

ISMA University of Applied Sciences

Procedures for the organisation of testing

I. General provisions

1. These procedures set the kinds, forms and organisation of testing, as well as the obligations of students, academic and general staff in relation to the evaluation of the results of the mastering of study courses and study programmes.
2. Semester examinations and tests are organised in compliance with the organisational plan of the academic year and the schedule of the examination session, which are approved by the Vice-rector for academic work.
3. Mastering of study courses is evaluated in compliance with the requirements set in the descriptions of study courses.
4. Terminology:

Academic debt - student's failure of fulfil the obligations and / or failure to pass the tests. Academic debt can be an obstacle to continuing studies in the following semester. **Student is not admitted to final examinations in case he/she has at least one academic debt.**

Lecturer – a representative of the academic staff (professor, associate professor, docent, lecturer, assistant) or their deputy, guest professor, guest associate professor, guest docent, guest lecturer, our guest assistant, as well as the lecturer who participates in the implementation of the study process.

Examination/test electronic record – document for recording the results of study course mastering.

Study course description – document which sets the requirements for mastering the course: the necessary preliminary knowledge, aims, objectives and learning outcomes, course content, planning, literature and other sources of information, organisation of studies and evaluation criteria.

II. Testing

6. Kinds of testing:
 - 6.1. mid-term tests;

- 6.2. study course final testing;
- 6.3. study programme final testing (state examinations).
7. Kinds of mid-term testing:
 - 7.1. control test;
 - 7.2. self-study work;
 - 7.3. practical work;
 - 7.4. laboratory work;
 - 7.5. review
 - 7.6. report;
 - 7.7. seminar work;
 - 7.8. research work defence;
 - 7.9. discussions;
 - 7.10. group work;
 - 7.11. project;
 - 7.12. case study;
 - 7.13. presentation;
 - 7.14. other kind of work according to the specific study course.
8. The number and kind of mid-term tests is set in the study course description. The number, kind and requirements of testing are the same for all the students who master the study course in the specific semester. Unless specified otherwise in the study course description.
9. Study course final testing forms:
 - 9.1. test - the form of testing knowledge, skills and competences; test is passed after having mastered a study course or its significant stage. Test is organised in the same way as examination. The evaluation of test is – “passed” or “failed”, which is recorded in the electronic records as “i” (passed) or “ni” (failed).
 - 9.2. examination - the form of testing knowledge, skills and competences which is passed after having mastered a study course or its significant stage. Examination is evaluated on a 10-point grading system.
10. Examinations and tests may be organised in various ways – in written, oral, computerised, or combined forms (e.g. – written and oral).
11. The evaluation of mastering a study course is formed of the examination results and on the base of the results demonstrated during the study course mastering. The proportion of each intermediate testing is defined in the study course description

III. General regulations of testing

12. Student who has successfully fulfilled all the requirements defined in the study course description (tests, self-study works, etc.) and fulfilled the financial liabilities in compliance with the Study Contract, is admitted to pass tests/examinations.
13. Student who has not fulfilled academic or financial liabilities has no right to pass tests/examinations. The study course lecturer or Financial Department makes a record “nav atłauts” (not admitted) about this in the electronic record.
14. Lecturer has access to electronic records on the day of examination/test. Electronic records contain information on the students who are admitted to testing. The lecturer has the right to make the record “nav atłauts” (not admitted) if a student has not passed the mandatory intermediate testing.
15. Study course testing, its form and ways are set in the descriptions of study courses. Lecturer informs students about the study course testing form and ways in the beginning of the study course mastering. Students shall be informed about the supplementary learning aids which are allowed to use. During a test/examination it is forbidden to leave the auditorium, to use the means of mobile communication, laptops or other devices without the permission of the lecturer.
16. During testing the following persons are allowed to be present in the auditorium where the testing takes place: students who are passing the test/examination, members of the examination commission (if any), Rector, Vice-rectors, Head of the Department, Director of the study programme, specialists who are invited by the Head of the Department, a representative of Students’ self-government Body, and a representative or representatives of the Board.
17. After the results of testing are announced a student has the right to see his/her work and receive explanations of the mistakes made.
18. During all oral examinations or the oral part of an examination lecturer performs audio records of students’ answers and the lecturer’s assessment, which must be kept no less than five working days after the announcement of the results, but in the case of an appeal – until its final consideration.
19. The materials of written examinations must be kept no less than five working days after the announcement of the results, but in the case of an appeal – until its final consideration.
20. Student’s testing evaluation is recorded in the examination/test electronic record by the lecturer.
21. Examination/test electronic record shall be filled in by lecturer on the day of oral testing and in three days-time after testing in writing.

IV. System of study results evaluation

22. In compliance with the state standard the results of testing are evaluated on 10-point grading system:

- 22.1. with distinction (10) – knowledge, skills and competences exceed the requirements of the study programme, study module or study course and demonstrate the ability to perform independent research as well as the deep understanding of problems;
- 22.2. excellent (9) - knowledge, skills and competences fully meet the requirements of the study programme, study module or study course, student is able to apply the acquired knowledge independently;
- 22.3. very good (8) - the requirements of the study programme, study module or study course are fully met, however, there is insufficient understanding of individual issues to use the knowledge independently for the solution of more complex problems;
- 22.4. good (7) - the requirements of the study programme, study module or study course are met in general, however sometimes the inability to use the acquired knowledge independently is detected;
- 22.5. almost good (6) - the requirements of the study programme, study module or study course are met in general, however insufficient understanding of some problems and inability to apply the acquired knowledge is detected;
- 22.6. satisfactory (5) - the requirements of the study programme, study module or study course are met for the most part, however insufficient understanding of many problems and inability to apply the acquired knowledge is detected;
- 22.7. almost satisfactory (4) - the requirements of the study programme, study module or study course are met for the most part, however insufficient understanding of understanding of some main concepts is detected as well as considerable difficulties in the practical application of the acquired knowledge are stated;
- 22.8. bad (3) – knowledge is superficial and incomplete, student is unable to use it in specific situations;
- 22.9. very bad (2) – superficial and incomplete knowledge of only some problems, the most part of the study programme, study module or study course is not mastered;
- 22.10. very very bad (1) – absence of understanding of the main problems of the subject matter, almost no knowledge of the content of the study programme, study module or study course.
23. In the case a student does not come at the examination, his/her performance is not evaluated and the lecturer registers the fact of absence in the examination/test electronic register as “na”.
24. Examination/test is considered to be successfully passed if a student’s knowledge is evaluated “almost satisfactory” (4) and higher, which means at least 55% of the study material is mastered.
25. Test is considered to be passed if a student’s knowledge, skills and competences can be evaluated as “almost satisfactory” (“gandrīz viduvēji” – 4 points) and higher. In the case when a student’s knowledge, skills and competences do not meet the requirements of this evaluation level, his/her performance is evaluated as “failed” („neieskaitīts”).
26. Examination/test which is not passed in compliance with the plan of the study programme, examination session schedule or a student’s individual plan is considered to be an academic debt as it is the violation of academic liabilities according to the Study Contract.

27. ISMA has the right to check any written work of ISMA students by the means of plagiarism detection methods, including the automated systems which are available at ISMA, and to use the automated systems of other institutions.

V. Compliance with the principles of academic integrity

28. Violations of a student's academic integrity may be subdivided as follows:
 - 28.1. plagiarizing - using some other writer or speaker's ideas, phrases, sentences or longer parts of text with insufficient or improper acknowledgment or permission;
 - 28.2. dishonesty;
 - 28.3. infringement of intellectual property rights and copyrights;
 - 28.4. falsification or fabrication of data.
29. The term "plagiarism" includes:
 - 29.1. downloading and copying text fragments from the Internet without properly referring to the source used;
 - 29.2. submission of another author's work, which the student has acquired or stolen from another institution of higher education;
 - 29.3. submission by a student a work by another author, claiming it as his / her own work, and / or creating the impression that the student has intellectual property rights to it. In this case, it is an attempt to steal another person's work, thoughts or ideas, whether published or in writing;
 - 29.4. including in the text a citation without precise references;
 - 29.5. paraphrasing a text without providing appropriate references;
 - 29.6. not including of references in the list of references;
 - 29.7. submitting to lecturer a test paper, homework, term paper, Bachelor's paper , Master's or doctoral thesis, which is written by another author, as the student's own work, or providing other person's ideas, thoughts, or inventions as the student's own intellectual property;
30. Dishonesty may take the form of:
 - 30.1. use of various notes and / or unauthorized aids. 'Unauthorized aids' means a piece of paper and / or other sources of information which are not authorized at the given time, which contain notes intended to aid in remembering, and which are secretly used at examination or test;
 - 30.2. writing-off from other student's work, research work, term paper, assignment, computer files, etc.;
 - 30.3. submission of written work from another study course, presenting it as an original assignment without lecturer's permission;

- 30.4. dissemination or selling answers or solutions of an assignment or examination to another student, or informing other students about the correct answers after passing the examination, etc.”;
- 30.5. submitting a work, assignment, or exercise prepared by another person or company as a student's own work.
31. Infringement of intellectual property rights, including copyright, involves a student's intentional attempt to use any copyrighted material, including by copying and backing up computer software, backing up and / or reproducing audio-visual material, film, video, architectural designs, schemes or any other creative or innovative results that belong to another person, submitting the aforementioned as the student's own work.
32. Falsification or fabrication of data involves the act of intentionally attempting to use false or fictitious data for any purpose. Falsifying and / or fabricating data means that a student intentionally fabricates or falsifies information or theory for his or her own purposes. Such falsified or fabricated data may be used in term papers, research work, scientific monographs, projects, or other academic or research activities. This may also include misinterpretation of the data.
33. In case of a student's dishonesty during testing or examination, non-compliance with the examination regulations, the use of unauthorized aids or assistance of other persons, the lecturer has the right to expel the student from the examination and enter "0" in the electronic Examination / Test register. In this case, the examination/test can be retaken not earlier than after the examination session for a fee (the fee is determined by the order of the Rector).
34. Before expelling a student from the auditorium where testing takes place the lecturer shall draw up an act in free form stating the fact of unauthorized activity. The act should contain at least two parts: date, student's name and surname, year of studies, the description of the incident, lecturer's signature and full name. The act should be also signed by the student and other representatives of ISMA personnel, who are the witnesses of the incident. The lecturer informs the Study Department about the incident and submits the act to be included in the student's personal file.
35. The lecturer to whom the research paper is submitted within the framework of the study course and the supervisor of the final paper (Qualification paper, Bachelor's paper, Master's thesis, or doctoral thesis) are obliged to perform electronic examination of the submitted material (for example, using plag.lv). If the electronic examination for academic integrity is found to contain signs of plagiarism, the supervisor shall report to the Director of the study programme on the same day.
36. If the principles of academic integrity are violated by a student in the research work within the study course, the student has to choose another topic and work on it.
37. If the principles of academic integrity are violated in the final paper/thesis, the Director of the study programme together with the supervisor of the final paper/thesis shall, within two days, make a written statement that the work contains plagiarism, which shall be submitted to the Vice Rector for Studies. Upon receiving of the statement, the Vice Rector for Studies invites the student whose work violates the principles of academic integrity to be familiarised with the statement and to provide a written explanation. Upon receipt of the student's explanation, the Vice-Rector for Studies shall convene a commission and jointly decide on the admission or

dismissal of the student from the defence of the final thesis. Based on the decision of the commission, the Rector decides on the student's exmatriculation.

VI. Retake

38. Retake of an examination/test (liquidation of an academic debt) takes place based on the referral issued by the Study Department to a student personally.
39. Academic debts of a current examination session a student can pass after the current examination session in the following order:
 - 39.1. with a referral or examination/test record if a student did not pass examinations/tests on time due to objective reasons;
 - 39.2. second retake with a referral takes place for additional fee (the amount of the fee is set by the Rector's order) if a student did not pass examinations/tests on time or failed to pass the first retake;
 - 39.3. third retake with a referral takes place for additional fee (the amount of the fee is set by the Rector's order) if a student failed to pass the second retake. In the case of the third retake the Head of the Department forms a commission of no less than three lecturers.
40. Academic debts for a previous examination session can be passed by a student within the following deadlines:
 - 40.1. in three weeks-time after the current examination session;
 - 40.2. in three weeks-time after the beginning of the academic year.
41. On his/her own will a student can ask for the retake of an examination/test with the aim to receive a higher evaluation. The retake takes place with the referral and for additional fee (the amount of the fee is set by the Rector's order and in accordance with the retake time).
42. The amount of the fee for the liquidation of academic debts and the retake of examinations is set by the Rector's order.

VII. Retake of State examinations

43. Procedure of State examinations is approved by the meeting of Study Direction Council based on the recommendations of the Director of the study programme, who ensures the availability of the information about the aforementioned procedure to students.
44. The final evaluation of State examinations is announced to students no later than the next day after the examinations.
45. In the case a student did not take State examinations on time due to objective reasons, an additional day for the passing of the State examinations can be scheduled by the Rector's order.
46. Student is not admitted to the defence of a Bachelor's paper or Master's thesis in the case when the supervisor of the Bachelor's paper or Master's thesis refuses to issue a positive reference. In this case a student is exmatriculated.

47. Student can make the decision to postpone the defence if a negative review is issued but the reference is positive.
48. Student is exmatriculated if he/she fails to pass the state examination. Student may re-enrol for studies and retake the state examination on the date of the following state examination.
49. Before re-defence a Qualification paper, Bachelor's paper or Master's thesis shall be improved.
50. Re-defence of a Qualification paper, Bachelor's paper or Master's thesis takes place for additional fee.

VIII. Final provisions

51. Students, who want to apply for the discounts on tuition fees, shall meet the following requirements:
 - 51.1. no academic debts during the entire period of studies;
 - 51.2. average evaluation is 8,5 and higher;
 - 51.3. all examinations and tests are passed during the session. Evaluations received after session (during retake period) or with the purpose to receive a higher grade are not taken into account.
52. Issues or disputes not covered by these Procedures shall be resolved by the decisions of the Head of the Department or the Director of the Study Programme.