

## **PROCEDURE FOR THE ASSESSMENT OF LEARNING OUTCOMES AT LITHUANIAN SPORTS UNIVERSITY**

### **I. GENERAL PROVISIONS**

1. The procedure for the assessment of learning outcomes (hereinafter the Procedure) of Lithuanian Sports University (hereinafter LSU) describes the principles and procedure used for the assessment of knowledge, understanding and competences of undergraduate and graduate students.

2. Studies at LSU are delivered and knowledge, understanding and competences of students are assessed in accordance of the Republic of Lithuania legislation, LSU statute, Regulations of Studies and this procedure.

3. Learning outcomes are assessed on a regular basis during the semester.

4. The assessment of learning outcomes is based on the provisions of LSU Code of Academic and Professional Ethics.

5. Definitions used in the procedure:

**Learning outcomes** are individual learning results (knowledge, understanding, competences) that the student or the listener demonstrates during the assessment. Learning outcomes are formally expressed by the learning results (marks) given after the learning outcomes assessment procedure.

**A mark** is the specific expression of the student's or listener's learning outcomes by a number based on the learning outcomes assessment criteria defined in advance. The criteria of each mark shall be clearly described in the description of the study module.

**E-register** is the e-programme used for the internal recording of the assessment of learning outcomes of students or listeners.

**Final examination** is the testing of knowledge, understanding and competences that the student or learner was supposed to acquire while studying the subjects of the module. The final examination can be taken in different forms.

**External examination** is the examination involving all parts of study module assessment (including interim tests) during the examination session after the student or the listener has prepared independently.

**Summative assessment** is the summary assessments of student performance including interim tests, examinations and end-of-semester/year marks. The summative assessment procedure is defined by the teacher and discussed with the students at the beginning of the semester (cycle). At the beginning of each semester (cycle) the teacher establishes and informs the students about the influence (percentage) of each interim test for the final mark and formulates the evaluation criteria for each test.

**Interim test** is the part of the examination where different learning outcomes are evaluated and have a different summative weight on the final mark. The interim test can be taken in different forms.

**A study module focused on physical activity** is the study module where practical physical activities prevail (e.g., massage, theory, didactics and praxis of selected sport).

## **II. LEARNING OUTCOMES ASSESMENT PRINCIPLES**

6. Learning outcomes are assessed basing on the following principles:
  - 6.1. Validity (the assessment is related to the goals of the study programme (study module) and must measure the learning outcomes planned for the achievement of these goals);
  - 6.2. Reliability (assessment information and results must be objective and shall not change with the change of the assessor);
  - 6.3. Clarity (the evaluation system must be informative and understandable to the assessors and the assessed);
  - 6.4. Usefulness (the assessment must have a positive effect on the assessed and support the implementation of the study programme goals);
  - 6.5. Impartiality (assessment methods shall be equally applicable to all assessed persons).
7. Study modules are delivered in accordance with the description of the Study Module approved by the Academic Quality Supervision Committee of the Faculty. The Study Module Description shall specify the module goal, learning outcomes, module topics, scope, teaching/learning methods, self-study tasks, assessment methods (ways and means how the achievement of the module goals and learning outcomes will be assessed), specific assessment criteria, literature list and methodological guidance, teacher consultation time.

## **III. SUMMATIVE ASSESSMENT**

8. Summative assessment is used at LSU in order to ensure active work of the students or listeners though the entire semester, their ability to apply theoretical knowledge in practice, objective evaluation of the learning outcomes and avoid plagiarism.

9. In summative assessment methods the learning outcomes are assessed by interim examinations.

10. The learning outcomes are assessed in accordance with the procedure and criteria defined by the coordinating teacher and approved by the Academic Quality Supervision Committee of the Faculty. The assessment procedure and criteria are made available in LSU academic information system.

11. The final mark is calculated from the marks of the interim exams. The number of interim exams and the weight of components in the final mark (not exceeding 100%) depend on the module and the area of studies. It is recommended that study modules with the scope of 5 credits would have at least 2 interim exams, and study modules with the scope of 10 credits would have at least 4 interim exams, and so on.

12. The final mark is a mark consisting of the marks of interim exams. It is calculated following the proportions provided in the study module description. Interim exams must be designed so that they would enable the gradual evaluation of:

- 12.1. Basic knowledge;
- 12.2. Analytical and systematization competences (generalize, systemize, compare, interpret);
- 12.3. Decision making abilities (inductive, deductive, heuristic);
- 12.4. Technical and teaching methodology competences;
- 12.5. Communication competences;
- 12.6. Reflection;
- 12.7. Additional requirements of the study module.

13. The study module coordinator shall establish the assessment values (that should make up not more than 100%); in addition, the study module coordinator may establish a threshold value for each assessed area, i.e. the minimum requirements for the assessment area.

14. In separate cases (e.g., intensive delivery of the study module, the student or the listener takes an external exam) other than the summative assessment methods can be applied, e.g. collegiate assessment. The student or the listener takes the examination in all topics of the study module. Collegial assessment is used in the grading of the final papers (final exams) and placements.

15. Course and final papers of bachelor students are assessed following the Regulation for the Writing and Defence of Course and Final Papers in the first cycle programmes, the final papers of master students are assessed following the Regulation for the Writing and Defence of Course and Final Papers in the second cycle programmes, the final examinations in the first cycle programmes are assessed following the Regulation for the Final Exams of the first cycle programmes.

#### **IV. INTERIM EXAMINATIONS**

16. During the first lecture the teacher shall acquaint the students and listeners with the study module description, the procedure of taking interim exams, the forms, assignments, and assessment criteria. The teacher gives the exact dates of the interim examinations.

17. The interim exams are listed in the study module description and taken during the semester.

18. Interim exams are taken at LSU classrooms, labs and gyms according to the timetable of interim exams made available in advance.

19. Interim exams are assessed by the teachers, who deliver the study module, or by the panel of specialists in that area. If the teacher is ill or cannot assess the exam for other important reasons, the faculty dean shall appoint another teacher or gather the panel of specialists in the relevant area following the study programme director's application. The board or a panel for the assessment of the learning outcomes may be also assembled upon the motivated request of the students or listeners. The students shall submit an application to the dean at least one week prior to the established date of the interim exam.

20. Interim exams of students or listeners are recommended to be taken when there is more than one student or listener in the classroom, gym or lab. Otherwise, the module teacher shall invite another teacher, student, or faculty member.

21. Interim exams of practical studies (demonstration of practical skills) shall be organized not by one but by several teachers. Otherwise, the interim exams must be videotaped.

22. Learning outcomes assessment methods must be related with the assessment goal:

22.1. The basic knowledge may be assessed by various types of tests (qualitative and quantitative) and other knowledge testing methods;

22.2. Analytical and systemizing competencies are assessed through essays, projects, reports, case studies, debates;

22.3. Decision making competencies are assessed through group work, case studies, role play, problem solving assignments;

22.4. Technical and teaching method competencies are assessed through demonstrations;

22.5. Communication competence may be assessed by verbal presentations of group work or individual assignments, demonstrations, debates, virtual communication;

22.6. Reflection and further improvement may be assessed through reflection assignments, diaries portfolios, solutions of ethical dilemmas, autobiographical methods etc.

23. Each assessment method must have clear assessment criteria. The criteria must be understandable to the students and enable to have a complete picture of their work.

24. If the student or listener is absent from the interim exam at the time stated in the study module description, a 0 mark is given for the interim exam.

25. The student or listener may retake the interim exam only once and shall produce a document that substantiates the reason of absence (a letter from the medical institution, sports centre, dean). Interim exams are retaken at the time specified by the teacher. Interim exam retake date and time shall be communicated by the teacher to the students by e-mail (group e-mail) or on the faculty's notice board in distance education virtual learning environment. The student or listener, who retakes the exam where group management or other practical skills must be demonstrated, must ensure the ability to manage the group of the size specified by the teacher during the exam. If this condition is not met, the task cannot be replaced by theoretical knowledge assessment tests and the interim exam cannot be taken.

26. If the student or listener failed to deliver the written assignment by the time specified in the study module description or delivered the assignment with 11 days delay, a 0 mark is given for the interim exam. If the student or listener delays to deliver the assignment for 5 days, the interim exam mark is reduced by 1 point; 10 days delay causes a 2-point reduction in the mark. The interim exam mark is not reduced, if the student or listener produces a document describing the mitigating circumstances that caused the delay of assignment delivery (a letter from the medical institution, sports centre, dean).

27. If the student or listener fails to pass at least on interim exam or if at least one interim exam has unsatisfactory evaluation (mark 1, 2, 3, 4), the student must sit an external exam from the entire study module course (including all interim exams). The student or listener who takes the external exam where group management or other practical skills must be demonstrated, must ensure the ability to manage the group of the size specified by the teacher during the exam. If this condition is not met, the task cannot be replaced by theoretical knowledge assessment tests and the external exam cannot be taken. In that case the student must repeat the module.

## **V. FINAL EXAMS**

27. The final exam is the assessment of the highest level of competences, namely the student's ability to make decisions, act in certain practical situations etc.

28. The final exam must be passed with a satisfactory mark (at least 5). Mathematical rounding rules are applied in the rounding to the tenths and hundredths places of the points.

29. The final exam may be taken not more than once at the time specified in the timetable. A student who did not take the final exam or failed may retake the final exam once during the exam retake period. If the student fails to pass the final exam of the study module in the exam retake period, the

academic fail is recorded and the student must repeat the course with another group as a study module listener. Repetition of the course is subject to the fee established by the University Council.

30. Final exam timetables are made by the faculty administrator based on the dates indicated by the teachers after they are discussed with and agreed upon by the students.

31. The timetables are planned so that at least three days are available for the preparation for each final exam; at least 30 calendar days are available for the finishing and defence of the final paper; at least 6 days are available for the preparation and taking of the final exams.

32. The timetables of final exams are approved by the Dean.

33. The timetables of the final exams shall be announced by the faculty administrators on the notice boards and in LSU website at least 2 weeks before the start of the examination session. The time tables of the examinations of part-time studies shall be announced during the first and the third course cycles.

34. The timetable shall carry the teacher's name, surname, exam date, place and time.

35. The dean may extend the examination session for students and listeners who cannot attend the session during the scheduled time for important reasons (illness, family situation, business trips etc.). The student or listener must deliver the application to extend the examination session together with substantiating documents within 3 days following the end of extraordinary circumstances.

36. The final exam may be attended by the Rector, vice-rector, dean, study programme director, representative of the Centre for Academic Quality Supervision or Student Council in order to observe the final examination process and improve the quality of studies. Such a visit must be coordinated with Centre for Academic Quality Supervision.

37. Final exam retakes are organized by the faculty deans one week prior to the end of the examination session. The timetable of retaken exams shall be made by the faculty administrator at least one week prior to the final exam retake date. The timetable shall be announced in the notice board of the faculty and LSU website.

38. Faculty deans organize the retake of the final exam for students with academic fails, who have paid the fee established by the University Council for the repetition of the study module. The recommended frequency of final examinations for students with academic fails is twice per academic year during the autumn and spring exam sessions. The dean may create a study module examination commission for final exams.

39. The student or listener may retake the final exam of the study module passed with a satisfactory mark for a higher mark having received the dean's permission accompanied by the fee established by the University Council.

40. The student or listener willing to retake the exam for a better mark shall deliver a reasoned application for the permission to retake the study module exam.

41. The dean, having evaluated the merit of the student's or listener's request, may satisfy the student or listener's request to retake the exam for a better mark and permit the student or listener to take an external exam in front of the exam retake commission (made of at least two teachers).

42. The student or listener shall deliver the dean's permit to the teacher and may retake the final exam during the examination session only at the time specified by the teacher.

## **VI. RIGHTS AND OBLIGATIONS OF THE TEACHER AND THE STUDENT OR LISTENER**

### **43. The teacher must:**

43.1. During the first lecture acquaint the students or listeners with the learning outcomes assessment procedure: explain in detail the module programme, goals, expected learning outcomes, specific structure of the assessment of the module learning outcomes (the influence of the interim exams and the final exam on the final mark, the mark that leads to the repetition of the course or enable to retake the interim and final exams), assessment criteria and requirements for assignments.

43.2. Follow the assessment principles and criteria provided in the study module description during the assessment of interim learning outcomes of students or listeners, University's requirements for the writing of essays, projects, tests, course papers, and assessment criteria.

43.3. Before the exam identify the student or the listener against the identity document produced by the student.

43.4. Evaluate the student's or listener's interim and final exams within two working days and fill in the electronic register (hereinafter e-register):

43.4.1. If due to important reasons the teacher cannot fill in the e-register in time, he/she must notify the dean thereof within two working days after the examination and hand over the marks to the faculty administrator. In such a case the dean shall ensure the timely filling in of e-registers. If the teacher does not fill in the e-register in time and fails to notify the dean about the important reasons of the delay, the dean may propose the Rector to apply a disciplinary sanction.

43.4.2. The marks entered into the e-register cannot be corrected after more than 24 hours have elapsed since the filling in of the e-register. If the teacher made a mistake entering marks into the e-register and the mistake was identified after more than 24 hours have elapsed since the filling in of the e-register, the teacher shall submit an explanation to the dean. In this case the dean makes a verbal warning.

If there are many mistakes in e-register or mistakes are systematic, the dean may propose the Rector to apply a disciplinary sanction.

43.4.3. Teachers delivering the study module are responsible for filling in the e-register in time and correctly.

43.5. Acquaint the student or listener personally with the marks of interim or final exams and explain the assessment by e-mail used at the University. If several groups (or more than 30 students and listeners) take the interim or final exam, the learning outcomes evaluation results may be sent by the group e-mail using student certificate numbers or credit sheet numbers instead of names and surnames. The explanation of the evaluation must be personally given to the student, if the student so requires.

43.6. Keep the electronic version of interim and final exams and/or video material in the department for two years.

44. The teacher may change the procedure of assessment of the study module and include other methods of learning outcomes assessment. In such a case the study module description must be certified anew in the Academic Quality Supervision Committee of the Faculty.

**45. Students and listeners must:**

45.1. Comply with the requirements given in the study module description.

45.2. Present completed self-study assignments for interim exam assessment in distance education learning environment or by University e-mail at the time specified in the study module description.

45.3. Sit the interim exams at the time specified in the study module description.

45.4. Produce a valid student certificate to the teacher before sitting the final exam; listeners shall produce a photographic identification.

46. Participation of the first and second cycle programme students in practical sessions, laboratory sessions, seminars, interim and final exams is mandatory.

47. A student or listener may ask the teacher to explain the marking of the interim or final exam, i.e. the student or listener shall be explained why his/her learning outcomes are evaluated by a certain mark.

48. Students or listeners, who are not satisfied with the mark given for the interim or the final exam may appeal the exam results by addressing the Faculty Examination Appeals Board in writing within two working days following the announcement of exam results in the manner described in the Regulation of Studies.



49. A student or listener shall check his/her final mark in the University's academic information system within two working days following the final exam sitting day and immediately inform the faculty administrator if the error is detected.

50. A student or listener, who does not agree with the exam mark, must contact in writing the Examination Appeals Board within two working days following the exam marks announcement day and, in the case of violation of exam taking procedure, on the next day following the exam sitting day.

## **VII. FRAUDULENT CONDUCT DURING THE ASSESSMENT OF LEARNING OUTCOMES**

51. Prior to the sitting of interim and final exams the teacher must inform the students about the materials, reference sources and equipment that students or listeners are allowed to use during the exam. The possession of impermissible materials, reference sources and equipment is a sufficient proof that the student or listener used the said materials, sources or equipment.

52. During the sitting of interim and final exams students or listeners may not use mobile telephones or other types of communication equipment and text information, may not provide information help to and receive it from other persons. Teachers are advised to distribute pens to students or listeners during the final exam sitting.

53. If the teacher suspects that the student or listener might have used the impermissible materials, reference sources and equipment, the student or listener must help the teacher to find out whether the suspicion is well-grounded. The refusal to cooperate is treated as unfair practice.

54. The unfair practice (attempt to use or use of impermissible materials, reference sources and equipment during the interim or final examination) is subject to the cancellation of exam sitting and recording a 0 mark in the e-register. The teacher may ask the student or listener to surrender the impermissible materials, reference sources and equipment.

55. In the event of unfair practice of the student or listener during interim or final examinations the teacher must notify the dean thereof in writing and produce the impermissible materials, reference sources and equipment used by the student or listener. If the student or listener refuses to surrender the impermissible materials, reference sources and equipment, the teacher's official letter to the dean is regarded to be sufficient evidence.

56. The dean shall impose a fine established by the University Council on the student or listener who used unfair practice during interim or final exams. Having paid the fine the student must repeat the course. Unfair practice during the final exam or writing the final thesis (stated in the official

letter of the member of the final thesis defence board or the member of the final examination board) is subject to the cancellation of exam sitting or final paper defence. The right to retake the exam or defend the final thesis anew is granted only a year later.

57. Subsequent instances of unfair practice used by the student or listener are subject to the academic dismissal of the student or listener.

58. Students and listeners must write their papers independently. Plagiarism is defined in the University's Code of Academic and Professional Conduct.

59. If the teacher suspects that the student's or listener's paper was not written independently, the teacher shall report the suspicion to the dean in writing and enclose the student's paper together with significant extracts or elements taken from the work of other authors without acknowledgement or reference.

60. The dean must address the Academic and Professional Ethics Board within 3 working days and produce all the materials related to the teacher's notice. The Academic and Professional Ethics Board shall consider the teacher's notice and advise the dean to impose a penalty on the student as provided in the Academic and Professional Ethics Board rules of procedure.

61. During the investigation of the alleged unfair practice the student's or listener's studies are suspended upon the dean's order. If the student's or listener's practice is not found to be unfair, the student's or listener's studies and examination session is extended for the period of time that was used for the investigation of alleged unfair practice.

## **VIII. FINAL PROVISIONS**

62. Following the assessment of the students learning outcomes after the course the faculty dean shall hold a meeting of the Academic Quality Supervision Board of the faculty to hear the opinion of the students and listeners about the examination procedure and assessment criteria.

63. Violations of this Procedure are subject to disciplinary actions.

64. The procedure shall become effective since 1 September 2013.

Acting chairman of the meeting

Gediminas Mamkus

Secretary of the meeting

Albinas Grūnovas