GUIDELINES FOR ORGANISATION AND PERFORMANCE OF THE ASSESSMENT OF STUDY MODULES

CHAPTER I
GENERAL PROVISIONS

1. Guidelines for Organisation and Performance of the Assessment of Study Modules (hereinafter – Guidelines) of Kaunas University of Technology (hereinafter – University) set forth the procedures for the organisation, performance and control of study module (hereinafter – module) assessments of the University students of the first cycle, second cycle, integrated and professional studies, the requirements of academic integrity during assessments and the responsibility.

2. These Guidelines regulate the procedures of the organisation, implementation and evaluation of assessments at the University as far as these procedures are not defined by the University's current Regulations on Assessment of Study Modules.

3. The Guidelines have been prepared in accordance with the University Statute, Provisional Academic Regulations, Academic Conduct Code, Quality Manual and other internal legal acts.

4. The objective of the Guidelines is to ensure integrity, transparency and quality of the assessments performed at the University.

5. The definitions used in the Guidelines:

5.1. **Assessment** – an intermediate or final (early, main or repeated) assessment, implemented in a written, oral, written and oral, performed at the computer or any other form of assessment.

5.2. **Intermediate assessment** – assessment of an individual work task of a module.

5.3. **Final assessment** – the last task of a module; after completing the final task, the final evaluation of the module is obtained.

5.4. **Types of assessment:**

5.4.1. **Written assessment** – an assessment containing tasks involving open and closed questions, problems and other forms of assignments which are performed by students in written on paper sheets containing a set of tasks; this type of assessment does not require any contact (communication) with the lecturer nor any special technical equipment such as computers or any other devices.

5.4.2. **Oral assessment** – assessment during which students are evaluated only for the tasks performed orally. The following assessments are classified as this type of assessment:

5.4.2.1. Assessments without preparation when students answer the lecturer's questions immediately (without being given time for preparation);

5.4.2.2. Assessments involving preparation when students are assigned limited time to prepare for the task. All the students are given the same amount of time for the preparation from receiving the task to performing their oral assessment. The notes made by students during preparation are not evaluated.

5.4.3. **Written and oral assessment** – assessment of two or more parts featuring two clearly distinguished parts of the assessment. Both parts of the assessment are evaluated; therefore, students must account for both parts. In the timetable, the time and the premises are assigned for each part of the assessment. Assessment including the implementation of practical tasks by developing certain models or prototypes which are presented and defended orally is attributed to this type of assessment. An assessment during which students are additionally requested to defend the performed task orally if the assessor of the written assessment has doubts regarding the performed task is not considered a written and oral assessment.

5.4.4. **Assessment at the computer** – assessment containing tasks which are performed by students by using computers at the University premises.

5.4.5. **Other form of assessment** – another type of assessment which does not fall into any of the above listed categories, for example, a project, self-assessment, performance of a musical composition, etc.

5.5. **Student** – a student or an unclassified student of the first cycle, second cycle, integrated and professional studies participating in the assessment procedure.

5.6. **Module lecturer** – the lecturer delivering the classes of the module.

5.7. **Invigilator** – a University employee, a doctoral student, a student or an emeritus responsible for the implementation of the provisions of these Guidelines and appointed to ensure the adherence to academic ethics and academic integrity during the assessment.

5.8. **Commission of invigilators** – a group of assessment invigilators responsible for the observation of adherence to the provisions of these Guidelines and the supervision of academic integrity in the course of the assessment.

5.9. **Assessment Monitoring Group** – a group consisting of University employees and students responsible for the monitoring of adherence to the requirements of these Guidelines during the assessment.

5.10. **Committee of the Investigation of Academic Violations** – a permanent commission consisting of University employees and a students' representative examining the cases of violations of the provisions of these Guidelines and academic dishonesty.

5.11. **Assessor of tasks** – the module lecturer evaluating the assessment tasks performed by students.

5.12. **SIW task** – a module task of independent work during the semester.

5.13. **AIS** – the University Academic Information System.

6. The procedures established in the Guidelines are applied to all the employees of the University, students, doctoral students and emeriti participating in the process of organisation and implementation of assessment.

7. Deans of the faculties providing the modules under instruction are responsible for ensuring all the means required for the preparation of assessment tasks and the appointment of invigilators for final assessments.

8. Deans of the faculties preparing the timetable of the semester session are responsible for drafting the timetables of the final assessments (allocation of the date/time and the room) and for the entry of the invigilators' data into AIS.

9. Vice-Dean for Studies of the faculty providing the module under instruction is responsible for the appointment of invigilators for intermediate assessments under request of the module lecturer. The Study Centre of the faculty preparing the timetable of the semester session is responsible for the entry of the invigilators' data into AIS after receiving the required information from the module lecturer.

10. Vice-Deans for Studies of the faculties whose students participate in the assessments are responsible for smooth organisation and implementation of the assessment process.

CHAPTER II
INVIGILATORS

11. An invigilator or a commission of invigilators observe written assessments and assessments at the computer and ensure their quality.

12. The number of invigilators in the premises where a written assessment takes place depends on the number of the students participating in the assessment:

12.1. From 1 to 20 students – 1 invigilator;

12.2. From 21 to 40 students – 2 invigilators;

12.3. From 41 to 80 students – 3 invigilators (if students of one or two modules participate in the assessment) or 4 invigilators (if students of three or more modules participate in the assessment);

12.4. No more than 80 students can participate in the assessment at the same premises at the same time.

13. No invigilator is appointed for oral assessment; however, it is recommended for at least 3 persons – the module lecturer and 2 students – to be present at the premises.

14. Invigilators are appointed or a commission of invigilators is recruited in accordance with the following guidelines:

14.1. Lecturers and faculty administrative employees are appointed as invigilators. It is recommended to include doctoral students, volunteer students and emeriti in the commissions of invigilators;

14.2. An invigilator is appointed by the entry of his/her data in the assessment timetable in AIS. He/she is notified about the appointment as invigilator by email and it is considered the proper notification;

14.3. The final assessment cannot be invigilated by two or more lecturers delivering the module to the same group of students nor by the lecturers responsible for the module;

14.4. Under request of the module lecturer, Vice-Dean for Studies of the faculty providing the module under instruction is responsible for the appointment of invigilators for intermediate assessments. If more than 40 students participate in the intermediate assessment, it is recommended for the Vice-Dean for Studies to nominate invigilator(-s). The module lecturer notifies the Study Centre regarding the need for invigilator(-s) and the date/time of the assessment at least 5 working days before the assessment;

14.5. One invigilator from the commission of invigilators is appointed as the chairman of the commission by a verdict of the Dean (in case of final assessment) or Vice-Dean for Studies (in case of intermediate assessment). The other invigilators share the same responsibility which is divided proportionally to the number of students;

14.6. The monitoring of an assessment is the duty of lecturers and the administrative staff of the faculty. The time consumed by lecturers for the monitoring of assessments is recorded in the lecturers' individual work plan according to the actual duration of the assessment irrespective of the number of students in the premises;

14.7. Under certain circumstances, when the appointed invigilator is unable to participate in the assessment (for example, due to illness), another invigilator is nominated.

CHAPTER III
ASSESSMENT MONITORING GROUP

15. Monitoring of the implementation of these Guidelines is performed and recommendations are provided by the Assessment Monitoring Group.

16. The activities of the Assessment Monitoring Group are coordinated by the Director of Student Affairs Department.

17. Each academic year, at the end of the 2 initial weeks of the academic year at the latest, 5 mobile Assessment Monitoring Groups are formed. The list of the Assessment Monitoring Groups is approved by the Rector under proposal of the Director of Student Affairs Department.

18. Each Assessment Monitoring Group consists of 3 members. It is recommended to have one member delegated by the University Students' Union. University lecturers, scholars, administrative employees and students having no academic failures and/or penalties can be appointed as members of the Assessment Monitoring Group.

19. The Assessment Monitoring Group records the cases when invigilators tolerate academic dishonesty or fail to perform their duties specified in the Guidelines. In such a case, an Act Establishing Academic Violation (hereinafter – Act) is filled out (Appendix 1).

20. The Assessment Monitoring Group emails the Act to the Committee for the Investigation of of Academic Violations on the following day after the detection of the violation at the latest.

21. At the end of each semester, the Assessment Monitoring Group submits the monitoring results and recommendations to the University community.

CHAPTER IV
ASSESSMENT TASKS AND LISTS OF STUDENTS

22. All the assessment task sets consisting of assessment tasks and sheets for answers are presented on the University special blank form (Appendix 2).

23. Assessment tasks are formulated in a clear way so that to avoid additional questions of students. All the students who are being assessed for the achievements in the same module at the same time are given the same or equivalent tasks. In case of the same tasks, it is recommended to change the sequence of tasks. Assessment tasks provided for the assessment of the same module performed at different times are different but equivalent.

24. If the module lecturer is appointed as the assessment invigilator, he/she is to bring the task sets and a list of the students participating in the assessment.

25. During final assessments, if the assessment is organised in writing or at the computer, and if the module lecturer is not appointed as the assessment invigilator, he/she submits the task sets in a sealed envelope to the Study Centre of the faculty where the assessment is performed during its

working hours one day before the beginning of the assessment at the latest. If the assessment of the same module is performed in different premises, the task sets are submitted to the Study Centre in separate envelopes. The following information has to be outlined legibly on the envelope:

25.1. The code and the title of the module;

25.2. The name, surname and telephone number of the module lecturer;

25.3. The date, time, duration and premises of the assessment;

25.4. The number of task sets inside the envelope.

26. The number of task sets in the envelope is equal to the number of students participating in the assessment, with additional 1 to 3 copies of task sets. If the amount of task sets is insufficient, the Study Centre prepares additional sets.

27. In case of final assessments, if the module lecturer is not appointed as the assessment invigilator, a list of students participating in the assessment is drafted and printed by the Study Centre of the faculty implementing the assessment.

28. A list of students who registered for the final assessment is printed from AIS on the day of the assessment. Those students who are not allowed to participate in the assessment (who have not accounted for SIW tasks) are indicated in the list. A space for two signatures of the student is designed in the list: it is the confirmation that the student participates in the assessment and has received an assessment task set, and/or confirmation that he/she has returned the task set to the invigilator at the end of the assessment. It is recommended to have another list providing information about the students with special needs (if such information is available) and exemptions issued to them as set forth by the Student Affairs Department under the student's request submitted 3 weeks before the beginning of the assessment at the latest.

29. The Study Centre of the faculty implementing the assessment and other individuals appointed by the faculty Dean are responsible for handing over the task sets and the lists of students participating in the assessment of the modules whose lecturers are not appointed as assessment invigilators to the invigilators or to the chairman of the commission of invigilators half an hour before the beginning of the assessment procedure at the latest.

30. When an invigilator or the chairman of the commission of invigilators announces the end of the assessment, students hand in all the sheets of the task sets to the invigilator.

31. The invigilator(-s) check(s) if the number of the distributed and the collected tasks is equal. If a student deliberately damages the assessment task sheets or takes them out of the premises, the procedure violation is recorded, and an Act is filled.

32. In case of final assessment, if the module lecturer does not participate in the assessment, an invigilator or the chairman of the commission of invigilators submits the tasks performed by students, collected and packed in an envelope, to the Study Centre of the faculty where the assessment is performed; the module lecturer retrieves them from the Study Centre during its working hours.

33. The module lecturer or a group of lecturers evaluates the tasks performed by students and enters their evaluations into AIS within 5 days after the assessment but one day before the repeated assessment at the latest. In case of University general module assessment, it is recommended to recruit an evaluation commission consisting of experts in the module thematic area for evaluation of the tasks performed by students. At a student's request, the modules lecturer provides feedback on the assessment results.

34. The tasks performed by students are stored at the responsible department (chair, institute) for one year. The module assessment task set is also stored at the department.

35. If a task is written on a sheet of paper, it is provided on the University special blank form (Appendix 2). If it is an assessment performed at the computer, tasks are provided in the computer or written on a sheet.

36. If oral assessment takes place, it is recommended to provide the task written on paper by using the University special blank form (Appendix 2) with the printed task and, if needed, numbered sheets for the student's preparation for the oral assessment.

37. In cases when only students of one module participate in the assessment and all of them are given the same task, it can be provided on the screen or on the board.

38. Heads of the field study programmes are responsible for the annual review of randomly selected tasks performed by students of the study programme(-s) supervised by them and ensure non-recurrence of the tasks. Heads of the field study programmes submit a report on results and conclusions of the review of module assessments to the Department of Study Quality Assurance and Development at the end of each academic year.

CHAPTER V
PREPARATION OF PREMISES AND SEATING OF STUDENTS

39. Assessments are organised only in appropriate University premises (rooms, computer rooms or laboratories).

40. If possible, an invigilator or the module lecturer should be presented with convenient access to the student at least from two sides in the premises.

41. In all the premises where assessments are organised, students are guaranteed a possibility to see the exact time.

42. Video surveillance is recommended for classrooms with more than 50 seats. Filmed premises are marked with special signs.

43. Premises have a designated place for the students' personal belongings (coats, bags, etc.).

44. Students are seated in the premises in a way which ensures that, from any side, no student of the same module is seated next to another student of the same module, and free seats are provided around every student. In amphitheatre classrooms, students are seated in every second row by leaving a free seat on each side, except for the cases specified in paragraph 48.

45. It is recommended for the invigilator, the commission of invigilators or the module lecturer to seat students randomly, without student discrimination on the grounds of their sex, race, etc.

46. If needed and agreed upon, assessments can be organised in other faculties not providing the module.

47. For the sake of prevention of leaks of information on the tasks, it is recommended to organise assessments of one module for all the students groups on the same day, if possible, at the same time, but in different premises. In case of University general module assessment, assessments can be performed on different days, but the assessments performed on the same day have to be performed at the same time.

48. It is recommended to join assessments of different modules but of the same duration by taking into consideration additional means and sources that are (or are not) allowed to use in the course of the assessment. For optimised occupation of premises, a half of the students of one module can be replaced by a half of the students of a different module performing a written assessment at the same time. If students of different modules participate in the assessment, they can sit next to each other, without free seats on either side.

49. When organising assessment at the computer, the number of students in the premises depends on the number of equipment units – computers – available at the premises. Depending on the type of task, one student can be seated at each computer or at every second computer.

CHAPTER VI
REQUIREMENTS FOR STUDENTS

50. When starting their studies at the University, all the students sign the Declaration of Academic Integrity (Appendix 3) in AIS; by this declaration, they undertake to adhere to the requirements of academic ethics and to perform the tasks evaluated at the University individually and honestly throughout the entire period of their studies.

51. Only those students who are having their module SIW tasks assessed and have (been) registered to the assessment in AIS can participate in the final assessment. Students can register one day before the date of the final assessment at the latest.

52. It is mandatory for the students to arrive to the assessment no later than 15 minutes before its starting time. The time indicated in the schedule is considered the beginning of the assessment.

53. If a student is less than 15 minutes late, he/she is allowed to participate in the assessment, but additional time is not provided. If a student is more than 15 minutes late after the announcement of the beginning of the assessment, he/she is not allowed to participate in the assessment and the record 'Absent' is entered into AIS.

54. Students with short-term health issues must inform the Study Centre of their faculty about their health issues before the beginning of the assessment.

55. In case of a final assessment in writing or at the computer, each student provides their personal identity document with a clearly visible photograph to the invigilator(s) and the invigilator(s) check(s) the student's identity. Those students who do not have their personal identity document on them are not allowed to participate in the assessment. In case of a high number of students taking the assessment, a commission of invigilators is allowed to seat the students first and only then check the students' identities.

56. Students leave all of their personal belongings except for personal identity documents, writing equipment, and other means and sources allowed for use during the assessment, in the place within the premises specified by an invigilator or the module lecturer. Each student's personal identity document is placed on the edge of the table during the entire assessment.

57. In case of a final assessment, students upon coming to the assessment and/or receiving the task sets sign in the list provided by an invigilator or the module lecturer.

58. During the assessment, students are not allowed to use telephones, computers or any other means of communication (all of them must be switched off), except for permissible appliances and

resources specified in the task sheet by the module lecturer. If a telephone rings during the assessment, the violation is recorded under the established procedure.

59. During the assessment, students have to follow the instructions of the invigilator or the module lecturer and adhere to the principles of academic ethics.

60. Students open the task sheets and start doing the provided tasks only after the invigilator or the chairman of the commission of invigilators has announced the beginning of the written assessment or the assessment at the computer.

61. Students perform written tasks of the assessment only in the sheets provided by an invigilator or the module lecturer. Tasks performed on unmarked sheets are not evaluated. If students notice damaged sheets in the task sets, they are to notify an invigilator or the module lecturer who must replace the damaged sheets. Otherwise, students take full responsibility for the consequences caused by these issues.

62. A student's identity is marked on the sheets of the task set by his/her code, which is issued to the student and provided in AIS. The completed tasks with no student code specified are not evaluated. Students are not allowed to write their name and surname on the sheets of the task set.

63. If a student feels unwell during the assessment, he/she raises a hand and informs an invigilator or the module lecturer.

64. During the assessment, students perform their tasks individually, they do not speak among themselves, do not disturb others, do not look at the tasks performed by other students and use only permissible means and resources for the performance of their tasks. Students do not lend any items.

65. When the assessment time is over and an invigilator, the chairman of the commission of invigilators or the module lecturer announces the end of the assessment, students finish their tasks and return their task sets to an invigilator or the module lecturer. In case it is determined that not all the task sheets have been returned, a violation is recorded, and an Act is filled out.

66. In case a final assessment is performed, students sign on the list provided by an invigilator upon returning the performed tasks to the invigilator.

67. Students finishing their task(s) before the time specified in the assessment schedule but no later than 10 minutes before the end of the assessment can return the completed tasks and leave the premises with explicit permission of an invigilator or the module lecturer. After leaving the premises, students are not allowed to return until the end of the assessment.

68. If a student notices that the module lecturer (during oral assessment) or invigilator(s) (during written assessment or assessment at the computer) tolerate violations of the procedure or cases of dishonesty of other students, he/she can notify the Director of the Department of Student Affairs within one day after the assessment by filling a confidential electronic blank form in AIS.

CHAPTER VII
REQUIREMENTS FOR INVIGILATORS AND MODULE LECTURERS

69. The invigilator or the module lecturer is responsible for adhering to the procedures established by the Guidelines and academic ethics requirements during the assessments.

70. Invigilators and module lecturers interact with students in a polite and friendly way, they do not cause artificial tension.

71. Before the final assessment, an invigilator or the chairman of the commission of invigilators plans the seating of students participating in the assessment, the distribution of tasks and signing, and presents the plan to the other members of the commission of invigilators (if any are appointed). If needed, the Study Centre provides recommendations regarding the seating of students and the administration of the assessment.

72. In case of a final assessment, the invigilators dividing among themselves the students in approximately equal numbers check the personal identity documents of each student, provide the assessment task sets and the list for the students to sign proving that they have arrived to the assessment and/or that they have received the tasks.

73. In case of a final assessment, if the module lecturer does not participate in the assessment, an invigilator or the chairman of the commission of invigilators opens the envelope containing the task sets before the assessment no sooner than half an hour before the beginning of the assessment.

74. Invigilator(-s) or the module lecturer makes sure that the students participating in the assessment do not have any personal belongings on them except for permissible items specified in paragraph 56. A place for the personal belongings is specified to the students when they are admitted into the assessment premises.

75. Before the announcement of the beginning of the assessment, an invigilator, the chairman of the commission of invigilators or the module lecturer notifies the students about the duration of the assessment and the end time, and also reminds that students are not allowed to have their personal belongings on them, that telephones and other means of communication must be switched off and that students must make sure to have spare writing pieces before the beginning of the assessment. Students are also informed about the consequences of the violations of the procedure.

76. An invigilator, the chairman of the commission of invigilators or the module lecturer announces the beginning and end of the assessment, the times are written on the board or on the screen. If possible, an information slide with the main requirements for the students is displayed on the screen before starting the assessment.

77. During the assessment, invigilator(-s) or the module lecturer observes the assessment premises from various positions/locations (he/she moves around the premises).

78. An invigilator of the final assessment signs on each sheet of the student's task set.

79. In case of a final assessment, an invigilator submits a list which is to be signed by students when they return their completed tasks.

80. If the module lecturer participates in the final assessment, he/she takes the tasks performed by the students for evaluation and, during the Study Centre's working hours, hands over the list of the participating students to the Study Centre of the faculty where the assessment took place.

81. If the module lecturer does not participate in the final assessment, during the Study Centre's working hours, an invigilator or the chairman of the commission of invigilators hands over the tasks performed by the students together with the list of the participating students to the Study Centre of the faculty where the assessment took place immediately after the completion of the assessment.

82. Students' violations spotted during the assessment are recorded immediately by filling in an Act.

83. In case of a failure to adhere to the provisions of the Guidelines, a student is removed from the assessment; this is marked in the Act and in the student's task set. The invigilator marks 'Do not evaluate' and signs on the student's task set.

84. The module lecturer upon receiving a conclusion of the Committee for the Investigation of Academic Violations enters a negative evaluation for the student into AIS and records the academic failure.

85. After the assessment, the Act signed by an invigilator, the commission of invigilators or the module lecturer and the student is handed over to the Study Centre of the faculty where the assessment took place; on the next working day at the latest, the faculty emails the Act to the Committee for the Investigation of Academic Violations for investigation. If the involved student refuses to sign this Act, an invigilator, the chairman of the commission of invigilators or the module lecturer indicates it in the Act.

CHAPTER VIII
INVESTIGATION OF THE CASES OF VIOLATION AND RESPONSIBILITY

86. Violations of the academic procedure registered during the assessment under the Act signed by invigilator(-s) or the module lecturer as well as students' complaints are examined by the Committee for the Investigation of Academic Violations.

87. Violations of the academic procedure by students and invigilators specified in the Guidelines are examined under the procedure specified in the Provisional Academic Regulations.

88. Each case of violation is examined separately within 5 days after receiving the Act.

89. All the cases of violations are publicly announced in the University internal information systems. The Director of Student Affairs Department who is the chairman of the Committee for the Investigation of Academic Violations is responsible for the announcement of the cases of violations.

90. For the first violation of an academic procedure, an academic failure and a penalty is imposed on the involved student (a strict reprimand, a reprimand or a notification), a reprimand is imposed on the invigilator or the module lecturer for the tolerance of academic dishonesty or the failure to adhere to the requirements specified in the Guidelines. For the second case of dishonesty, the offending student is expelled from the University. The Committee's verdict regarding the imposition of the penalty is emailed to the student, the invigilator or the module lecturer and the Vice-Dean of the relevant faculty administering the imposition of the penalty.

91. If the student, the invigilator or the module lecturer disagrees with the verdict of the Committee for the Investigation of Academic Violations, he/she has the right to apply to the Board of Academic Ethics under the established procedure by submitting a request for repeated examination of the violation described in the Act.

CHAPTER IX
FINAL PROVISIONS

92. The procedures established in the Guidelines are applied to the same extent to all the modes of modules.

93. The procedures established in the Guidelines are applied to intermediate and final (early, main and repeated) assessments.

94. The Guidelines can be amended or voided by the order of the University Rector.

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