

Kolegji ESLG

Regulation on the administration of
exam

REGULATION
ON
ADMINISTRATION OF EXAM AND ASSESMENT OF ACHIEVEMENT LEVEL

Pristina, October 2016

Pursuant to the statute and general principles of assessment of the achievement level, the ESLG College adopts the Regulation on Administration of Exam and Assessment of the Achievement Level.

Article 1 **General provisions**

- 1.1. The exam is an activity (instrument) to measure the level of achievement of the student during the semester or at the end of teaching process in a particular subject (course).
- 1.2. Types of exams, which are applied by the course professor, shall depend on the particular specifics of the course syllabus and scientific and research methods.
- 1.3. During the exam, the course professor shall use the type of measuring instrument, which at best can measure the achievement level of the student.
- 1.4. For each measuring instrument during an exam, the course professor shall be obliged to render the students necessary professional and administrative instructions so the student during the course of exam can have sufficient information that enable him/her to perform successful work.
- 1.5. The course professor can not administer the exam in contradiction with general principles of the achievement level and objectives of course syllabus.
- 1.6. Based on results of the exam and other professional criteria, the course professor shall conduct the measuring of the achievement level for the respective course.
- 1.7. The assessment of the student's achievement level shall be conducted in accordance with the European system and American system of grading and shall be expressed not only in percentage (%) but also in numerical and letter grades.
- 1.8. At the beginning of the semester, the course professor shall submit to the students the course syllabus, which contains the brief description of the course, goals and objectives of the course, and methods of assessment and grading.
- 1.9. The syllabus, among others, shall describe the activities that will be conducted during the course and dates of holding the tests and other forms of assessment, which are provided for by the syllabus, and the final exam.

Article 2
Preparation and information

- 2.1. At the beginning of academic year, the course professor shall decide upon the types of measuring instruments and assessment of achievement level of students of the respective course.
- 2.2. The course professor shall inform the students on the types of assessment that are applicable for the measurement of the achievement level of students in the respective course and other types of exams.

Article 3
Semester exam

- 3.1. The course professor shall be obliged during the semester to assess the knowledge and achievement of the student for particular classes of the course and follow his/her progress during the studies. The course professor shall be obliged to undertake all the necessary measures to assist the student in achieving his/her maximum during the studies, if the will of the student for this already exists.
- 3.2. The course professor shall be obliged to notify the students on the degree of calculated percentage of each semester exam, in the total grade of the course.

Article 4
Final exam

- 4.1. The final exam shall be organized to assess the level of achievement of the student at the end of academic year for all courses.
- 4.2. The final exam shall be organized in three terms. If the student does not pass after the third term, he/she has the right to seek from the Study Commission to be examined before an examination committee. If the student does not pass the exam also in front of the commission, then he/she must repeat the course again in the subsequent year. The Study Commission is responsible to appoint an examination committee.
- 4.3. The exam that is not passed for the first time can be repeated twice. The student must be given sufficient time to prepare the passage of an exam at least two weeks following the conclusion of the module.
- 4.4. The student can not continue the classes in the following semester in those courses in which the knowledge of the subjects of the previous semester is required. The student can also sit all those exams, which are not conditional upon content of other courses.

Article 5 Procedure

- 5.1. The registration of exams shall begin at least 10 days before the exam term and shall end 3 days before the commencement of the exam.
- 5.2. At the beginning of each academic year, ESLG shall announce the exam schedule for all academic year in the announcement board. The students shall be informed through electronic mail about the exam term.
- 5.3. Change of exam schedule may be conducted following the approval of the Rector or person authorized by him/her but only in particular cases. The students shall be informed about this at least 5 days before the date of exam announced on the board.
- 5.4. The student shall be obliged to register exams through registration form (see Annex A) and shall correctly comply with the deadline for registration of exam.
- 5.5. The student who did not register the exam for the term, that was announced on the announcement board and for which the students were already informed through electronic mail, can not sit an exam of the course during the respective term.
- 5.6. The student can sit an exam only after he/she has fulfilled his/her financial obligations towards ESLG as provided for by the studies contract signed by him/her.
- 5.7. The course professor shall be obliged to prepare the test for each exam term (exercises of the respective course), which ensures real and unprejudiced assessment of the student. For this purpose, the tests must not be identical to tests delivered during other previous exam terms.
- 5.8. The professor, at least three days before the exam, shall be obliged to obtain from the respective service of ESLG the list with names of students that have applied for the exam (exam form) and exam registration form, which must be filled and be submitted together with an exam material to the respective service of ESLG following the conclusion of exam.
- 5.9. If the course professor can not administer the exam (in cases of foreign professors), he/she is obliged at least three days before the exam to submit the test (exercises or questions of the exam) to the respective service of ESLG in order for ESLG to conduct the necessary technical preparations for holding the exam and proper administration of exam.

Article 6 Administration

- 6.1. ESLG shall be obliged to create physical and psychological conditions for exam, in order for the student to express his/her knowledge without obstacles, without intervention or impermissible assistance, so the knowledge of the student can be realistically assessed by the professor.
- 6.2. ESLG administration, in accordance with the number of students that have registered for exam, shall copy and maintain rigorously the secrecy of the test.
- 6.3. In the absence of course professor, on the day of exam, the respective service of ESLG shall be obliged to professionally administer the exam and refer the exam materials to the respective professor by notifying him/her that he/she is obliged to return his/her report on the results of the exam.
- 6.4. In the absence of the respective course professor or his/her assistant, the administration of exam shall be conducted by the person appointed by the Dean or Vice-Dean.
- 6.5. The exam administrator shall bear all the competencies for administering the exam by keeping the participation records (charge sheet, see Annex B) from the list of students that have registered the exam.
- 6.6. When the foreign professor can not be present at the exam, the test administrator shall be obliged to refer to him/her the charge sheet of the exam together with the tests.
- 6.7. The student who is late for the exam, and turns up at the time when the exam is already being conducted, can be permitted to sit an exam only following the consent of the professor and test administrator.
- 6.8. The exam shall last in accordance with the duration determined by the course professor but not more than 120 minutes or two full hours.
- 6.9. Students are obliged to behave during the examination process in accordance with academic principles and Code of Ethics of College ESLG, which is published online at the ESLG's homepage.
- 6.10. Professors must respect the personal integrity of the students. Violation of academic norms of behaviour shall be a base for initiation of the proceedings before

the department's Disciplinary and Ethics Sub-Committee, which decisions can be appealed at the ESLG's Disciplinary and Ethics Committee.

- 6.11. Students' misconduct is regulated by Rulebook and is considered every act of unauthorised aids by the student during the examination process, carrying of mobile phones and other electronic communication, violation of the integrity of the teacher and invigilators and entering the examination process under false identity.

Article 7 Results

- 7.1. The course professor shall be obliged not later than 7 days from the day of exam to submit the return report together with the test and exam results, expressed in percentage to the respective service of ESLG.
- 7.2. If the professor is not present during the exam, he/she shall be obliged not later than 7 days from the receipt of exam materials to submit the return report together with the test and exam results to the respective service of ESLG.
- 7.3. In addition to exam materials, the course professor shall be obliged to submit to the responsible person of ESLG the charge sheet of the exam, which is recorded in the archive of ESLG, whereby the test results are announced on the announcement board and the same shall be recorded in the computer files of each student.
- 7.4. The student shall have the right to see his/her test in the presence of the course professor, his/her assistant or responsible officer for student affairs. The student shall not have the right to access the original test but only its copy.
- 7.5. If the student is not satisfied with the result, he/she has the right to question the assessment of the course professor. In the event of dispute with the course professor, the student shall have the right to file an objection to the Dean of Faculty or his/her deputy.
- 7.6. If the student is not satisfied with the exam assessment, he/she can request the assessment of the exam by a professional commission appointed by the Dean of Faculty. The request for commission shall be filed no later than 36 hours from the moment when the effort to solve the dispute with the course professor failed. The course professor can be a member of commission or an exam observer but can not be the questioner or primary examiner.
- 7.7. The Vice Dean shall evaluate students' objection and bring a decision within 24 hours of receipt of the objection. If the objection is accepted, the student earns the right to retake the examination before the Examination Board composed of three members within three days of the receipt of the decision.

- 7.8. The Student may also request to take examination before the Examination Board composed of at least three members if he/she has failed the examination for more than three times.
- 7.9. The Examination Board is appointed by the Dean/Head of Department;
- 7.10. The Decision of the Examination Board may be appealed by the student or the Course Bearer before the Examination Appeals Committee in case they file any further complaint to the grading process. The decision of the Examination Appeals Committee is final.
- 7.11. The Dean of Faculty shall be obliged that no later than 48 hours following the submission of written request, to establish the respective commission as per the request of the student.
- 7.12. The student who can not pass the exam in the respective course in the first exam term can sit an exam in the subsequent regular exam term. If the student can not pass the exam at the second term, he/she has the right to request to sit an exam before the commission.
- 7.13. If the student can not pass the exam after three terms, he/she shall lose the right to study at ESLG.
- 7.14. Exam materials shall be archived in a student file and can be deleted one year following the conclusion of the studies by the student.

Article 8 Diploma thesis

- 8.1. The diploma thesis shall be realized as a written homework.
- 8.2. The student shall have the right to select a topic from the proposed list announced by the respective Faculty. The selection of diploma thesis shall be made by a student in writing through a respective form that can be obtained from the ESLG administration.
- 8.3. The diploma thesis can begin only by the end of the sixth semester and can be submitted for approval not later than one month before the date of the defense of the thesis.
- 8.4. The candidate must complete the thesis not later than two years from the day of its approval.
- 8.5. The mentor can be any course professor or professor of the relevant field of study in which the candidate wishes to complete his/her thesis. The mentor shall perform the

written assessment of the thesis not later than one month following the submission of the final draft of the thesis.

8.6. The approval of the written assessment of the thesis by the Faculty Council shall be a precondition to defend the thesis before the relevant commission.

8.7. The thesis that has not been approved during the first submission, following the correction of the predetermined period, can be submitted for approval one more time. The change of the thesis' topic shall not be permitted.

8.8. One copy of the thesis shall be referred to the National ESLG Library of Kosovo.

Article 10 Defense of diploma thesis

10.1. The defense of diploma thesis shall be made by the student before the relevant commission of teachers of the respective Faculty. In special cases, the professor/lecturer may represent more than one course, if he/she proves to have the appropriate qualification, however, the total number of members of the commission can not be less than three.

10.2. Notice on the approval of the thesis and permission to defend the thesis before the relevant commission shall be made in writing by an official letter issued by the ESLG administration.

10.3. The defense of the thesis before the commission shall include the following:

- a. Presentation of the thesis;
- b. Discussion regarding the causal link between the thesis and other relevant fields of study, and
- c. Linkage of the thesis with subjects and the perspective of its application in the real life and profession.

10.4. The grading of the diploma thesis shall be made in accordance with the following assessment scale:

- a. "10" – excellent;
- b. "9" – very good;
- c. "8" – very good;
- d. "7" – good;
- e. "6" – satisfactory;
- f. "5" – fail;

10.5. The grade of the thesis exam shall include the grade of the diploma thesis and the grades of other courses in the field in which the candidate graduates.

10.6. The diploma exam that has not been passed can be repeated maximum twice.

Article 11 Assessment

11.1. The assessment is a process of constant collection, processing, systematization, and interpretation of information on the level of achievement of planned objectives under the curriculum.

11.2. The assessment is part of teaching and must be in the function of motivation of the student in the process of learning and research.

11.3. The student shall be notified on the course objectives and forms of assessment so he/she can be part of the teaching and learning process.

11.4. During a single semester, the professor can assess the student at least three times by applying various measurement instruments of the achievement level such as seminar papers, presentations, mid-term exams, semester exams, and final exams dependant upon the nature of course.

11.5. The objective assessment shall assist the professor to diagnose the problems in the process of teaching and to improve the process in accordance with real situations of the process without damaging the quality assurance of the studies.

11.6. The assessment process shall include all the relevant factors, which ensure valuable information on the level of mastering the content and course objectives for the purpose of fair adjudication in taking the meritorious decision on the level of achievement of the student. The objectivity, validity, and sustainability of assessment shall be achieved when the assessment is conducted in accordance with professional norms and principles of assessment.

Article 12 Grading

12.1. The achievement level of the student as a result of assessment shall be quantified in numbers and understandable letters and equivalent to the level of achieved knowledge of the student.

12.2. The decision on the level of achievement of the student and grading shall be made by the course professor independently and by respecting the professional criteria and principles of assessment.

12.3. General criteria of final grading, which is in accordance with the nature of course syllabus, shall be presented in the syllabus of the respective course.

12.4. For several majors and specific courses, the course professor, following the approval of the Dean of Faculty, shall apply specific criteria for student grading, which must be made transparent to students before the beginning of the teaching process.

12.5. The grading, which tends to accurately express the student's level of achievement, shall be expressed in percentage and later be converted to an equivalent letter grade.

12.6. Each grade shall be equivalent to standards of achievement level expressed in the table below, pursuant to the European System of Academic Grading.

12.7. Based in the present system of grading, the student shall pass the course if he/she has received the grade D or 50 %.

12.8. The grading process may also apply the American Grading System, where the passing level shall be expressed in three forms: numeric grades, percentage grades, and letter grades. See table below.

No	Letter grades	Percentage grades	Numeric grades
5	A	90.00 – 90.99 %	10.0
6	B	80.00 – 89.99 %	9.0
21	C	70.00 – 79.99 %	8.0
22	D	60.00 – 69.99 %	7.0
31	E	50.00 – 59.99 %	6.0
32	F	Below 50 %	5.0

12.9. In the same way the final grade shall be assigned for the respective course or for the Grade Point Average for all subjects.

12.10. The course professor shall assigned the grade (I), called incomplete, in the cases when the student can not complete the course for the following reasons: sickness, approved because of involvement in activity that is in the interest of the institution or student or similar. It is the responsibility of the student to satisfactorily meet the requirements set forth by the course professor during the additional period. If the requirements are not met within one year, the fail grade shall automatically be assigned.

12.11. If the student decides to withdraw from the course, he/she must fill the withdrawal form, which can be obtained from the administrative assistant of the Student Service Office. Withdrawal during the period between the fifth week and tenth week shall be made only with the serious justification and following the approval of the professor and Dean. The withdrawal during the fifth week – tenth week shall be marked with “W” in the grade report of the student. This mark does not reflect the achievement of the student and shall not be used to calculate the Grade Point Average of the student. The student may withdraw from the eleventh week only in the event of accident or serious illness that is beyond his/her control. The withdrawal of this type implies a withdrawal from all courses although the grade incomplete is assigned in the event a considerable amount of course requirements is not met. The professor and the Dean of Faculty must sign the withdrawal request under these circumstances. If the request is approved, the mark “W” shall be assigned to all courses in which the student can not obtain an incomplete grade.

12.12. In the event of student regularly attending the classes, but not obtaining the grade from the professor, then the following circumstance shall be named as a no record grade and shall be marked with letter (W). This shall not influence the grade point average of the student and

can be improved when the professor is required to grade the student, because he has unintentionally failed to assign the student a formal grade.

12.13. The student of preparatory year shall obtain a grade S (satisfactorily) or U (unsatisfactorily), which do not bear any points under European Credit Transfer System and are not calculated in the grade point average.

12.14. All the forms of grading or non-grading data shall be recorded in the relevant file of the student and shall be reflected in his/her transcript.

Article 13

Grade Point Average

13.1. The method used to determine the average grade shall be called the Grade Point Average.

13.2. The Grade Point Average shall be expressed in percentage or in an equivalent letter or numeric grade. The Grade Point Average shall be determined to calculate the norm of points for the attended classes during the semester and then it is multiplied with the number of credit hours for the total grade points. Thereafter, the total grade points shall be divided by the number of hours. Grade P, I & W shall not be calculated in the Grade Point Average.

Article 14

Academic progress

14.1. For the purpose of passing from one academic year to another, the students must meet the following conditions:

- a. The passage from first year (I) of studies to second year (II) of studies: the student must have accumulated at least 42 credits during the studies in the previous academic year;
- b. The passage from second year (II) of studies to third year (III) of studies: the student must have accumulated at least 102 credits during the studies in the previous academic year;
- c. Students that until the end of the academic year are not able to accumulate at least 25% of credits of the previous academic year shall lose the status of regular student with ESLG.

14.2. In the event of student passing from one academic year to another, he/she is obliged to register the following academic year.

14.3. The reenrollment shall be made in accordance with the following procedure:

- a. The student shall obtain the registration form (that can be obtained from the Student Service Office) and the same shall be submitted to the latter. The student must attach the grade transcript to the registration form and the certificate of meeting the financial obligations;

- b. The request shall be reviewed by the Student Service Office and the Dean and later the study contract shall be signed by the student and authorized person of the ESLG.

14.4. Students that have not met the passing criteria shall not have the right to attend the classes in the subsequent academic year. The passing criteria shall be determined by a special decision from the ESLG Senate.

Article 15 **Student withdrawal from the studies**

15.1. In the event of the student wishing to withdraw from studies at ESLG, he/she must do the following:

- to clear the payment accounts with the financial service of ESLG;
- to return all the books that have been signed out from the ESLG library to the librarian,
- to fill the study withdrawal form obtained from the Office of Student Service of ESLG,
- to hand over the identification card and obtain all relevant personal and academic documents that pertain to him/her.

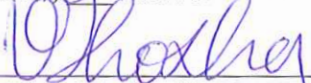
Article 16 **Delegation of authority**

13.1. The Senate may delegate its power to the Board of ESLG or another body and amend the requirements provided for by the present regulation only in extraordinary cases and for special issues.

Article 14 **Entry into force**

14.1. The present regulation shall enter into force on the day of the signature by the President of the ESLG.

Pristina, October 2016



Dr. Visar Hoxha, President of Management Board



Annex A

Exam registration form

FACULTY _____
Write the name of Faculty

STUDENT _____, ID. No. _____,
(Write the first name and last name)

I register exams in the following subjects:

Write the name of subjects ↓	Sit for the ↓	Write the name of professor ↓
1. _____,	_____	_____
2. _____,	_____	_____
3. _____,	_____	_____
4. _____,	_____	_____
5. _____,	_____	_____

In the term: _____.

Signature of the student:

Date of exam application:

___ / ___ / 2010

**PROCESVERBALI I PROVIMIT
CHARGE SHEET**

Departamenti _____
Department

Shifra e lëndës _____
Code of subject

Emri i lëndës _____
Name of subject

Afati _____,
Term

Data _____.
Date

Profesori _____
Professor

No.	ID Number	Emri Name	Mbiemri Last Name	Status	Nota Grade	Vërejtje Remarks
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						

Hynë në provim
Takes part in exam

E dhanë provimin
Passed exam

Prishtinë, më _____
Prishtina

Profesori
Professor