

PANEVĖŽIO KOLEGIJA

DESCRIPTION OF THE PROCEDURE FOR ASSESSMENT OF STUDY ACHIEVEMENTS

English translation. In case of discrepancies, the Lithuanian version shall prevail.

I. GENERAL PROVISIONS

1. This Description of the Procedure for Assessment of Study Achievements (hereinafter - the Description) establishes the principles of assessment of achievements in study programme modules (subjects), the assessment system, organisation of assessment and assessment ethics at Panevėžio kolegija (hereinafter - the College).

2. The Description has been prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania, recommendations of the Ministry of Education and Science of the Republic of Lithuania for improving the assessment of learning outcomes, the General Requirements for the Provision of Studies, the Guidelines for Ensuring Academic Ethics in the Organisation of Distance Studies, the Guidelines for Objective and Fair Assessment of Group Work, the College Description of the Procedure for the Management of Study Field Programmes, the College Code of Academic Ethics, the College Study Regulations, the College Description of the Procedure for Plagiarism Prevention in the Preparation of Study Papers, and other internal documents and legal acts.

3. The purpose of assessment of study achievements is to assess the learning outcomes achieved by students, determine their level according to defined criteria, and provide students with feedback on their achievements and progress.

4. The assessment criteria for the learning outcomes of a module (subject), the assessment system and the methods used to assess students' achievements are specified in the descriptions of modules (subjects).

5. A traineeship, whether a separate module (subject) or part of a module, is assessed in accordance with this Description and the College Description of the Procedure for the Organisation of Traineeships.

6. Assessment of final theses (projects) and final examinations is regulated by the College Description of the Procedure for the Preparation and Defence of Final Theses (Projects) and the College Description of the Procedure for the Organisation of the Final Examination.

7. The following concepts are used in the Description:

7.1. Examination (project) - a form of assessment of a student's knowledge, understanding and skills intended to determine the level of achievement of the learning outcomes of a subject.

7.2. Integrated examination (integrated project) - a form of assessment of a student's knowledge, understanding and skills that integrates all components of a study module and is intended to determine the level of achievement of the module learning outcomes.

7.3. Cumulative assessment - assessment of achievements in a module (subject), consisting of the grades received for interim assessments throughout the semester(s) and the examination (integrated examination) or an independently completed project (integrated project).

7.4. Student study achievements - the learning outcomes achieved by a student, demonstrated during the assessment of a module (subject), formalised by grades and assigned to an excellent, typical or threshold achievement level.

7.6. Other concepts used in the Description correspond to the concepts used in the Law on Higher Education and Research of the Republic of Lithuania, the General Requirements for the Provision of Studies, the College Description of the Procedure for the Management of Study Field Programmes, the College Study Regulations, and other internal documents and legal acts.

II. PRINCIPLES AND RECOMMENDATIONS FOR THE ASSESSMENT OF STUDY ACHIEVEMENTS

8. Assessment of learning outcomes consists of the assessment of knowledge and understanding and the assessment of skills.

9. The following principles shall be followed when assessing students' study achievements:

9.1. Validity: assessment is linked to the learning outcomes of the module (subject).

9.2. Reliability: the assessment information obtained and the assessment results must be objective and must not depend on a change of assessor.

9.3. Clarity: the assessment system must be informative and understandable to assessors and students being assessed.

9.4. Usefulness: the assessment carried out should be positively perceived by the persons being assessed and contribute to the achievement of the objective(s) of the study programme.

9.5. Impartiality: the assessment methods used must be equally appropriate for all persons being assessed.

9.6. Transparency: students' study achievements must be assessed according to criteria that are known in advance and publicly available.

9.7. Mutual respect: the culture of cooperation between students and the lecturer in the process of assessing study achievements must be based on academic ethics and goodwill.

9.8. Confidentiality: the results of the assessment of a student's study achievements are provided to the student personally and are not made public without the student's consent.

10. When assessing students' study achievements remotely, it is recommended to:

10.1. Update assessment tasks each semester and individualise them to the greatest extent possible.

10.2. Avoid general questions in assessment tasks where answers can be found using objective sources (e.g. on the Internet).

10.3. Where possible, organise oral assessments and make a video and audio recording.

10.4. Limit the time allowed for completing tasks.

10.5. During assessments, it is recommended to ensure video and audio monitoring.

11. When assessing students' group work, it is recommended to:

11.1. Discuss and explain the methods of assessing group work with students before assigning a group task.

11.2. Provide for interim assessments of group work.

12. When assessing students with special needs:

12.1. Provide forms of assessment of study achievements that take into account the individual needs and abilities of such persons (e.g. by increasing the font size of tasks, extending the time allocated for assessment, adapting the physical environment for assessment of study achievements by ensuring appropriate lighting or accessibility, etc.).

III. ASSESSMENT SYSTEM

13. The methods for assessing students' achievements (hereinafter - assessment methods) are determined by the lecturer(s) preparing the description of the module (subject).

14. The assessment methods recommended for use in study field programmes are provided for in the descriptions of the study field / group of study fields.

15. Assessment methods are selected taking into account the intended learning outcomes of the module (subject) to be assessed; they must be compatible with the content of the module (subject) and the planned study methods.

16. When certifying a module (subject) or approving amendments to a module (subject), the Study Field Programme(s) Committee (hereinafter - the SFP Committee) assesses the suitability and compatibility of the module (subject) learning outcomes, study methods and assessment methods.

17. In order to ensure active student work throughout the semester, the ability to apply theoretical knowledge in practice, objective assessment of study achievements and prevention of plagiarism, the College applies cumulative assessment, consisting of the grades received for interim assessments throughout the semester(s) and the examination (integrated examination) or an independently completed project (integrated project):

17.1. Module studies are completed by an integrated examination or by assessment of an integrated project completed independently by the student. Where a module is taught over two semesters, the first-semester module studies are completed by a project (integrated project).

17.2. Subject studies are completed by an examination or by assessment of a project completed by the student.

18. The final grade for a module (subject) is the sum of the grades for interim assessments (independent assignments, tests, written tests, etc.) and the examination (integrated examination) or project (integrated project), multiplied by the weighting coefficients assigned to them. The cumulative assessment formula is constructed according to the following scheme:

$$GV = (1 - k) \times TV + k \times E$$

$$TV = \sum (k_i x_i), i = 1...n$$

GV - final grade, TV - interim grades, E - examination (integrated examination), Prj - project (integrated project), k - weighting coefficient of the examination (integrated examination) or project (integrated project), k_i - weighting coefficient of the i-th interim grade, n - number of interim grades, x_i - the i-th interim grade.

18.1. The recommended weighting coefficient for interim grades is from 0.1 to 0.5. The specific cumulative assessment formula for study achievements is specified in the description of the study module (subject).

18.2. The weighting coefficient of the examination (integrated examination) or project (integrated project) grade shall be not less than 0.5. Only the grade of a passed examination (integrated examination) or project (integrated project) is included in the final grade of the module (subject).

18.3. The number of interim assessments and the weight of the components in the assessment of a module (subject) depend on the number of credits of the module (subject). It is recommended that a 3-credit subject include at least two interim assessments.

18.4. Assessment of students' independent work must be included in the interim assessments of each module (subject).

18.5. The cumulative assessment formula may not be changed during the studies of the module (subject).

18.6. If a traineeship is integrated into a module, the final traineeship grade is calculated in accordance with the College Description of the Procedure for the Organisation of Traineeships and is included in the interim grades of the module, assigning a weighting coefficient depending on the scope of the traineeship.

19. If a module is taught over two semesters, the grade for the first-semester part of the module is calculated according to the following formula:

$$SGV = (1 - k) \times STV + k \times Prj$$

$$STV = \sum (k_i x_i), i = 1...n$$

SGV - semester final grade, STV - semester interim grades, k - weighting coefficient of the project (integrated project) grade, k_i - weighting coefficient of the i-th interim grade, n - number of interim grades, x_i - the i-th interim grade.

19.1. The final grade for the module is calculated according to the formula provided in paragraph 18, including the final grade for the first-semester part of the module among the module interim grades and assigning it a weighting coefficient depending on the scope of the first-semester part of the module.

IV. ORGANISATION AND IMPLEMENTATION OF THE ASSESSMENT OF ACHIEVEMENT OF MODULE (SUBJECT) LEARNING OUTCOMES

20. At the start of teaching a module (subject), the lecturer must present to students the intended learning outcomes of the module (subject) and the criteria for assessing their achievement, the content of the module (subject), study and assessment methods, the components of cumulative assessment and their weighting coefficients, the list of compulsory information sources required for studies, remind students of the importance of academic integrity, and inform them about the possible consequences of disregard for academic integrity or plagiarism. If a module is taught by several lecturers, each lecturer must provide information related to the part of the module taught by them.

21. Achievement of module (subject) learning outcomes is assessed using a ten-point grading system, assigning grades to the excellent, typical or threshold achievement level (Appendix 1).

22. After publishing the assessment results, the lecturer of the module (subject) provides each student individually with feedback on the main shortcomings and errors in their work.

23. If the lecturer who taught the module (subject) or supervised the studies is unable to assess study achievements due to illness or other important reasons, the dean of the faculty, in agreement with the Chair of the SFP Committee, appoints another lecturer by an order.

24. Records and accounting of assessment of learning outcomes:

24.1. Within 2 (two) weeks from the beginning of the semester, the subject lecturer or the lecturer coordinating the module must enter the formula for assessment of study achievements in the module (subject) (the cumulative assessment formula) and describe the interim assessments of the module (subject) in the AKADIS system. The formula for assessment of study achievements in the module (subject) must correspond to the formula specified in the description of the module (subject).

24.2. Interim grades must be entered into the AKADIS system within 10 (ten) working days from the date of the assessment.

24.3. The lecturer or coordinating lecturer must submit the completed, printed and signed module (subject) examination (project) grade sheets to the administrator of the relevant faculty within 3 (three) working days after the final assessment.

24.4. The traineeship supervisor (lecturer) must submit the completed, printed and signed professional traineeship grade sheets to the faculty administrator within 5 (five) working days from the end of the professional traineeship for full-time students and by the end of the examination session for part-time students.

25. Interim assessments are carried out in College classrooms, at traineeship locations and/or remotely. Assessments may be carried out in writing and/or orally:

25.1. When assessing students' achievements remotely, it is recommended to follow the recommendations for remote assessment set out in Chapter II of this Description.

25.2. Remote assessment of students' achievements is carried out using video-conferencing and/or virtual learning environment assessment tools approved by the College.

25.3. When an oral assessment is conducted, it is recommended that a video and audio recording of the assessment be made.

26. Examinations (integrated examinations) or defences of projects (integrated projects) are held during examination sessions according to the approved timetable, in College classrooms or remotely. Examinations (integrated examinations) or defences of projects (integrated projects) may be conducted in writing and/or orally:

26.1. The subject examination (project) task is prepared by the lecturer teaching the subject. If a module is taught by several lecturers, the integrated examination (integrated project) task is prepared by the lecturers teaching the module. The final assessment of module achievements is organised by the lecturer coordinating the module.

26.2. Unless otherwise provided by the assessment methodology of the module (subject), the examination (integrated examination) tasks must not be known to students before the start of the examination.

26.3. During the examination, students must comply with the established examination procedure, complete the tasks honestly and not interfere with others completing them.

26.4. When assessing students' achievements remotely, it is recommended to follow the recommendations for remote assessment set out in Chapter II of this Description.

26.5. Remote assessment of students' achievements is carried out using video-conferencing and/or virtual learning environment assessment tools approved by the College.

26.6. When an oral assessment is conducted, it is recommended that a video and audio recording of the assessment be made.

26.7. A student is allowed to take a module examination (integrated examination) or defend a project (integrated project) only if, during the semester, the student has completed at least 50 per cent of the interim assessments provided for in the module (subject). If a module consists of several subjects, this requirement applies to each subject separately.

27. Storage of the results of examinations (integrated examinations), projects (integrated projects) and interim assessments:

27.1. The subject lecturer or the lecturer coordinating the module stores the results of examinations (integrated examinations) for 1 (one) year. The results of examinations (integrated examinations) may also be stored in the virtual learning environment.

27.2. Study papers containing textual information and prepared using information sources (course papers, independent assignments, integrated projects, etc.) must be uploaded to the College virtual learning environment. If there is suspicion regarding the integrity of a study paper, the paper must be checked using a text-matching tool and a plagiarism check must be carried out:

27.2.1. Course papers must be submitted to the Chair of the SFP Committee in printed and/or electronic form and stored for at least 1 (one) year.

27.1.2. Independent assignments and projects are stored in the virtual learning environment for 1 (one) year.

28. If plagiarism is established in a student's study paper:

28.1. The student is not allowed to defend the final thesis (project) and is expelled from the College. The student may defend the final thesis (project) for a second time (repeatedly) no earlier than after 1 (one) year.

28.2. Taking into account the extent of plagiarism in the study paper (except the final thesis (project)) and the circumstances indicated in the student's explanation, one of the following decisions is taken:

28.2.1. A deadline is set within which the student is allowed to revise the work;

28.2.2. The written work is not assessed and the student is assigned another independent work task;

28.2.3. The matter is referred to the Ethics Commission due to the student's breach of academic ethics.

29. If a student was dishonest during the final assessment of a module (subject), an academic debt for the module (subject) is recorded.

30. A student who disagrees with the assessment of the study achievements of a module (subject) has the right, no later than within 1 (one) working day from the date of publication of the assessment, to submit an appeal to the dean of the faculty. The procedure for submitting appeals, forming the Appeal Commission, examining appeals and making decisions is regulated by the College Description of the Procedure for Submission and Examination of Appeals.

V. FINAL PROVISIONS

31. The Description is approved and amended by resolution of the Academic Council.

32. Other issues related to the organisation of assessment of achievements and the establishment of the assessment system that are not covered by the Description are decided by the dean of the faculty in agreement with the Deputy Director for Studies.

DESCRIPTION OF THE STUDENT STUDY ACHIEVEMENT ASSESSMENT SYSTEM

Pass threshold	Grade and brief description of knowledge and skills	Level of study achievement	Description of knowledge, understanding and skills (Article 78 of the Law on Higher Education and Research of the Republic of Lithuania)
Passed	10 (excellent) Excellent, exceptional knowledge and skills	Excellent	Knows the latest sources, theory and principles of the study module (subject) (field) and is able to create and develop new ideas; is able to apply knowledge and solve complex and non-standard problems in the study field and related professional activity; is able to independently collect, assess and interpret data and make decisions based on them; is able to communicate information, ideas, problems and solutions logically when communicating with specialists in their own and other study fields; has the learning skills necessary for further studies and independent learning.
	9 (very good) Strong, good knowledge and skills		
	8 (good) Above-average knowledge and skills	Typical	Knows the most important theories and principles of the study module (subject) (field) and can substantiate the essential achievements of the study field; is able to apply knowledge when solving standard problems in their study field or related professional activity; is able to independently collect, assess and interpret data in their study field required for decision-making; is able to communicate routine information, ideas, problems and solutions in the study field; has the learning skills necessary for further studies and independent learning.
	7 (average) Average knowledge and skills, with minor errors		
	6 (satisfactory) Knowledge and skills are below average; there are errors		
	5 (weak) Knowledge and skills meet the minimum requirements	Threshold	Knows the most important theories and principles of the study module (subject) (field); is able to apply knowledge when solving uncomplicated problems in the study field; is able to participate in collecting, assessing and interpreting data in the study field required for decision-making; is able to communicate basic information, ideas and problems in the study field; has independent learning skills.
Failed	4 Unsatisfactory Minimum requirements are not met		The main learning outcomes of the study module (subject) have not been achieved; minimum knowledge and skills have not been acquired.
	3		
	2		
	1		