

Annex is
APPROVED
by order of the Federal State Educational Institution of Higher Education "SPbPU",
No. 1182 of May 28, 2019

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION OF
HIGHER EDUCATION
"PETER THE GREAT ST. PETERSBURG POLYTECHNIC UNIVERSITY"



REGULATION
***on current and interim performance assessment of students enrolled in study
programmes of higher education***

Saint Petersburg- 2019

1. SCOPE OF APPLICATION

1.1. This Regulation specifies forms, frequency and procedures for the current and interim assessment, fulfillment of academic obligations, enquiries and appeals on exam results, as well as specific features of current and interim assessment of academic performance for students with disabilities enrolled in study programmes of the Federal State Autonomous Educational Institution of Higher Education "Peter the Great St. Petersburg Polytechnic University".

1.2. Provisions covered in this Regulation are mandatory for all structural units involved in organization of the current and interim assessment of academic performance, and for students of all levels of higher education and attendance modes.

2. REFERENCES TO REGULATORY ACTS

This Regulation is based on the following acts:

- Federal Act No. 273 of 29 December 2012 "On Education in the Russian Federation";
- Federal state standards of higher education;
- Educational standards established by SPbPU;
- Order of the Ministry of Education and Science of the Russian Federation No. 301 of 05.04.2017 specifying procedures for the implementation of academic activities in study programmes of higher education – bachelor, specialist and master degree programmes;
- Order of the Ministry of Education and Science of the Russian Federation No. 1259 of 19.11.2013 specifying procedures the implementation of academic activities in study programmes of higher education – postgraduate degree programmes;
- Charter of the Federal State Autonomous Educational Institution of Higher Education "Peter the Great St. Petersburg Polytechnic University"

3. TERMS AND DEFINITIONS

The following terms and definitions shall apply in this Regulation:

Students – *undergraduates* of study programmes of higher education pursuing bachelor, specialist and master degrees; *postgraduates* – learners of study programmes aimed at training scientific and teaching faculty.

Element of study programme– courses (modules), training, research activities or other curriculum units provided by the study programme.

Current assessment involves monitoring and evaluation of student progress in terms of mastering the elements of a study programme stipulated in the curriculum, in accordance with the academic programme of the course (module), training, and scientific research.

Interim assessment aims to evaluate midterm and final learning outcome upon completion of the academic course specified in study programmes, including

courseworks (term papers and thesis).

Forms of interim assessment – pass-fail exam, differential pass-fail exam, coursework (project), term exam.

Academic schedule for the element of a study programme (course (module), training, research, etc.) defines the scope and academic content for implementation in terms of a study programme; specifies material, technical, academic, methodological and information resources involved; stipulates assessment rules for elements of study programmes; defines evaluation procedures for current performance assessment, and identifies criteria for monitoring the formation of competencies within the framework of interim assessment.

Curriculum – defines the list, workload, sequence and distribution of subjects, courses (modules), training, other academic activities and forms of interim assessment, unless established otherwise by the legislation of the Russian Federation.

Individual curriculum – curriculum that provides implementation of the study programme tailored specifically for the academic needs and characteristics of a particular student.

Educational unit – structural body of the University that performs academic training for the corresponding element of a study programme (for example, departments and graduate schools, etc.).

4. ABBREVIATIONS

SPbPU, University – Federal State Autonomous Educational Institution of Higher Education "Peter the Great St. Petersburg Polytechnic University";

PWD – persons with disabilities.

5. GENERAL PROVISIONS

5.1. Interim assessment is the main form of monitoring the academic performance of students. Forms and procedures of interim assessment are chosen by the University independently, with the intervals determined by the curriculum.

5.2. Current assessment is an additional form of monitoring the academic progress of students administered during the academic semester or training period. Forms of current assessment are determined by the curriculum and the academic schedule of the study programme. Procedures and frequency of current performance assessment is established by the study programme.

5.3. At the beginning of the academic course, members of faculty are obliged to instruct students on the procedures of current and interim assessment of the corresponding semester, and inform them on the types of course works, requirements and evaluation criteria.

6. PROCEDURE FOR THE CONDUCT OF CURRENT PERFORMANCE ASSESSMENT

6.1. Current performance assessment is designed to monitor the student

progress in the academic course, and to check student abilities for independent work throughout the process of mastering a particular element of the study programme.

6.2. Current assessment of academic progress is carried out in terms of all elements of the study programme.

6.3. Methods and activities involved in current assessment are organized and managed by the member of faculty responsible for the implementation of a particular academic course (module).

6.4. These may include creative projects, tests, essays, colloquiums, course works, and other evaluation tools as long as their expediency is determined by the requirements for the content and academic results of a particular element of the study programme. Evaluation tools involved in the process of current assessment make part of the assessment tools fund for a particular element of the study programme.

6.5. Evaluation tools used for current assessment, procedures and forms of its implementation, technologies used, criteria for evaluating learning outcomes, etc. are specified in the academic schedule for every element of the study programme, as well as in the fund of assessment tools.

6.6. Current assessment can be carried out:

in accordance with the schedule, during classwork, under the supervision of the faculty member;

in the course of independent work without any direct supervision from the faculty member, with a subsequent check and verification by the teacher;

with the use of e-learning tools, distance learning technologies in the electronic information and education system of the University, both during classwork with the faculty member, or as a part of independent work accompanied by the automated evaluation of student's results.

6.7. Results of current assessment are registered in journals and other reporting documents, which can be managed in the electronic form.

Results of current assessment shall be reported to students throughout the course.

6.8. Current assessment outcomes can be taken into account by the faculty member when evaluating the academic progress of a student at the interim assessment.

7. INTERIM PERFORMANCE ASSESSMENT

7.1. GENERAL PROCEDURE FOR INTERIM PERFORMANCE ASSESSMENT

7.1.1. Interim assessment of student progress within particular courses involved in the study programme is carried out in order to monitor the results of educational training and evaluate student competencies at certain academic stages.

7.1.2. Interim assessment takes place according to the established curriculum, following completion of a particular block within the study programme element.

7.1.3. Forms of interim assessment include pass-fail exam, differential pass-

fail exam, coursework (project), term exam.

7.1.4. Frequency, quantity and forms of interim assessment in particular study programme elements are established by the curriculum.

7.1.5. Evaluation tools used for current assessment, procedures and forms of its implementation, technologies used, criteria for evaluating learning outcomes, etc. are specified in the academic programme for every element of the study programme, as well as in the fund of assessment tools.

7.1.6. Absence without valid excuse or unsatisfactory results of interim assessment for one or more elements of the study programme are observed as unfulfilled academic requirements or academic debt.

7.1.7. Students are required to eliminate their academic debts.

7.1.8. Thereby, in order to eliminate the academic debt, students have the right to take interim assessment tasks for the corresponding elements of the study programme no more than twice within one year from the date the debt is obtained, in accordance with all academic requirements. The specified period does not include medical, academic, or maternity leave.

7.1.9. In order to carry out interim assessment for the second time, the educational organization establishes an examination board.

7.1.10. It is not allowed to charge students for taking the interim exams.

7.1.11. Students who fail to pass the interim assessment for valid reasons get the right for deferred standing and move on the next academic year.

7.1.12. Students who do not eliminate the academic debt within the established time are expelled from the University for failing to fulfill their academic obligations specified by curriculum of the study programme.

7.1.13. Depending on the form of assessment, the results of interim tests and assignments are determined by the grades "excellent", "good", "satisfactory", "unsatisfactory", "pass" and "no pass", as follows:

- pass-fail exam – "pass" and "no pass";
- term exam and differential pass-fail exam – "excellent", "good", "satisfactory" and "unsatisfactory";
- course work (project) – "excellent", "good", "satisfactory", "unsatisfactory", "pass" and "no pass".

Grades "excellent", "good", "satisfactory", "pass" prove successful completion of interim assessment.

7.1.14. When attending the interim assessment, students must present their academic record books. The student's name must be presented in the examination record list – the primary document recording the student progress.

7.1.15. Pass-fail exams, differential pass-fail exams, course works (projects), or term exams cannot be conducted without the examination record list and academic record books.

7.1.16. Interim assessment is carried out in accordance with the approved schedule, which determines the exam date, time and place. Students and faculty members are informed on exam schedules no later than 10 days before the start of

interim assessment.

7.1.17. The schedule of interim assessment specifies the consultation calendar for each group before the exams (differential exams).

7.2. PROCEDURE FOR THE CONDUCT OF INTERIM PERFORMANCE ASSESSMENT

7.2.1. Interim assessment, as a rule, is managed by faculty members who conduct classes specified by the study programme, have an appropriate qualification level, and are responsible for the interim assessment according to their individual plan.

7.2.2. Head of the educational unit, responsible for the implementation of a particular study programme element, may assign another/other teacher(s) to carry out interim assessment in the following cases:

- faculty member corresponding to paragraph 7.2.1, initially responsible for the interim assessment, cannot conduct evaluation procedures due to objective reasons (medical leave, business trip, etc.);
- interim assessment involves teachers and (or) employers who participate in the independent evaluation of the quality of education, in accordance with the established procedure.

7.2.3. Interim assessment may be attended by the members of the University or educational unit's administration, as well as other persons authorized by the order of the Rector (or a person on his behalf).

7.2.4. Presence of unauthorized persons, as well as persons whose duties do not include monitoring the assessment procedures, is not allowed without a special permission from the Rector (or a person on his behalf).

7.2.5. Interim assessment can be conducted in the oral or written form with the use of e-learning tools and distance learning technologies provided by the electronic information system of the University.

7.2.6. Interim assessment with the use of e-learning and distance learning technologies involves student identification and compliance with the requirements established by the study programme of an element assessed.

7.2.7. Results of oral interim assessment are announced on the day its held. Results of assessment conducted in writing are announced the next working day after the exam date.

7.2.8. Grades "excellent", "good", "satisfactory", "pass", obtained after the interim assessment is passed, are registered simultaneously in the examination record list and the student's academic record book, including their electronic forms. Grades "no pass" and "unsatisfactory" are registered only in examination record lists.

7.2.9. If in the course of interim assessment, the student commits disciplinary violations (copies answers, uses mobile devices, laptops, tablets, audio players, etc.), violates internal regulations, or attempts to falsify documents, the faculty member has the right to remove the student from the exam and register "unsatisfactory" or "no

pass" grade in the examination record list.

7.2.10. If the student fails to attend the interim assessment, the teacher registers the "absent" grade in the examination record list. Students must submit a document confirming the reason for their absence to the directorate of the institute.

7.2.11. On the basis of the submitted document, the institute directorate defines the reason for failed attendance as a valid or not.

7.2.12. Valid reasons for the student's failed attendance of the interim assessment include medical leave confirmed by a certificate verified by the St. Petersburg State Medical Institution "City Polyclinic No. 76", as well as other reasons confirmed by corresponding certificates.

Failed attendance of the interim assessment due to student's work (business trips, working hours, etc.) does not refer to the range of valid reasons.

Depending on the organizational structure of the institute, the reason is recognized as a valid or not by the deputy director of the institute or the head of directorate.

Terms of interim assessment may be extended for students who fail to attend it in a timely manner for valid reasons.

For student who provide medical certificate, the interim assessment period may be extended for the number of calendar days specified in the certificate, although, total extension period may not exceed the duration of the interim assessment, regardless of the medical leave.

If the student fails to attend the interim assessment without a valid reason or does not provide documents confirming the reason for his absence within two weeks, the "unsatisfactory" or "no pass" grades are registered in the supplementary examination record list (including individual) by the deputy director for studies or the head of directorate, depending on the organizational structure of the institute.

7.3. PROCEDURE FOR ELIMINATION OF ACADEMIC DEBT

7.3.1. Students with academic debt get extra terms for repeated interim assessment in each module of the study programme.

7.3.2. The first repeated interim assessment is carried out in accordance with the approved schedule, which determines its date, time and place. Students and faculty members are informed on the schedule no later than 5 days before the start of the first repeated interim assessment.

7.3.3. If the student does not eliminate the academic debt in the repeated interim assessment for the first time (hereinafter referred to as the first repeated interim assessment), one is provided with the opportunity to take the repeated interim assessment for the second time (hereinafter referred to as the second repeated interim assessment) under the supervision of a special exam board established by the educational unit.

7.3.4. Repeated interim assessment is carried out no later than the expiration of one year after the academic debt is obtained. The specified period does not include medical, academic, or maternity leave.

7.3.5. The first repeated interim assessment and (or) the second repeated interim assessment can be held during the holidays. In this case, students gain two deadlines for completion of the repeated interim assessment both during the holidays and the academic course.

7.3.6. The first and second repeated interim assessment cannot be conducted during the undergraduate training, as well as during the interim assessment period, except for the extramural study programmes. Repeated interim assessment should not coincide with the time of in-class training sessions.

7.3.7. In order to organize the second repeated interim assessment, the head of the educational unit establishes an exam board of at least three persons. If necessary, this exam board may include a representative of administration from a corresponding educational unit.

7.3.8. Date, time and place for the second repeated interim assessment are brought to the attention of students, chairman and members of the exam board.

7.3.9. Results of the first interim assessment are registered in the examination record list signed by the faculty member conducting the second interim assessment, appointed in accordance with paragraphs 7.2.1 and 7.2.2.

When reporting the results of the second repeated interim assessment, the names of all board members are indicated in examination record list confirmed by their signatures. The grade obtained by the student in this case is registered in the academic record book by the board chairman.

7.3.10. The second interim assessment in order to get a higher grade is not allowed, except for the cases related to obtaining diploma with honors in the final year.

Improvement of a positive grade is only allowed for one subject or training module.

Permission to conduct the second interim assessment is given after the last interim assessment, established in the study programme curriculum, by the rector (or a person in his behalf) as a response to the written application of the student pursuing a diploma with honors, and the corresponding request from the head of the educational unit.

7.4. PROCEDURE FOR INDIVIDUAL INTERIM ASSESSMENT

7.4.1. Interim assessment for students following the individual curriculum of the study programme, including accelerated academic course, is carried out within the time limits set by the head of the educational unit on the individual basis.

Students and faculty members are informed on the schedule no later than 10 days before the interim assessment.

7.4.2. Individual schedule for interim assessment may be established for the student in case he/she participates in scientific projects (grants), sports competitions and training camps of the national and international, as well as other significant events, established by the order of the rector (or a person on his behalf).

7.4.3. Following the written request from the student, he/she may be allowed to

take the early interim assessment in one or more subjects (modules) of the curriculum, provided that the student successfully completes current assessment tasks in the given academic course.

Student's application must contain a resolution from the faculty member delivering the academic course (module) on the student's readiness for early interim assessment, his/her academic performance and competencies mastered throughout the academic course (module).

7.4.4. Final decision on the early interim assessment is made by the deputy director of studies no earlier than three weeks before the interim assessment in accordance with the curriculum of the study programme.

7.4.5. If a student receives "unsatisfactory" and "no pass" grades in the early interim assessment, he/she has the right to eliminate the academic debt on a general basis.

8. PROCEDURE FOR APPEALS AGAINST INTERIM ASSESSMENT RESULTS

8.1. After obtaining the results of interim assessment, students are entitled to appeal.

8.2. Special appeal commission is created in order to consider appeals against interim assessment results. The membership is composed of the director of the institute, who is also the chairman of the commission, deputy director of studies, heads of graduate schools and departments that form part of the institute.

8.3. Decisions of the appeal commission are made by a simple majority of votes from the number of members participating in the meeting. Results of processing appeals are incorporated in protocols.

8.4. Students have the right to submit a written appeal about the violation of the established procedure for interim assessment and (or) disagreement with its results to the commission.

8.5. Appeals are submitted personally by students to the directorate of the institute on the day of the results announcement.

Appeals specify the provision that students are informed about the procedure for appeals against the interim assessment results, which is certified by the personal signature of the student filing appeal.

8.6. To process and consider the appeal, faculty member responsible for a corresponding interim assessment provides the appeal commission with a written report on compliance with the procedure for the interim assessment, as well as completed tasks of the student in writing (if available).

8.7. Appeals are processed within 2 working days from the submission date at the appeal commission meeting that calls upon the faculty member who supervised the interim assessment, university professor-specialist in the relevant subject area who did not participate in the interim assessment, and the student filing appeal.

By the order of the rector (or a person on his behalf), the appeal commission

meeting may be attended by the third person authorized to represent the interests of the student.

Appeal commission meeting may be held without the student filing appeal, in case of his/her failure to attend the meeting session.

8.8. Final decision of the appeal commission is brought to the attention of the student within 3 working days from the date of the appeal commission meeting. Student proves his/her acknowledgment with the decision of the appeal commission by the signature.

8.9. When processing an appeal about violation of the procedure for interim assessment, the appeal commission may decide to:

- reject the appeal if the information on violations of the procedure for interim assessment provided by the student was not confirmed and (or) did not affect its result;
- allow the appeal if the information on violations of the procedure for interim assessment provided by the student was confirmed and (or) affected its result.

The case specified in the third paragraph of this provision implies cancellation of the interim assessment result, with the protocol on the appeal consideration being transmitted to the directorate of the institute no later than the next working day, in order to ensure implementation of the appeal commission decision. Student subsequently is granted an opportunity to take the interim assessment within the time limits established in accordance with the organizational structure of the institute.

Repeated interim assessment for the student who filed the appeal is carried out under the supervision of the chairman or one of the appeal commission members.

Appeals against the repeated interim assessment are not accepted.

8.10. When considering an appeal against the interim assessment, the commission may decide to:

- reject the appeal and preserve the original result of the interim assessment;
- allow the appeal and grant different result of the interim assessment.

Final decision of the appeal commission is transmitted to the directorate of the institute no later than the next working day after the repeated assessment. The decision of the appeal commission is the basis for canceling the previous result and issuing a new one. The new grade can be either higher or lower than the previously issued one.

The decision of the appeal commission is final and cannot be appealed further.

9. INTERIM ASSESSMENT PROCEDURE FOR STUDENTS FROM AMONG PERSONS WITH DISABILITIES

9.1. For students from among persons with disabilities (hereinafter – PWD), interim assessment is carried out by the organization, taking into account specific features of their mental and physical development, their individual capabilities and health status (hereinafter - special features).

9.2. Interim assessment for PWD involves meeting the following

requirements:

- interim assessment for PWD is carried out in the same classroom together with the students who are not disabled, if this does not create difficulties for neither of two groups when taking the interim assessment;

- interim assessment is conducted under the supervision of assisting personnel, who provide students from among PWDs with the necessary technical assistance, with due regard for their special features (for example, help with taking the workplace, moving around the classroom, reading and completing tasks, communicating with faculty members);

- provision of the necessary technical means for students from among the PWDs when taking the interim assessment, taking into account their special features;

- provision of unhindered access of PWD students to lavatories and other rooms, as well as their free movement inside the building (ramps, handrails, extended doorways, elevators, special chairs and other devices, if the building is not equipped with elevators, the classroom chosen for the interim assessment should be located on the first floor).

9.3. If students from among the PWDs submit a written request, the duration of interim assessment may be extended in relation to the established duration:

- duration of the written interim assessment takes no longer than 90 minutes;
- time of preparation for the oral answer at the interim assessment is not more than 20 minutes;

- student's speech/oral response during the interim assessment is not more than 15 minutes.

9.4. Depending on the individual characteristics and special features of the PWD students, the University ensures that the following requirements are met during the interim assessment:

a) for the blind:

tasks and other materials necessary for the interim assessment are either provided in braille, or in the form of an e-document accessible via computer with specialized software adjusted for the blind, or read out loud by an assistant;

written tasks are completed by students either on paper in braille, or on a computer with specialized software adjusted for the blind, or are dictated to an assistant;

when necessary, students are either provided with a writing set for braille, or a computer with specialized software adjusted for the blind;

b) for the visually impaired:

tasks and other materials for the interim assessment are presented in large font; individual steady light of at least 300-luces is provided;

when necessary, students are provided with a magnifying devices; personal magnifying devices are also allowed;

c) for the deaf and hearing-impaired, with severe speech disorders:

classrooms are equipped with sound-amplifying equipment for collective use, if necessary, students are provided with sound-amplifying equipment for their

individual use;

at the student's request, the interim assessment is carried out in writing;

d) for persons with MSDs (severe motor disorders of upper limbs or infirmities):

written tasks are either performed by students on a computer with specialized software, or dictated to an assistant;

at the student's request, the interim assessment is carried out orally.

9.5. Students from among the PWDs submit written application on the need to create special conditions for him/her during the interim assessment, indicating his/her individual requirements no later than 1 month before the interim assessment. Application must be accompanied by the documents and certificates confirming the presence of disabilities or impairment (in case the University was not provided with the corresponding documents earlier).

In the application, students from among the PWDs indicate the need for the assistant being present at the interim assessment, as well as for expansion of time of the interim assessment in relation to its fixed duration (for each module of the study programme).