

## REGULATIONS

### on Course Assessment at The University of Akureyri

With Regulations on Amendments Nr. 322/2011 and Nr. 1134/2011

#### *Article 1*

#### *Overview of course assessment at The University of Akureyri*

Course assessment at The University of Akureyri is based on continuous assessment and/or final assessment. By *continuous assessment* is meant course assessment which takes place outside the regular assessment period, e.g. through continuous assessment exams, essays, oral and written reports, portfolios, field work or class participation. *Final assessment* refers to a formal assessment at the end of a course term, such as examination during a regular assessment period, an essay, seminar, oral defence or assessment of practical training.

Course tutors choose the course assessment arrangement in consultation with the school managers (Dean of School, Head of Faculty or Head of Department) and it shall be made available to the students in the course schedule no later than by the course start date. Once the course has begun, any changes to the course assessment arrangement are dependent on the approval of all students and instructors in the course in question. Heads of school and heads of department shall seek to coordinate the delivery dates of assignments and examination dates within the department or faculties each term, in collaboration with course tutors.

In course assessment, fair and reasonable assistance shall be provided to students with proven special needs, i.e. in terms of assignments delivery, examination time, necessary equipment and examination locations; in compliance with the „Policy of Equal Access to Study and Work at The University of Akureyri“. If a student requests special arrangements for the delivery of assignments or examination methods, s/he shall submit a professional assessment from a specialist of his/her study needs, in terms of disability, crisis or illness.

Each faculty or school can set itself more detailed rules on its course assessment within the framework of regulations for course assessment for The University of Akureyri, but they are subject to the approval of the University Council.

## *Article 2*

### *Roles and duties of instructors*

- a) *Examination preparation.* The course tutor coordinates examination questions in the courses which s/he supervises, prepares the exam and submits the completed exam to the Examinations Manager in an electronic format or ready for photocopying no later than three working days before the examination date. Exams submitted to the Exams Manager for reproduction shall be clear and concise and the questions numbered in a consecutive order. If an exam is divided into parts, each exam part shall have a heading, and the weight of the exam part as a percentage of the whole exam stated in whole percentages. The weighting of each question shall be stated in whole percentages. The front page of an exam shall show the course name and number, name of school and faculty, assessment period, permitted exam aids, and course tutor's name.
- b) *Instructor attendance during an exam.* During an exam a student has the right to ask for explanations of the wording of exam questions. Instructors must be available during the exam. In exceptional cases, an instructor is allowed to find a substitute who has professional knowledge of the exam material. In such cases, the instructor and the substitute are required to go through the exam paper together before the exam. The course tutor and the Examinations Manager shall be notified of the substitute.
- c) *Handling of completed exam papers.* The course tutor receives the completed exam papers from Academic Administration and signs for their receipt. If there is more than one instructor, the course tutor delivers the completed exam papers to the relevant instructor. The course tutor schedules the exam display date and delivers the completed exam papers to the Examinations Manager for safekeeping once the display is over. Once two years have passed since the exam date, the completed exam papers shall be destroyed.
- d) *Marks return.* The course tutor submits a final mark to the Office Manager of the relevant school (e.g. The School of Health Sciences) no later than on the twelfth working

day after the exam date and the completed exam papers to the Academic Administration immediately after the exam display date. Marks from continuous assessment elements shall be published to the students within 30 days from the delivery date or exam date. If there is more than one instructor on a course, marks from individual exam parts shall be submitted to the course tutor no later than ten working days after the exam date. The final mark from exam-free courses shall be submitted no later than on the twelfth working day after the end of the regular assessment period. Students shall be notified if an instructor's illness or other uncontrollable circumstances prevent the timely delivery of course marks.

- e) *Previous exams.* Exam questions from all exams from the regular assessment period are kept for 3 years. Exam questions are generally sent to the University Library at the end of the current school year. Students are given access to previous exams in compliance with the Information Act no. 50/1996 with subsequent amendments.

### *Article 3*

#### *Roles and duties of examinations managers*

The Examinations Manager prepares and conducts the regular assessments in consultation with the Dean of School and with Academic Administration. No examination during the regular assessment period may be held without consulting the Examinations Manager. The Examinations Manager or a substitute shall be available during an exam in a regular assessment period. If an instructor, student or another relevant party does not agree with the Examinations Manager's decision, the dispute shall be referred to the Rector or his/her deputy.

The Examinations Manager's job description is to:

- a) Prepare the examinations schedule, invite feedback on it from academic staff and students, and publish it to students and the course tutors whose exams are on the schedule.
- b) Ensure a coordinated implementation of examinations in all faculties and exam locations.
- c) Ensure that course assessment guidelines are followed and violators penalized.
- d) Act as a contact between Academic Administration and the course tutor.
- e) Allocate rooms to exams and coordinate exam invigilation.
- f) Ensure, in collaboration with other staff, that exam results are sent to the relevant course tutor.

- g) Advise on how to conduct exams and interpret course assessment guidelines.
- h) Give thorough job instructions to exam invigilators.
- i) Ensure that procedures for students with special needs are followed.

#### *Article 4*

##### *Examiner Appointment*

The Examiner shall as a general requirement have received an approved university degree (at least a Masters or a Cand. degree) in the academic field s/he will be examining, or in related fields, or have a track record as a researcher in the field. The Examiner shall be appointed by the Dean of School in the following cases:

- a) For oral and practical exams.
- b) For graduation projects for a graduate degree.
- c) For competitive exams where intake is limited (*numerus clausus*).
- d) By the specific request of a majority of students or course tutor, that an Examiner review the course assessment in terms of its structure and aims.
- e) At the request of students who have not passed the exam, in accordance with article 7 c.

#### *Article 5*

##### *Assessment periods and exam registration*

The regular assessment period is at the end of each teaching semester in December and April/May. An exam schedule outline shall be available no later than a week after the start of the semester. A final exam schedule shall be available before the deadline for confirming course registration has passed. Make-up exams for the current assessment period are held at the end of the regular assessment period. The timing of these exams is decided by the University Council and published on the University Calendar.

- a) *Registration for examinations in the regular assessment period:* At the start of the semester, students confirm registration for the courses they attend. The confirmation acts as registration for the course examinations. Deadlines for unregistering from exams are decided by the University Council and published on the University Calendar. Withdrawal from an exam must be in writing and have been submitted to Academic Administration no later than by the final deadline for withdrawal.

- b) *Exam schedule conflicts.* A student who plans to take more than one exams, which will be held at the same time, shall report this to the Examinations Manager with at least a week's notice, to allow for special arrangements so that the student can sit the exams one after another.
- c) *Exam Absence:* A student who does not attend an exam due to illness (including his child's) or other mitigating circumstances, shall report the absence on the same day. A doctor's or consultant's note regarding the absence shall be submitted to Academic Administration no later than five workdays after the exam date, otherwise the student is considered to have taken the exam. A student who does not attend an exam and has not provided a notification of absence with a valid reason, is considered to have taken the exam and is awarded the mark F.
- d) *Make-up exams.* At the end of the regular assessment period in December and April/May, make-up exams are held for the final exams and continuous assessment elements, which count at least 30% of the final mark. However, it is permitted to hold make-up exams for alternate year teaching in the year in which the course is not held. Students, who have not reached the minimum mark, or were absent from an exam without a legitimate reason, have the right to sit make-up exams, albeit only once in the relevant final exam or continuous assessment part. A student who has reached the required minimum mark is allowed to sit a make-up exam when it is held, and then the second mark will count. A student who has not achieved the minimum mark for a course, and has submitted a (medical) certificate which applies to an exam in the course in question during the regular exam period, or make-up exam period, or both, is allowed to sit the exam next time a regular exam will be held in that course. If the student has not achieved the minimum mark by that point, the student will have to re-enrol for that course. Registration for make-up exams shall be finished no later than one week before the scheduled assessment period, as by that time the course tutor shall have submitted the final mark.
- e) *Examination fee.* The University is permitted to charge an examination fee for make-up exams. This fee is determined by the University Council, and payment shall be made when registering for the exam. Registration for make-up examinations is not valid unless the examination fee is received before the examination registration deadline has passed.

- f) *Other course assessment elements.* If a continuous assessment element weighs less than 30%, an instructor can allow the re-taking of the exam during the current semester. An instructor may furthermore permit a re-taking of a practical element outside of make-up exams. An instructor is also authorized to allow a student to submit projects after their due date, if the instructor has verified that important personal reasons lie behind such a request.

## *Article 6*

### *Examination procedures*

- a) *General examination procedures.* Students are expected to be at the examination location five minutes before the examination starts. If a student arrives more than one hour after an exam begins, s/he is not allowed to take the exam. The student shall bring photo identification and place it on his/her table. The student is not allowed to have a coat or jacket, phone, bags or other accessories, which are not part of the allowed exam aids, at the exam table. Any disturbance in the exam room is forbidden.
- b) *Student attendance during examination.* Students are only allowed to leave their exam table before completing the exam in order to visit the lavatory, and only under the supervision of an attendant. No one may submit exam papers before one hour has passed since the exam start. Students who complete their exams before the allotted exam time has passed, shall leave the exam room and take care not to disturb those who are still taking the exam.
- c) *Examination duration.* If there has been an unexpected interruption in the examination procedure, the Examinations Manager may alter the duration of the examination, and must notify the students of this immediately. Otherwise, the examination duration may not be changed after the exam has started, except at the course tutor's request, and with the Examinations Manager's approval. At the end of the allotted time, everyone is required to submit their exam paper immediately.
- d) *Submission of exam papers.* In all written exams, the exam papers shall be submitted identified by name and national identity number, along with the exam questions and scratch paper, to the invigilator when the exam has finished. The University's Schools are authorized to use a student identification number in consultation with the Examinations Manager, in which case the student writes his/her student identification number on the

exam papers instead of his/her name. In multi-part exams students shall answer each exam part on a separate sheet of paper.

- e) *Distance exams.* If a student requests to sit the exam in another location than where s/he is registered to study, the Examinations Manager can, with the approval of the faculty, allow him/her to take the exam in another university or academic institution, on the condition that: the Examinations Manager has made a prior agreement with the institution about such an arrangement and that the institution in question meets UNAK's quality standards, and UNAK does not need to pay any additional costs due to this arrangement.
- f) *Violation of course assessment regulations.* If a student is suspected of cheating in an exam, the Examinations Manager or his/her deputy shall be summoned in order to take appropriate action. The student's case shall then be referred to the Rector, who decides on the punishment and, as appropriate, in consultation with the University's Ethics Committee.

#### *Article 7*

##### *Marks*

- a) *Course final mark.* The course tutor is responsible for calculating each student's final mark in a course. If a student has passed a course element but has not reached the required final mark, the mark for the course element which the student passed is only valid while the student has the right to take the exams, unless the faculty decides on a different rule. If an Examiner is called in, the tutor and the examiner will mark independently and the marks will weigh equally, or 50% of the total mark each. Students shall reach a minimum mark in all parts of the course assessments, unless otherwise noted. The minimum mark to pass the course assessment or a course assessment element in a course is generally the mark 5, and can never be lower. The School Assembly or Faculty Meeting can decide to assess a course with a letter S (passed). Office Managers/Academic Administration manage the recording, publishing and archiving of final marks.
- b) *Clarification of a mark.* A student has the right to ask an instructor for clarification of the assessment of his/her written exam paper within 15 days from the date of the final mark posting, or in the display date of the exam, which shall be held within 15 days from the

posting of the final mark. A clarification of a written assessment involves that the instructor provides the student with a break-down of marks, as well as the rationale for each mark, including how every exam question is marked.

c) *Examiner appointment.* If a student who has failed a course does not accept the instructor's assessment, even after receiving clarification, s/he can request in writing that an external examiner is appointed, within four weeks from the publication of marks, in accordance with Article 4 e.

d) *Calculation of marks.* Final course marks shall be awarded in whole and half numbers from 0–10, as follows:

0–2,4 %	merits the mark	0,0	47,5–52,4 %	merits the mark	5,0
2,5–7,4 %		0,5	52,5–57,4%		5,5
7,5–12,4 %		1,0	57,5–62,4 %		6,0
12,5–17,4%		1,5	62,5–67,4%		6,5
17,5–22,4 %		2,0	67,5–72,4 %		7,0
22,5–27,4%		2,5	72,5–77,4%		7,5
27,5–32,4 %		3,0	77,5–82,4 %		8,0
32,5–37,4%		3,5	82,5–87,4%		8,5
37,5–42,4 %		4,0	87,5–92,4 %		9,0
42,5–47,4%		4,5	92,5–97,4%		9,5
			97,5–100 %		10,0

e) *Other marks.* The following letters are also used in UNAK's marking system: S (passed), L (completed), M (assessed), F (absent), V (doctor's or consultant's note), Ó (incomplete).

f) *Grade Point Average.* The grade point average is the weighted average of all marks which count towards a degree. A grade point average is calculated with two decimal places, and 9,00–10,00 is distinction, 7,25–8,99 first class, 6,00–7,24 second class and 5,00–5,99 third class.

#### *Article 8*

#### *Entry into force*

These rules are set according to authorization in the Act on Public Higher Education Institutions No. 85/2008, as per 21. article 21, and regulations on The University of Akureyri No. 387/2009, as per 32. article 32, and will enter into force

1. January 2010. This will void Examination Rules No. 868/2004 with subsequent amendments.

**Stefan B. Sigurdsson**, rector.