DESCRIPTION OF PROCEDURE FOR ORGANIZATION OF WRITTEN EXAMINATIONS AT KAUNAS UNIVERSITY OF TECHNOLOGY

CHAPTER I
GENERAL PROVISIONS

1. Description of procedure for organization of written examinations (hereinafter – Description) at Kaunas University of Technology (hereinafter – University) establishes procedures for organization, execution and supervision of written examinations (hereinafter – Written Assessment) for students of the first and second cycle of studies, who have at least 15 % of cumulative weight of final mark, requirements of academic ethics during examinations and responsibility.

2. The Description regulates the procedure of organization and evaluation of Written Assessments where those procedures are not determined by the current University’s regulations on Assessment of study modules.

3. Description is prepared in accordance with University’s Statute, Temporary Academic Regulations, Code of Academic Conduct, Quality Manual and other internal legislation.

4. The purpose this Description is to endure honesty, transparency and quality of Written Assessments at the University.

5. Terms, used in the Description:
5.1. assessment – passing of advance, final or repeated written, oral or combined examination;

5.2. Written Assessment – examination, which tasks, including follow-up tasks, open and closed questions and tasks or questions in other forms, are solved by the student in written on paper worksheets, assessment does not require contact (communication) with lecturer or special technical equipment, such as computers and other devices;

5.3. oral assessment – examination, when student is evaluated only for the oral assessment tasks. The following assessments are classified as this type of examination:

5.3.1. assessments without preparation, when examination questions are answered right away;

5.3.2. assessments with preparation, when student is given a limited time to prepare for the task. All students must get the same amount of time for preparation from the moment they get their task, till oral assessment. Students notes taken during preparation time are not evaluated;

5.3.3. oral presentation and defence of semester projects;

5.4. combined assessment – examination of two or more parts, where assessment parts are clearly divided and separately evaluated. The following assessments are classified as this type of examination:
5.4.1. written and oral examination. Both parts are separately evaluated by mark, therefore students must get assessment for both parts. A part, which consists of students' Written Assessments, is classified as a written examination and requirements of this Description apply to its assessment. Requirements of this Description do not apply to the part, which consists of students' oral assessment. Assessment is not considered combined assessment, when assessor of written examination has doubts regarding the work and student is invited for additional oral defence of his/her work;

5.4.2. practical tasks, performed during examination by creating certain models or prototypes, which are presented and defended orally;

5.5. **invigilator** – University’s employee, student or emeritus, approved by Rector’s order to ensure compliance with academic ethics and academic honesty during Assessments;

5.6. **Commission of Invigilators** – group of invigilators, appointed by the faculty’s Dean and responsible for supervision of students' academic ethics during Assessments;

5.7. **student** – student or unclassified student of first and second study cycle, who attends Assessments;

5.8. **Assessment Monitoring Group** – a group, consisting of the University’s employees and students, which is appointed by Rector’s order and responsible for compliance with Description’s requirements during Assessments;

5.9. **Academic Commission for Offence Settlement** – permanent commission, consisting of the University’s employees and students’ representative, which solves the issues of insurance and promotion of Assessments' academic honesty;

5.10. **assessor of Written Assessment** – lecturer of study module, who evaluates the tasks of Written Assessments;

5.11. **SIW task** – study module’s task of the semester's independent work;

5.12. **CSP** – Committee for study programs;

5.13. **AIS** – Academic information system.

6. Procedure established in this Description applies to all University’s employees and students, who participate in the process of organization of Written Assessments.

7. Deans of the faculties which teach current modules are responsible for formation of commissions of invigilators.

8. Deans of the faculties, which students attend Written Assessments, are responsible for appointment of premises, dates of Written Assessments and implementation of Description’s requirements.

**CHAPTER II**

**COMMISSION OF INVIGILATORS**

9. Written Assessments are supervised by Commission of Invigilators.

10. Number of invigilators in the premises where Written Assessments take place depends on the number of students, which is determined according to the number of students attending the module:

- 10.1. 2 (two) invigilators are appointed for less than 25 students;
- 10.2. 3 (three) invigilators are appointed for 26-50 students;
- 10.3. 4 (four) invigilators are appointed for 51-75 students;
- 10.4. 5 (five) invigilators are appointed for 76-100 students.
11. Lecturer or group of lecturers, who has taught the sessions of Written Assessment (lectures, seminars, practice, laboratory courses, etc.) as well as coordinating lecturer cannot participate in that Written Assessment.

12. Invigilators are appointed for Written Assessments in accordance with the following principles:
   12.1. Commission of Invigilators must consist of lecturers and doctoral students of other departments (departments, faculties). It is recommended to include administrative employees, emeritus and volunteer students of first and second study cycles as members of commission;
   12.2. lists of commissions of invigilators are made by Deans of the faculties, which teach current modules, and provided to Department of Academic Affairs during two weeks after the schedules for assessments are made at the latest. Commissions proposed by Department of Academic Affairs are approved by Rector;
   12.3. by Dean’s decision one invigilator of Commission of Invigilators is appointed as a chairperson. Remaining invigilators have equal responsibility, which is divided in proportion to the number of students;
   12.4. it is recommended not to appoint Vice-Deans for Studies and employees of faculties Study Centres, who participate in implementation of this procedure, as invigilators;
   12.5. The same commissions of invigilators are appointed for advance or repeated Written Assessments, depending on the number of assessed students;
   12.6. lecturers' time for supervision of Written Assessments is registered in lecturers‘ individual work plan according to the actual duration of Written Assessments, irrespective of the number of students in the room;
   12.7. in case invigilator cannot attend Written Assessment (due to illness, for example), Dean or in his absence Vice-Dean for Studies delegates invigilator from another commission, but not the lecturer of the module.

CHAPTER III
ASSESSMENT MONITORING GROUP

13. Procedure for organization of Assessments applied to University's study modules is supervised by Assessment Monitoring Group.

14. Each school year, during the first four weeks of the school year at the latest, 5 mobile Assessment Monitoring Groups are made at the University; they can examine any Assessment, using any means of their choice.

15. List of Assessment Monitoring Groups provided by Director of Department of Student Affairs is approved by Rector.

16. Each Assessment Monitoring Group consists of 3 members. It is recommended to have one member delegated by the University's Students’ Union. University's lecturers, scientists, administration employees and students, who have no academic debts and penalties can be members of Assessment Monitoring Group.

CHAPTER IV
TASKS OF WRITTEN ASSESSMENTS
17. Responsible lecturer of the study module provides Study Centre of the faculty that Written Assessment takes place at, with a sealed envelope, containing a list of students attending Written Assessment and Written Assessment tasks, which are prepared and printed on a special University form (see Appendix 1), one day before the beginning of Written Assessment at the latest. The following information must be legible on the envelope:

- 17.1. study module code and title;
- 17.2. name and surname of the responsible lecturer;
- 17.3. Date, hour and room of Written assessment;
- 17.4. number of task sets in the envelope;
- 18. Number of the tasks in the envelope has to be equal to the number of students who attend Written Assessment, with three additional task sets.

19. If needed, responsible lecturer has a right to provide Study Centre with separate envelopes, containing tasks for advance and repeated assessments, at the same time. Tasks have to be equivalent, but not the same for each Written Assessment. In case of insufficient number of tasks, Study Centre prepares additional copies of tasks with a mark, certifying authenticity of the copy.

20. List of students must be printed out from AIS, it must have clear indication of the students, who cannot attend Written Assessment (and were not assessed for module’s SIW tasks). List must contain student’s name, surname and number from AIS (vidko) as well as specified area for two signatures. It is recommended to provide another list with information on students with special needs (if such information is available) and exemptions applied to them, which are determined by Welfare Group at Students’ Department, based on the student’s request, submitted three weeks before the beginning of Assessments at the latest.

21. Task set must contain the initial sheet with information required for Written Assessment and tasks. Other pages of task set must be numbered; each of them must have a specified area for student’s code.

22. Initial sheet of task set must contain the following information:

- 22.1. study module title and code;
- 22.2. date, time and duration of examination;
- 22.3. area for student’s code (vidko);
- 22.4. name and surname of responsible lecturer;
- 22.5. Instruction for Written assignment, if needed, and all supporting information, which can be used during Written assignment;
- 22.6. tasks and value of each task (in marks, percentage, etc.).

23. Chairperson of Commission of Invigilators takes Written Assessment tasks from Study Centre of the faculty that Written Assessment takes place at. Envelope with tasks is opened by chairperson half an hour until the beginning of Written Assessment at the earliest. Procedure for distribution of Written Assessment tasks and signing for them is determined by Commission of Invigilators.

24. If Written Assessment of the same study module takes place in a few premises, tasks must be provided to Study Centre in separate envelopes.

25. Written Assessment tasks have to be the same or equivalent for all students who are getting the assessment results for the same study module at the same time. In case of the same tasks, it is recommended to change the sequence of their presentation.
26. Wording of the tasks must be as clear as possible, to avoid additional questions from the students.
27. All task sheets are submitted to the members of Commission of Invigilators after announcement of the ending of Written Assessment.
28. Members of Commission of Invigilators must examine if the number of distributed and collected tasks is equal. If a student deliberately damages Written Assessment task sheets or takes them out of the premises, misconduct of the procedure is registered and Act Establishing Academic Offence is filled (see Appendix 3).
29. Chairperson of Commission of Invigilators hands over the collected tasks in the envelope to the same Study Centre, and they are taken by evaluating lecturer.
30. Heads of CSP are responsible for the annual review of Written Assessments of the biggest modules by 5% of the number of students and insurance of non-recurrence of tasks. At the end of each school year Heads of CSP provide Department of Studies with report of the results (conclusions) of study modules review.

CHAPTER V
PREPARATION OF ROOMS AND SEATING OF STUDENTS

31. Written Assessments are organized only in adapted rooms.
32. Rooms must provide a comfortable access for invigilator to the student at least from 2 sides.
33. It is recommended to have a clock visible to everybody in each room where Written Assessments take place (on the wall or displayed on screen).
34. Video cameras are recommended in the rooms for more than 50 people. Rooms with video surveillance are marked by special signs.
35. Rooms must have a space for students’ personal belongings (jackets, bags, etc.).
36. Students are seated in the room so that there would be an empty seat around each student on all 4 sides. In amphitheatre room students are seated in every second row, leaving an empty seat on the sides.
37. Commission of Invigilators can seat students in random order, without discrimination to students’ sex, race, etc.
38. In order to increase occupation of rooms, half of the students of one module can be exchanged by half of the students of other module, who have Written Assessment at the same time, if Written Assessments of those students are of the same determined duration; in such case students of different modules can sit next to each other without empty seats on the sides.
39. No more than 100 students can pass examination in one room at the same time.
40. If needed and agreed, Written Assessments can be organized in other faculties that do not teach the study module. In such case faculty does not receive additional payment from the other faculty.
41. In order to avoid disclosure of the information of Written Assessment tasks, Written Assessment of one module must be organized for all groups of the faculty on the same day (it is recommended to have them at the same time in different rooms).
42. Written Assessments can be organized in the same room at the same time by joining assessments of different modules. In such case it is recommended to have Written Assessments of the same duration.

CHAPTER VI
REQUIREMENTS FOR STUDENTS

43. Students, who are assessed for module’s SIW tasks and registered for examination at AIS, can attend Written Assessments.

44. Students must arrive at Written Assessment at least 15 minutes before it begins. Time indicated in the schedule is considered the beginning of Written Assessment.

45. It is allowed to carry out examination if a student is late to Written Assessment no more than 15 minutes, but additional time is not provided. If a student is late to Written Assessment more than 15 minutes from the announcement of its beginning, he/she is not allowed to carry out Written Assessment and record “Not arrived” is entered in AIS.

46. Students with health problems, which can have influence to the requirements of this Description, must notify responsible module lecturer and invigilators of the Assessment regarding health problems before the beginning of Written Assessment.

47. Students must provide members of Commission of Invigilators with their identity documents and the latter must examine their identity. Students, who do not have their identity document, are not allowed to attend Written Assessment. In case there are many students, Commission of Invigilators is allowed to seat students and examine their identities afterwards.

48. Students must leave all their personal belongings, except identity document, writing tools and other permissible means indicated in examination task, at the designated area indicated by Commission of Invigilators. Student’s identity document must be kept on the edge of the table during all assessment.

49. When students receive their tasks, they sign on the list provided by invigilators, indicating that they have arrived at the Written Assessment and received the tasks.

50. When students enter the University, they sign a study contract at the beginning of semester, or in case of students who entered the university before 2015, at the beginning of Assessments, as well as Declaration of Academic Honesty (see Appendix 2), by which they obligate to meet the requirements of academic honesty.

51. Telephones and other means of communication, except indicated means that are permissible during Written Assessments, must be switched off. If a telephone rings during Written Assessment, misconduct is registered in determined procedure.

52. During Written Assessment students must follow instructions of Commission of Invigilators and principles of academic ethics.

53. Students begin solving the tasks given to them only after Commission of Invigilators announce the beginning of Written Assessment.

54. Students must solve Written Assessment tasks only on the sheets that are prepared in advance and numbered. Answers on unmarked University’s sheets are not evaluated. In case students notice printing defects or unmarked sheets in Written Assessment sheets, they must notify Commission of Invigilators, which must replace the sheets. Otherwise, students take responsibility for consequences caused by these reasons.
55. Students identity is masked on task sheet by his/her code, which is assigned to student and provided in AIS, student’s name and surname are not indicated. Works without indicated student’s number are not evaluated.

56. Students can leave the premises only when strictly necessary, but no longer than for 5 minutes, accompanied by one of the invigilators. It is not allowed to use telephone or other means of communications while being out. In case student feels unwell during any assessment, he/she invites a invigilator by raising his/her hand.

57. During Written Assessment students solve their tasks independently, they do not talk among themselves, do not disturb others, do not look at the works and tasks of other students, use only permissible means necessary for performance of the tasks, do not lend them.

58. When time for Written Assessment is over and Commission of Invigilators announces the ending of Written Assessment, students must finish solving tasks and return all task sheets with their answers to invigilators. In case it is determined that not all task sheets have been returned, misconduct is registered and Act Establishing Academic Offence is filled.

59. When they return the solved tasks, students sign on the list provided by invigilators.

60. Students, who finish their work before the indicated time in assessment schedule, but no later than 10 minutes before the ending of Written Assessment, can leave the premises after they provide invigilators with their task sheets with answers. After they leave the premises, they are not allowed to come back until the ending of Written Assessment.

61. In case students notice that Commission of Invigilators tolerates misconduct or cases of dishonesty of other students, when they are not noticed by Commission of Invigilators, they can inform Director of Department of Student Affairs about this misconduct during 3 working days after the Assessment, filling a confidential electronic form, which is provided in internal information systems for students.

CHAPTER VII
REQUIREMENTS FOR COMMISSION OF INVIGILATORS

62. Commission of Invigilators is responsible for insurance of order and academic ethics during Written Assessments.

63. Invigilators must be polite and friendly with students, try not to cause artificial tension.

64. Invigilators divide among themselves approximately equal number of students, examine each student’s identity document, provide Written Assessment tasks and a list for students to sign, certifying that they have arrived to the Written Assessment and received the tasks.

65. Invigilators make sure that students, who attend Written Assessment, do not have their personal belongings, except the ones indicated in this Description and task sheet. When invigilators let the students into the room, they specify an area for students’ personal belongings.

66. Before announcing the beginning of Written Assessment, invigilators must warn students about duration of Written Assessment and time of its ending and remind them that students are not allowed to have their personal belongings, their telephones must be switched off and students have to make sure they have spare writing tools before the beginning of the examination.

67. Commission of Invigilators announces the beginning and the ending of Written Assessment.
68. During Written Assessment invigilators must supervise Assessment premises from various positions (move in the premises).

69. Invigilators divide among themselves approximately equal number of students and sign on each student’s task set.

70. Invigilators must provide students with a list that students sign, when they return solved Written Assessment tasks.

71. Right after Written Assessment chairperson of Commission of Invigilators hands over solved tasks to the Study Centre of the faculty, that Written Assessment took place at. Responsible lecturer or group of lecturers evaluates Written Assessment tasks and enters evaluations to AIS. Assessment sheets are kept at the responsible department (department, institute) for one year (see Documentation Plan of Kaunas University of Technology).

72. Misconduct by students noticed during Written Assessment is instantly registered by filling the Act Establishing Academic Offence.

73. Act on student’s misconduct of academic ethics (hereinafter – Act) with signatures of Commission of Invigilators and the student, is provided for examination of Academic Commission for Offence Settlement during 2 working days. If student refuses to sign this Act, Commission of Invigilators indicates it in the Act.

CHAPTER VIII
REQUIREMENTS FOR ASSESSMENT MONITORING GROUP

74. Assessment Monitoring Group is responsible for good quality of implemented procedure for organization of Written Assessments.

75. Assessment Monitoring Group must register the cases when invigilators tolerate academic dishonesty or do not perform the duties under this Description:

75.1. Act Establishing Academic Offence is filled.

75.2. Act Establishing Academic Offence is registered at the register of Academic Commission for Offence Settlement and is examined during 28 days from receipt of the act at the latest.

CHAPTER IX
INVESTIGATION OF MISCONDUCTS AND RESPONSIBILITY

76. Academic discipline offences by students and invigilators are examined under determined procedure for Imposition of Academic and Disciplinary Penalties and under Temporary Academic Regulations.

77. Academic discipline offences or students’ complaints registered by the Act signed by Commission of Invigilators during Assessments, is examined by Academic Commission for Offence Settlement.

78. Each case of offence is examined separately.

79. Each case of dishonesty is publicly announced at the University’s website. Department of Marketing and Communications is responsible for publication of dishonesty cases.
80. For failure to comply with provisions of this Description student is expelled from Written Assessment, with indication in the Act and student’s assessment sheet. Commission of Invigilators indicates “Work will not be evaluated” and signs student’s assessment sheet.

81. Academic debt and warning can be imposed on student for the first misconduct of academic discipline student and reprimand can be imposed on invigilator for tolerance of academic dishonesty or failure to comply with requirements indicated in the Description.

82. For the second case of dishonesty the person offender can be expelled from the University.

83. If student or member of Commission of Invigilators disagrees with the decision of Academic Commission for Offence Settlement, he/she has a right to apply to the Board of Academic Ethics under determined procedure with a request for repeated investigation of the misconduct described in the Act Establishing Academic Offence.

CHAPTER X
FINAL PROVISIONS

84. Procedure determined in this Description is to the same extent applied to advance and repeated Written Assessments, which must be carried out in flows, joining assessments of different modules, and organized for groups, consisting of the minimum of 25 students. If a group of 25 students is not formed during 5 working days, Written Assessment is carried out by the amount of students that have registered for Assessment.

85. This Description is valid since its approval date.

86. Requirements determined in this Description are applied from the Description’s entry into force.

87. Description can be amended or repealed by the order of University’s Rector.
INSTRUCTIONS:


TASKS:


DECLARATION OF ACADEMIC HONESTY

[Date]
Kaunas

I, ................................................................., by signing this declaration of honesty, confirm that:

➢ I got acquainted with provisions of Temporary academic regulations of Kaunas University of Technology (hereinafter – University), University’s Code of Academic Conduct and Description of Procedure for Organization of Written Examinations, and I undertake to comply with them;

➢ during my studies at the University, I undertake to comply with the requirements of academic ethics and perform the tasks evaluated at the University independently and honestly;

➢ I got acquainted and agree with consequences of offence of academic ethics determined by the University.
KAUNAS UNIVERSITY OF TECHNOLOGY
[NAME OF DEPARTMENT]

00-00-2000 No. 0-0

ACT

ESTABLISHING ACADEMIC OFFENCE

[Date]
Kaunas

Data of the offender (name and surname, student number (vidko), faculty, study programme, academic group, year of study or position):

Description of the offence (indicate accurate time when the offence was noticed and the place where it happened – faculty, room number, type of assessment and module name – i.e., examination during which the offence was noticed, the exact dishonest acts that were established, who established (noticed) them, the way in which offence was established):

Signatures of invigilators:

(Position) (Name and surname)
(Position) (Name and surname)
(Position) (Name and surname)
(Position) (Name and surname)
(Position) (Name and surname)

Name, surname and signature of the offender:

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