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## PROCEDURE FOR ASSESSMENT OF LEARNING ACHIEVEMENTS

### AT LITHUANIAN SPORTS UNIVERSITY

#### I. GENERAL PROVISIONS

1. The Procedure for Assessment of Learning Achievements (hereinafter referred to as the Procedure) at Lithuanian Sports University (hereinafter referred to as the University) describes the principles and procedure for assessment of the acquired knowledge, understanding and skills of students and unclassified students (hereinafter - students) studying in the University first and second cycle study programmes.

2. Knowledge, understanding and skills acquired by students in the course of their studies are assessed and studies at the University carried out in accordance with the legal acts of the Republic of Lithuania, the Statute of the University, Study Regulations and the present Procedure.

3. During the semester, continuous assessment of learning achievements shall be carried out.

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

5. Definitions:

**Examination** means the learning achievements of the module assessed during the interim and / or final examination.

**Final examination means** final assessment of knowledge, understanding and skills that the student had to acquire while studying the module. The final examination can take various forms. If the final examination is conducted, it is a part of the cumulative assessment.

**Interim examination** means examination of knowledge, understanding and skills that the student had to acquire while studying part of the module being carried out. The interim examination can take various forms.

**E-Register** means an e-programme used by the University for internal assessment of learning achievements that records student learning achievements.

**Physical activity-oriented study module** means a study module, the content of which is dominated by practical activities related to physical activity (e.g., massage or modules of sports disciplines).

**Cumulative assessment** means the procedure for study module grade accumulation established by the teacher and discussed with the students at the beginning of the semester / cycle. In the cumulative assessment system, learning achievements are assessed through interim examinations and, if provided in the module assessment form, by final examination. The lecturer shall determine and inform students at the beginning of the semester / cycle about the influence of each interim examination (in percentage) and, if applicable, the final examination on the final grade; he/ she shall formulate the assessment criteria for each examination.

**Grade** means a specific expression of a student's learning achievements on a ten-point scale, based on criteria known in advance for assessing learning achievements. The assessment criteria for each grade shall be clearly described in the study module description.

## II. LEVELS OF LEARNING ACHIEVEMENTS AND PRINCIPLES OF ASSESSMENT

6. The learning outcomes achieved by the student upon completion of the module shall be assessed by assigning them to a certain level of learning achievements.

7. A ten-point grading scale is used to evaluate the learning outcomes of a module (subject) and there are three levels of learning achievement — excellent, standard, and threshold. The relationships between the ten-point grading scale, the percentage scale, and the levels of learning achievement are indicated in the following table:

Grade	Category	Per cent	Level of learning achievement	Description of the level of learning achievement
10	Excellent	95-100	Excellent	the student knows the latest sources, theory and principles of the study module and is able to create and develop new ideas; the student is able to apply knowledge and solve complex and atypical problems related to study module and professional activity; he/ she can independently collect, evaluate, and interpret data related to the study module and make decisions based on it; he/ she is able to logically convey the information, ideas, problems and solutions of the study module by communicating with the specialists of his / her study field and other study fields; the student has the learning skills necessary for further studies and independent studies;
9	Very good	85-94		
8	Good	75-84	Standard	the student knows the main theories and principles of his / her study module and can substantiate the essential achievements related to the study module; he/ she is able to apply knowledge in solving standard problems related to study module and professional activity and can independently collect, evaluate and interpret the data needed to make decisions; the student is able to convey the usual information, ideas, problems and solutions of the study module; he/ she has the learning skills necessary for further studies and independent studies;
7	Highly satisfactory	65-74		
6	Satisfactory	55-64	Threshold	the student knows the most important theories and principles of his / her study module; he/ she is able to apply knowledge in solving simple problems related to the study module and may participate in the collection, evaluation and interpretation of module data for decision making; the student is able to convey the main information, ideas and problems of the study module and has abilities for independent learning;
5	Sufficient	45-54		
4	Insufficient	35-44		the student failed to reach the threshold level.
3		25-34		
2		15-24		
1		5-14		
0		0-4		

8. The principles for assessment of learning achievements are as follows:

- 8.1. Validity (assessment is based on the goal of measuring student achievement level in relation to the learning outcomes foreseen in the module);
- 8.2. Reliability (the results of the assessment are objective and independent of the change of the assessor);
- 8.3. Clarity (the grading system is informative and understandable to assessors as well as students);
- 8.4. Efficiency (the assessment performed is positively evaluated by the students themselves and contribute

to the achievement of the study programme goals);

8.5. Impartiality (the assessment methods used are equally applied to all the students).

9. Studies at the University shall be carried out in accordance with the Study Module Description certified by the Committee for Academic Quality Supervision of the Faculty. Study Module Description shall specify the aim of the module, learning outcomes, topics, volume, study methods, independent work assignments, assessment methods (how and in what ways will the achievement of the module aims and learning outcomes be assessed), specific assessment criteria, and references.

### III. CUMULATIVE EVALUATION

10. In order to ensure active student work throughout the semester, ability to apply theoretical knowledge in practice and objective assessment of learning achievements, and to avoid plagiarism, a cumulative assessment of learning achievements is applied at the University.

11. Cumulative assessment of learning achievements is based on interim examinations and final examination (if required by the module assessment procedure).

12. Learning achievements are assessed according to the procedure and criteria defined by the coordinating teacher of the study module and approved by the Committee for Academic Quality Supervision of the Faculty, which are specified in the Study Module Description and published in the University academic information system.

13. The final grade of the module consists of interim examinations and/ or final examination grades. The number of interim examinations and/ or the final examination, their relative weight (weighting coefficient) for the final grade is set by the module coordinator together with the teachers teaching the module.

14. Final grade means a grade consisting of interim examinations and / or final examination evaluation. It is calculated according to the proportions provided in the Study Module Description.

15. The evaluation of the first cycle course papers and final theses shall be carried out in accordance with the "Regulation for the Preparation and Defence of the First Cycle Course Papers and Final Theses". The evaluation of the second cycle course papers and final theses shall be carried out in accordance with the "Regulation for the Preparation and Defence of the Second Cycle Course Papers and Final Theses".

### IV. INTERIM EXAMINATIONS

16. During the first lecture, the teacher shall introduce the students to the module description, the procedure, forms, tasks and assessment criteria of the interim examinations and the dates of the interim examinations.

17. Interim exams provided in the Study Module Description shall be taken during the semester.

18. Interim examinations shall be conducted according to a pre-set timetable for interim examinations, which is provided to students in the e-learning system.

19. Interim examinations shall be assessed by the teacher who taught the module or a part of it or by a commission of specialists of the respective field of studies. If, due to illness or other important reasons, the teacher who teaches the study module is unable to evaluate the interim examination, at the request of the Director of the study programme, the Dean shall appoint another teacher or establish a specialist commission in the respective field. A commission for the assessment of learning achievements may be formed when more than half of the group's students so request in writing (e.g., 13 out of 25 students on the list, not including those who are studying under Erasmus programmes or those on academic leave). Students shall submit their application to the Dean not later than one week before the scheduled exam date.

20. It is recommended that students take interim examinations only if there is more than one student at the place where the interim examination is held. If such opportunities are not available, the module teacher may invite another teacher, student, a member of the department or administrative staff.

21. It is recommended that several teachers conduct one practical interim examination (demonstration of practical skills). If such opportunities do not exist, interim examinations may be filmed to avoid conflict situations.

22. The methods of assessment of learning achievements shall be related to the purpose of assessment:

22.1. The assessment of basic knowledge may be carried out by tests (quantitative and qualitative) and other means for knowledge assessment;

22.2. Analytical and systematic skills are assessed by writing essays, projects, reports, case studies, debates,

etc.;

22.3. Decision-making and application skills are assessed through teamwork, case studies, role-playing, problem-solving tasks, etc.;

22.4. The technical and teaching methodological abilities can be tested by demonstration, etc.;

22.5. Communication skills can be tested by assigning tasks for oral presentation, group or individual presentation, demonstration, debates, virtual communication, etc.;

22.6. Reflection and further development can be checked by assigning reflection tasks, blogging, portfolio compilation, solving ethical dilemma situations, through autobiographical approach, etc.

23. Each assessment method shall have clear assessment criteria. The criteria shall be comprehensible to the students and present a clear view of the performance of the task being assessed.

24. A student who fails to participate in the interim examination at the time specified in the module description, shall be evaluated with the score "0".

25. A student or an unclassified student may retake an interim examination once by submitting a document (medical, sports centre certificate, etc.) justifying the reason for failing to take the interim examination. Interim examinations may be retaken at the time specified by the teacher. The teacher shall inform students and unclassified students about the date and time of the interim examination by e-mail (e-mail of a student group) or in the distance learning environment. A student, while taking the interim examination, which requires the demonstration of group management or other practical skills, shall ensure that he / she will be able to manage a group of individuals as defined by the teacher. If this condition is not met, the assignment cannot be replaced by theoretical knowledge tests, and the interim examination cannot be taken.

26. All written assignments shall be submitted by students in the University e-learning environment.

27. If a student fails to submit a written paper for the interim examination within the time specified in the Study Module Description or submits the written paper 11 days late, his / her interim examination shall be evaluated with a score of "0". If the student is 5 days late, his / her interim examination grade shall be reduced by 1 point, if he / she is 10 days late, his / her interim examination grade shall be reduced by 2 points. Interim examination grade shall not be reduced if the student submits to the teacher a document justifying the reason for being late (medical, sports centre certificate, etc.).

28. If the student has not passed at least one interim examination or if at least one interim examination (after retaking the exam) has been evaluated negatively (with grades 1, 2, 3, 4), his/ her final grade may not exceed 4 points. In case of medical, sporting or other serious reason, which the student can prove, the teacher may appoint one additional date and time for taking an interim examination. Otherwise, the interim examination(s) shall take place on the days set during the examination session. The student, when taking the examination which requires demonstration group management or other practical skills, shall ensure that he / she has the ability to manage a group of individuals of a set size. If this condition is not met, the assignment cannot be replaced by theoretical knowledge tests, and the interim examination cannot be taken, and the student has to learn the module again.

## V. FINAL EXAMINATIONS

29. The final examination must be passed with a positive grade (i.e., not lower than 5). Rounding tenths and hundredths of points shall be subject to mathematical rounding rules.

30. It is recommended that the final exam assignments are not evaluated by the same teacher who taught the module

31. A student who has failed to take or pass the final examination shall have the right to take or retake the examination once during the last week of the semester free of charge.

32. If the student fails to pass the final examination of the study module during the retake of the examination, the academic debt shall be recorded and he/ she:

32.1. having paid the fee set by the University Council, will retake the final examination of the module studied. The final exam shall not be retaken more than 3 times. After 3 unsuccessful attempts, the student shall learn the study module (see 33.2);

32.2. alternatively, will learn the module again with another group of students.

33. The timetable for final examinations shall be drawn by the specialist of the Centre for Academic Quality

Supervision, the students and the teachers can propose the dates of the examinations.

34. The timetable of final examinations shall be published by the specialist of the Centre for Academic Quality Supervision on the University website at least two weeks before the beginning of the examination session. Timetables of final examinations for part-time studies shall be published during the first and third cycles of studies.

35. The timetable shall indicate the name of the teacher, the date, place and time of the final examination.

36. Time for taking examinations to students who have not participated in the final examinations due to important reasons (illness, family circumstances, business trips, etc.) may be extended by the Rector's order. The student shall submit the application for extension of the term and the supporting documents to a specialist of the Centre for Academic Quality Supervision within 3 business days of the date the important circumstances end.

37. In order to monitor the process of organizing the final examinations and to improve the quality of studies, the following persons may participate in the final examination in agreement with the Centre for Academic Quality Supervision: Rector, Vice-Rector, Dean, Director of the study programme, representative of the Centre for Academic Quality Supervision or Student Union.

39. The retaking of the final examinations shall be organized by the Centre for Academic Quality Supervision:

39.1. One week before the end of the current semester - retake of the final examinations;

39.2. In the first month of the semester (September, February) - liquidation of academic debts (exception, e.g., study module of winter sports).

## VI. OBLIGATIONS AND RIGHTS OF THE TEACHER AND STUDENT

40. **The teacher shall:**

40.1 During the first lecture, inform students about the procedure of assessment of learning outcomes by setting out the detailed programme of the module, aims, expected learning outcomes, specific structure of assessment of the learning outcomes (impact of interim examinations and final examination on final grade, conditions for learning the module again, or retaking interim and final examinations), assessment criteria and requirements.

40.2. When evaluating the interim learning outcomes of students, follow the assessment principles and criteria provided in the Study Module Description, as well as the requirements for the preparation and assessment criteria of the University essay, project work, tests, and course papers.

40.3. During the examinations, identify the students according to the document submitted by the student.

40.4. Evaluate the student's interim and final examinations within two business days and complete an E-Register (hereafter referred to as an E-Register):

40.5. The teacher unable to fill in the E-Register on time due to important reasons shall notify the specialist of the Centre for Academic Quality Supervision within two business days after the examination thereof and shall forward the grades evaluating the learning outcomes. In this case, the Head of the Centre for Academic Quality Supervision shall ensure timely filling of the E-Register. After informing the Dean, the Head of the Centre for Academic Quality Supervision shall have the right to propose to the Rector a disciplinary penalty to the teacher who has failed to inform about important reasons and fill in E-Register on time.

40.6. Grades entered can no longer be edited (after 24 hours from entering the data into E-Register). If the teacher filling the E-Register made a mistake and it was noticed more than 24 hours later, he/ she will give an explanation to the Head of the Centre for Academic Quality Supervision. In this case, the teacher is given a verbal warning. If filling the E-Register many mistakes are made or systematic mistakes occur, the Head of the Centre for Academic Quality Supervision, after informing the Dean, may propose to the Rector a penalty for the teacher.

- 40.7. Teachers teaching the module are responsible for timely and correct data entry into the E-Register.
- 40.8. It is recommended that the justification for the written assessment of the interim and final examinations is provided to each student on the University e-learning environment.
- 40.9. Store electronic versions of interim and final examination papers and / or footage on the University e-learning environment for two academic years.
41. The teacher may change the procedure of examination for the study module and include evaluation of the students' learning achievements other than indicated in the Study Module Description. This Study Module Description shall be re-certified by the Committee for Academic Quality Supervision of the Faculty.
42. **The student shall:**
- 42.1. Follow the requirements of the Study Module Description.
- 42.2. Submit works prepared independently for interim evaluation at the time specified in the module description in e-learning environment (i.e., environment for part-time studies).
- 42.3. Take the interim examinations at the time specified in the Study Module Description.
- 42.4. At the final examinations, present a valid student ID to the teacher; unclassified students shall present a photo ID.
43. Participation of first and second cycle students in lectures, practice sessions, laboratory works, seminars, interim and final examinations is compulsory.
44. The student has the right to ask the teacher to justify the evaluation given for the interim and final examinations.
45. Students who do not agree with the evaluation of the interim or final examination shall have the right to apply in writing to the Examination Appeal Commission not later than within two business days from the date of publication of the assessment of the study results in accordance with the procedure established in the Study Regulations.
46. The student shall check the final grade entered in the University academic information system within two business days after the assessment of the final examination and immediately inform the specialist of the Centre for Academic Quality Supervision in case he/ she finds a mistake.
47. A student who disagrees with the examination evaluation shall have the right to apply in writing to the Examination Appeal Board not later than within two business days from the day of announcing the examination evaluation and concerning procedural irregularities - not later than on the next business day after the examination day.

## **VII. INAPPROPRIATE CONDUCT IN THE ASSESSMENT OF THE LEARNING ACHIEVEMENTS**

48. Before interim and final examinations, the teacher shall inform the students about the permissible and forbidden use of the means, sources, and equipment. Possession of unauthorized means, sources or equipment is considered sufficient proof that the student or the unclassified student has used these means.
49. During the interim and final examinations, it is prohibited to possess and use mobile communication or other means of communication, to use textual or other unauthorized information material, to obtain from other persons or to provide information assistance to other persons. It is recommended that the teacher present pens to students and unclassified students during the final examination.
50. In case the teacher suspects that the student or unclassified student has used unauthorized means, sources or equipment, the student must assist the teacher in finding out whether the allegations are well founded. Refusal to cooperate is recognized as unfair behaviour of the student.
51. Inappropriate conduct (attempt to use sources of knowledge, tools or equipment in an interim and final examination) shall result in termination of the examination and a "0" in the student's E-Register. The teacher has the right to take unauthorized knowledge sources, tools and equipment from the student.
52. In case of inappropriate behaviour of the student during the interim or final examinations, the teacher must submit a written report to the Dean within one day and provide the student's unauthorized sources of knowledge, equipment or tools. In the event of a student refusing to provide these instruments, a note from the teacher to the Dean shall be considered sufficient evidence.

53. The Dean shall impose a penalty on the student who has acted unfairly during the interim or final examination, and, upon payment of the fee set by the University Council, the student shall repeat the course of the study module. In the event of inappropriate conduct during the preparation and defence of the final examination or final thesis (according to the official report of the member of the final examination or defence commission or the member of the group organizing the final examination) the right to retake or re-defend the final thesis can only be granted one year later.

54. If the student's dishonest behaviour is repeated, the student shall be expelled from the University.

55. Students' written assignments must be done independently. The concept of plagiarism is defined in the Code of Academic and Professional Ethics of the University.

56. The teacher, suspecting that the student's written work has not been carried out independently, shall submit a written report to the Dean together with the student's written work and the sources from which it may have been written off.

57. The Dean shall contact the Committee of Academic and Professional Ethics within 3 business days and submit all material relevant to the report. The Committee of Academic and Professional Ethics shall consider the report and propose to the Dean that the student be penalized in accordance with the Regulations of the Activities of the Committee of Academic and Professional Ethics.

58. During the investigation of a possible violation, the student's studies shall be suspended by order of the Rector. If it turns out that the student's behaviour was appropriate, the study and examination session are extended for as long as the duration of the investigation into the alleged violation took place.

#### **VIII. FINAL PROVISIONS**

59. Having assessed the learning achievements of the students of the study module, the Dean of the Faculty organizes a meeting of the Committee of the Academic Quality Supervision Centre of the Faculty, during which the students' opinion on the examination procedure and evaluation criteria is heard.

60. Violations of this Procedure may result in disciplinary action.

61. The Procedure shall take effect on 1 September 2018.

Chairman of the Senate

Albertas Skurvydas

Secretary of the Senate

Kristina Bradauskienė