

## LEARNING ACHIEVEMENTS ASSESMENT PROCEDURE

### 1. General Part

1.1. The Procedure for Assessment of Learning Achievements (hereinafter – the Procedure) establishes the principles for the assessment of the learning achievements of students and unclassified students (hereinafter – the Students) of Vilnius University (hereinafter – the University), the assessment organisation procedure, the responsibility, rights and duties of the person engaged in the assessment of the students' learning achievements. The present Procedure does not apply for the assessment of the learning achievements of non-formal studies, third cycle studies, or the assessment of the competences acquired by way of self-studies or non-formal education. The computerised assessment of learning achievements shall be subject to the present Procedure, and the Procedure for Computerised Assessment of Learning Achievements.

1.2. The validity of the learning achievements of the students who have renewed their studies after a recess longer than three years shall be established according to the Study Regulations of the University.

1.3. The learning achievements are recognised according to the Procedure for the Recognition of Learning Achievements at the University.

1.4. The concepts used for the purpose of the present Procedure:

1.4.1. **Examiner** – an employee of the University who is, in the manner set forth by the core academic division, tasked to ensure and supervise the process of an examination (pass);

1.4.2. **System for the assessment of the learning achievements of a course unit/module** – the assessment of the learning achievements as described in the Description of a course unit/module that encompasses the assessment criteria, defines the information of evidence of the learning achievements, the methods and the forms of the assessment of learning achievements, the time for the assessment of learning achievements, the cumulative score of the final assessment of a course unit/module.

### 2. Principles for the assessment of learning achievements

2.1. At the University the assessment of learning achievements of a course unit /module is subject to the following general requirements:

2.1.1. the assessment of learning achievements must be professional, transparent, fair, objectives and reliable, and be based on the principles of respect and goodwill;

2.1.2. the learning achievements of a course unit/module may be subject to an ongoing, interim and final assessment. The final assessment of learning achievements is mandatory. The final assessment of the learning achievements of a course unit/module may be a cumulative grade whose composition is estimated according to the proportions set forth in the Description of the course unit /module;

2.1.3. Upon the completion of the studies of a course unit/module the learning achievements of a course unit/module shall be assessed by a grade according to clearly defined criteria. Learning achievements are assessed by grades in a ten-point system (Annex 1) and the tests are assessed as 'passed' or 'failed'. A course unit/module is considered completed, if the final grade of the learning achievements is higher than 4 (*four*), or 'passed' in case of a pass/fail test.

2.1.4. At the University the form of the final assessment of the learning achievements of a course unit/module is an examination. The first parts of a part-time course unit/module may be assessed by a pass/fail test. Examinations and fail/pass tests may be written, or both written and oral. Computerised assessment is treated as a written form of assessment.

2.1.5. All students are subject to the same criteria for the assessment of learning achievements.

2.1.6. If necessary, or when so provided in the Description of a study programme or a course unit /module, a study programme, or a course unit /module can be assessed in an anonymous way (by submitting for the purpose of assessment anonymised (encrypted) papers of the students, or performed tasks).

2.2. The learning achievements of students with special needs (with hearing, vision or movement impairment) are evaluated using flexible forms of learning outcome assessment while adapting to the particular capacities of such persons (e.g. by increasing the font in the examination papers, extending the time or the assessment of learning achievements, and adapting the physical environment for the assessment of learning achievements, e.g. ensuring good lighting in the venue where the examination (fail/pass test), is being taken etc.). The administration of a core academic division shall before the first auditorium class (a lecture, seminar, etc.) inform the teacher of the course unit/module (examination commission, the examiners – before the beginning of the examination (pass/fail test) about the students with special needs, provide the means needed for the evaluation of learning achievements taking into account the capacities of the students, and ensure a proper adaptation of the place of the final assessment of learning achievements.

2.3. The graduation papers of the first and second cycle studies shall be assessed on the basis of the Descriptions of course units/modules of the study programmes, and the Procedure for the Drawing Up, Defending, Storage and Use of the Papers of Students at Vilnius University, following the procedure set forth by the relevant core academic unit.

The final assessment of the learning achievements of the study programmes (the final examination of the study programme) shall be performed in accordance with the procedure for the final examinations of the study programmes approved at the Councils of core academic divisions and made available to the students no later than three months before the examinations.

All the written papers submitted for the assessment of the learning achievements of the students must be drawn up independently. A written paper is considered not drawn up independently when the entire paper or its part has been written by another author (a paper rewritten from another author, or part of the job without any references, also by exceeding the citation limits allowed by the Law on Copyright and Related Rights), or the paper infringes copyrights. The entire paper or its part may not be used when assessing another course unit at Vilnius university or other universities (except the use of the course or design papers of the student in his final Bachelor's degree paper, or the use of research papers drawn up during semesters in the final Master's degree paper). The written papers are checked using the Electronic Plagiarism Detection system. The originality of written papers is assessed according to the Procedure for the Drawing Up, Defending, Storage and Use of the Papers of Students at Vilnius University.

### **3. Organisation of the assessment of learning achievements**

The organisation of the assessment of learning achievements consists of the planning, assessment and feedback stages.

#### **3.1. Planning of the assessment of learning achievements**

3.1.1. The assessment of the learning achievements of a course unit/module shall be planned by the teacher of the course unit/module, by providing (updating) in the Description of the course unit /module the information on the system of assessment of learning achievements of the course unit/module. The Description of a course unit/module shall indicate the estimated time of the interim (if any) and final assessment of the learning achievements (the time may be indicated not as a specific date, but rather as a relevant period in the study process).

3.1.2. In relation to approving the Description of a course unit module) the Study programme committee shall assess the coherence of the learning achievements of the course unit/module, studying methods and the assessment methods, the strategy for the assessment of the learning achievements and the assessment criteria. (If necessary) the Study programme committee provides to the teacher of the course unit/module guidelines regarding the betterment of the system for the assessment of learning achievements.

3.1.3. A course unit/module assessment system may not be modified in the course of the studies of the course unit/module.

#### **3.2. Assessment of learning achievements**

3.2.1. The learning achievements shall be assessed in the following manner:

3.2.1.1. In the course of the semester, an ongoing and interim assessment of a course unit/module is carried out by the teachers of the course unit/module following the performance assessment system described in the Description of the course unit/module;

3.2.1.2. The final assessment of a course unit/module shall be carried out by the teacher of the course unit/module, the teacher supervising the studies, or a commission of field specialists consisting of the teacher of

the course unit/module, the teacher supervising the studies (if so provided for in the Description of the course unit/module);

3.2.1.3. At a request of the teacher of the course unit/module or of the chair of the committee of the respective study programme in view of the health condition of the teacher of the course unit/module, or other important reasons, the final assessment of a course unit/module may be carried out by other than the teacher of the course unit/module. In such case the head of the core academic unit shall appoint another teacher in the area, or shall set up a commission of field specialists.

### 3.2.2. *Learning achievements assessment time*

3.2.2.1. An ongoing assessment of learning achievements of a course unit/module shall be carried out in the course of the study process (the learning achievements are demonstrated by performing independent tasks, working at seminars, workshops, or completing laboratory tasks, etc.).

3.2.2.2. An interim assessment shall be carried out by assessing the learning achievements in a specific course unit/module upon the completion of a specific studying stage (or having completed part of a course unit/module (the learning achievements are then demonstrated during colloquiums, tests, written papers, etc.)),

3.2.2.3. A final assessment of learning achievements in a course unit/module shall be carried out upon the completion of studies of a course unit/module, in the course of a semester, or within the period of the final assessment of learning achievements of the course units /modules of a semester, at the time specified in the timetable of the examinations of the course units /modules, at the venue specified in the examination timetable;

3.2.2.4. The period for the final assessment of a course unit/module shall be determined and approved by the relevant core academic unit.

3.2.2.5. The examination timetable is published to the students in the manner set forth by the core academic units.

### 3.2.3. *General procedures of an examination (test)*

3.2.3.1. During an examination (test) the students shall:

3.2.3.1.1. follow the general procedure for taking an examination (pass/fail test), behave correctly and honestly with respect to the teachers, the commission, the examiner and other students, not to disturb other students participating at the examination /(pass/fail test), complete the required tasks. The examination of a student that violates the procedure of an examination/(pass/fail) test, disturbs other students participating at the examination/(pass/fail) test may be terminated by the teacher, a member of the commission or the examiner. For the purpose of the assessment of learning achievements such behaviour of the student shall be considered dishonest.

3.2.3.1.2. Refrain from using any sources or aids not specifically indicated by the teacher of the course unit/module, the commission or the examiner in order not to raise any suspicions regarding his dishonesty in the course of the assessment of the learning achievements. In the course of the assessment of learning achievements copying from a paper of another student, accepting of unauthorised assistance, or provision of unauthorised assistance to another student are considered instances of dishonest behaviour. Possession of unauthorised sources or aids is considered sufficient evidence that the student had been using such sources or aids. Should a teacher of the course unit/module, a member of the commission or the examiner become suspicious that in the course of the examination (pass/fail test) the student is using unauthorised sources or aids, the student must help to dispel the suspicions. Should the student refuse to do so (refuse to cooperate), and the allegations regarding dishonesty are confirmed, the teacher, a member of the commission or the examiner shall terminate the examination/(pass/fail) test.

3.2.3.1.3. Should, during the assessment (ongoing, interim or final) of learning achievements the student behave dishonestly, violate the academic ethics rules valid at the University the final learning results of the course unit/module shall not be assessed. The teacher of the course unit/module, a member of the examination commission or the examiner shall notify the head of the core academic unit in writing of the instance of dishonest behaviour. Having read the explanations of the student concerned, the head of the core academic unit imposes a penalty set forth in the Study Regulations of the University. 3.2.3.2 upon the student. The teacher of the course unit/module, a member of the examination commission or the examiner shall:

3.2.3.1.4. before the examination (pass/fail test) of a course unit/module check the identity of the student according to a valid identity document with the person's picture, inform the students about the examination (pass/fail test) procedure (the sources and the aids authorised or unauthorised to be used during the examination, the behaviour of the students at the examination (pass/fail test) and having completed the examination (pass/fail test) task, etc.);

3.2.3.1.5. ensure order at the examination (pass/fail test) procedure, and adhere to the procedure of examinations (pass/fail tests). A change of the examining teacher, a member of the commission or the examiner, changing the place of the examination (pass/fail test), etc. having notified the students thereof are not considered to be a violation of the examination (pass/fail test) procedure. For the purpose of maintaining order at the examination (pass/fail test), ensuring a transparent examination procedure, and an administrative verification of the assessment of the learning achievements, the examination (pass/fail test) may be attended by representatives of the University, administration of the core academic division, or of the University Students' Representation.

3.2.3.2.1. Take the required measures to prevent any dishonesty of the students in the course of the assessment of learning achievements of a course unit/module.

### **3.3. Accounting of learning achievements and the feedback of the assessment of learning achievements**

3.3.1. At a decision of the head of the core academic division the oral part of an oral and written final assessment of learning achievements may be recorded. Such recordings, completed examination (pass/fail) tests, and written papers of the studies shall be retained for six months from the date of the publication of the final assessment of the learning achievements in the manner set forth at the relevant core academic unit. Where the assessment of the learning achievements of a core unit /module is a cumulative grade, the tasks related to the cumulative grade and completed by the students shall be stored and retained (if such tasks can be retained given their nature). Written papers uploaded on the information written paper database of the University are retained permanently.

3.3.2. The learning achievements (assessment) of a course unit/module shall be entered in the Studies' information system of the University by the teacher of the course unit/module, or the chairman of the commission within no later than 5 (five) business days of the examination (pass/fail test) date by completing an electronic journal. As of the electronic journal completion date the journal is printed, signed by the teacher of the course unit/module or the chairman of the commission and shall within no later than 10 (ten) business days of the examination (pass/fail test) be forwarded to the person responsible for the administration of the studies of the core academic unit implementing the study programme.

3.3.3. The learning achievements at the University are accounted in the Studies' information system of the University, and by retaining the printed and signed electronic journals in the manner prescribed by the core academic unit.

3.3.4. Each student shall have a right to access his results (assessment) of a specific course unit/module, the shortcomings of the assessed tasks (papers), the mistakes and the comments:

3.3.4.1. When publishing the assessments to the students, only the registration number of the student is used without indicating the student's given name and the surname, and the learning achievements (assessment) of a course unit/module;

3.3.4.2. The information on ongoing and interim assessment of learning achievements is published to the students in the manner set forth by the teacher of the course unit/module. The teacher assessing the learning achievements shall announce the date for the publication of the assessments, and familiarise students with the shortcomings of an assessed task (paper), and the comments before starting to carry out the assessment. The information on the ongoing and/or interim assessment of the learning achievements must be published to the students no later than within 5 (five) business days from the date of the final assessment of the learning achievements of the course unit/module.

3.3.4.3. The teacher assessing the final achievements of a course unit/module or the chairman of the commission, shall specify the official time for the publication of the final assessment (results of the examination/pass/fail test), and the time and the place of accessing the assessed tasks of the examinations (pass/fail test);

3.3.4.4. The teacher of the course unit/module or members of the commission shall not provide any data on the learning achievements of the students to any persons not related to the University.

3.3.5. A student who does not agree with the assessment of an examination (pass/fail test) has the right to submit a written appeal to the Examination Appeals Board of the core academic unit in the procedure set forth by the Study Regulations of the University, and the Regulations of the Examination Appeals Board.

3.3.6. Once the final assessment of the learning achievements of a course unit/module is completed, the teacher of the course unit/module and/or the administration of the core academic unit shall provide the students with an opportunity to express their opinion regarding the system of assessment of the learning achievements of a specific course unit/module.

3.3.7. The committee of the study programme and/or the administration of the core academic division shall provide a possibility for the teacher of the course unit/module to learn about the results of the administrative verification of the assessment of learning achievements, with the feedback of the students on the assessment of the learning achievements, and the information of the learning achievements of a course unit/module stored at the University information system.

#### **4. Final provisions**

4.1. Acting in accordance with the present Procedure the Council of the core academic unit of the University can approve a procedure for the assessment of learning achievements consistent with the specifics of the study programmes at the unit.

4.2. The Procedure shall come into force on 1 February 2013.

Annex 1. Learning achievements assessment system  
**APPROVED**  
 Order No. ISAK-2194 of 24 July 2008  
 of the Minister of Education and Science of the Republic of Lithuania  
*(Official Gazette, 2008, No. 86-3437)*

Pass, fail	Grading system	Description of grades
Pass	10 (excellent)	Excellent performance, outstanding knowledge and skills
	9 (very good)	Strong performance, good knowledge and skills
	8 (good)	Above average performance, knowledge and skills
	7 (highly satisfactory)	Average performance, knowledge and skills with unnecessary shortcomings
	6 (satisfactory)	Below average performance, knowledge and skills with substantial shortcomings
	5 (sufficient)	Knowledge and skills meet minimum criteria
Fail	4 (insufficient)	The knowledge does not meet minimum criteria.
	3	
	2	
	1	
	0	