Appendix No.

Regulations for Interim and Ongoing Assessments of Students at National Research University Higher School of Economics

**Peculiarities of the organization of interim assessments**

**at the Graduate School of Business of the National Research University Higher School of Economics**

1. **General provisions**
   1. This document regulates the peculiarities of Interim and Ongoing Assessments of students studying at the Graduate School of Business (hereinafter - GSB), taking into account the specifics of international positioning of Bachelor's and Master's general education programs (compliance with the criteria for passing the international accreditation).
   2. Teachers responsible for organizing tests within the framework of interim assessment in a particular discipline are appointed by GSB Department authorized to teach the discipline; functional responsibility of teachers is formalized in the accounting and analytical system of the educational process management ASAV.
      1. The teacher responsible for organizing attestation in a discipline determines the format of tests and agrees it with the academic supervisor (head of specialization), as well as fixes information about the format of tests in the PUD (program of the discipline, curriculum).
   3. Not later than 10 working days before the beginning of the educational module, the responsible teacher forms in the information educational environment of HSE University the program of the discipline (hereinafter – PUD, curriculum), which fixes the procedure for organizing the implementation of the control elements, including:

* list of Control Elements;
* form, format, content and procedure for their conduct;
* formula and evaluation criteria;
* blocking, re-testable/non-re-testable Elements of Control;
* rounding rules for the final grade;
* organization and order of evaluation of retakes;
* exam commentary containing information about students' rights and responsibilities during the exam, the systems and platforms to be used, how to work with open sources, use of draft notes, etc.
  1. The Department responsible for the implementation of the discipline controls the timing of posting and completeness of the PUD by teachers.
  2. The program of academic discipline shall be approved by the Academic Council (in case of its absence - by the academic supervisor)[[1]](#footnote-2).
  3. At least 5 days before the beginning of the educational module, the approved programs of disciplines containing all the necessary information, including the procedure for organizing control elements, should be available to students in the HSE University information educational environment.

1. **Characteristics of the grading system and the principles of calculating grades**
   1. GSB uses the ten-point system for interim and final grades in the Discipline. The instructor has the right to use a scale other than the ten-point grading system to assess the elements of control before determining the grade for the interim assessment. It is recommended that the following rules be used to convert the midterm grades to the ten-point system:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Evaluation**  **on a scale of 100** | **Evaluation**  **on a scale of 10** | **Evaluation**  **on a 5-point scale for the exam** | **Assessment used  in the European Diploma Supplement diploma supplement** | | **Grade for credit** |
| 100-95 | 10 | excellent | A + | Excellent | credited to |
| 94-90 | 9 | excellent | A | Very good | credited to |
| 89-80 | 8 | excellent | A - | Very good | credited to |
| 79-70 | 7 | OK | B + | Good | credited to |
| 69-60 | 6 | OK | B - | Good | credited to |
| 59-50 | 5 | satisfactorily | C + | Satisfactory | credited to |
| 49-40 | 4 | satisfactorily | C - | Satisfactory | credited to |
| 39-30 | 3 | unsatisfactory | F | Fail | uncredited |
| 29-20 | 2 | unsatisfactory | F | Fail | uncredited |
| 19-10 | 1 | unsatisfactory | F | Fail | uncredited |

* 1. Rounding rules in accordance with clause 11 of the Regulations for Interim and Ongoing Assessments of Students at National Research University Higher School of Economics (hereinafter - the Regulation) should be fixed in the PUD. Rounding applies only to the final grade obtained from the calculation using the formula that takes into account each of the grades for the interim Control Elements.
  2. The possibility of using non-linear formulas of calculation is allowed in agreement with the academic supervisor of the educational program.

1. **Organization of Control Elements in the Study of the Discipline** 
   1. Examinations in GSB educational programs (hereinafter referred to as GSB EP) are always:
   * compulsory - the final grade for the discipline cannot be given without taking into account the grade for the exam;
   * blocking - an unsatisfactory grade for the final work leads to an unsatisfactory grade in the discipline;
   * having a weight of not less than 30% and not more than 50% of the final grade for the discipline.
   1. The interim control element may not be weighted more than 70%.
   2. Indicators of student activity in classrooms can be used as interim control elements, but they have to be measurable, have a clear structure of evaluation criteria and cannot be taken into account in the results of the final control elements.
   3. Student attendance rates cannot be used as either interim or final Control Elements.
   4. All exams are conducted in written form or in the form of project defence and monitor the formation of the planned learning outcomes of the discipline stated in the PUD. The form of the exam shall be determined by the person responsible for the organization of certification tests and shall be recorded in the PUD.
   5. Examinations that are conducted in the form of project defence shall include in the grading structure not only a grade for the defence itself, but also a grade for the narrative/report that is/are submitted in written form.
   6. When describing the Elements of Control in the PUD, the requirements of the EPAS standards for the knowledge assessment system should be taken into account:
   * presence of no more than 20% of control questions of the number of test format assignments (multiple choice questions - MCQs) within a single discipline (including as part of the final written work)[[2]](#footnote-3);
   * the weight of individual control elements is not less than 50% within a single discipline.

# Preparation, organization of the session and registration of the results of interim attestation

* 1. Prior to the beginning of the session, students should be individually acquainted with the grades on the current control.
  2. Prior to the session, the instructor shall advise students on the organization and content of the exam[[3]](#footnote-4).
  3. Display of works is included in the module schedule with all lectures/seminars/exams in the discipline. After the display of works final grades are put by the teacher in the examination sheet and transmitted to Curriculum Support Office for placement in the ASAV system.
  4. All examination papers are stored in the Curriculum Support Office. Paper-based exam papers must be handed over to Curriculum Support Office for storage by the instructor. The Center for Digital Learning Technology provides organizational assistance to Curriculum Support Office on the basis of requests for access to examination papers in electronic form.

# The procedure for organizing re-takes

# The retake schedule shall be communicated to the students who have academic debts as a result of the last session, at least three days before the date of the first retake, by the Curriculum Support Office staff member in charge. To notify students about the schedule of retakes, the official channels of information transmission shall be used.

5.3 The structure of the commission for the retake of a discipline is formed by the department on the basis of a written request from the instructor to the head of the department.

1. For mynors, the head of the mynor. [↑](#footnote-ref-2)
2. Non-MSQ types of tests can include answer tests:

   * + - True/false;
       - Fill in the missing word;
       - Identify/fix the error;
       - Matching words;
       - Short answer (word, phrase, number, etc.)

   [↑](#footnote-ref-3)
3. The consultation can be arranged at the last session or separately in any format (in person or remotely). [↑](#footnote-ref-4)