study module, or study course is not acquired;
- very, very weak (1) – there is no understanding of the basic issues addressed within the course, there is almost no knowledge concerning the curriculum of the study program, study module, or study course.

Assessing learning outcomes within the study program, study module, or study course according to the 10-grade scale, the university may also envision additional criteria for a particular assessment. Assessing learning outcomes according to the 10-grade scale, these criteria may also be used to evaluate knowledge, skills, and competence in particular tests determined by the university within specific study courses.

The scores “pass” or “fail” are used depending on whether student’s knowledge, skills and competence demonstrated in the test meet the criteria regarding the level of knowledge, skills and competence determined by the university for the respective test.

The grades from “with distinction” (10) to “almost satisfactory” (4) and “pass” are considered passing grades.