

# **INVERSE TRASLATION OF THE ASSESSMENT REGULATION FOR THE UNDERGRADUATE STUDENTS**

## **PABLO DE OLAVIDE UNIVERSITY**

The content of this document is merely informative; the binding version is the Spanish one (approved by the Governing Board of the Pablo de Olavide University in Seville (Spain). Session dated May 24<sup>rd</sup> 2016)

### **STATEMENTS OF PURPOSE**

The implementation of the new bachelor's degrees adapted to the European Higher Education Area (EHEA) in the academic year 2009-2010 required a complete update of the teaching-learning systems and, together with that, a review of the assessment systems. Once the implementation process is completed, some strengths and weaknesses have been detected in the former regulation of Academic Regime and Evaluation, which requires a complete revision. This regulation is intended to update the procedures bound to the assessment process and establish new procedures related to the monitoring of student performance in the different subjects.

The EHEA must ensure that continuous assessment procedures are fully integrated into the teaching-learning strategies deployed by teachers. This emphasis on continuous assessment procedures must be compatible with two inalienable major principles for higher education: a) to give teachers, within general principles, a great amount of freedom of action when it comes to designing systems for assessing the skills that students must acquire in the diverse subjects and incorporate these systems as another element of academic freedom. And b) eliminate rigidities under the protection of the foundational principles of the EHEA, which turn students into the main character of their own learning processes, so that they can make decisions about the way in which they pursue their higher education, thus giving them greater autonomy.

Among the main novelties considered by this regulation, there are two evaluation systems to be adopted depending on the time of the course. It is understood that the academic activity of the student during the period of face-to-face teaching must be continuous and therefore evaluated through procedures that encourage that continued and maintained effort. In this way, a procedure of continuous evaluation has been established, ensuring the necessary flexibility to the teaching staff and enabling them to design the tests they consider necessary, according to the diversity of the different study programmes of the

University. The percentage assigned to this continuous assessment system is at least 30% and may be increased at the discretion of the teacher. Along with this system, and outside the face-to-face teaching period, an evaluation system that allows the student to demonstrate that they have acquired the competences of a given subject autonomously, without making use of the teaching and learning procedures provided by the faculty for the face-to-face period has been designed. This aims to reinforce both the concept of acquisition of competences as the basis of training, as established in the EHEA: as a procedure in which the students are the main character of their own learning processes and in which the teacher plays a role in guiding and supporting them. Combining both evaluation systems is an attempt to correct a deviation in the implementation of the EHEA, in which the learning process of students is over-directed, thus limiting their own decision-making capacity. By developing these alternative evaluation systems, the regulation seeks to highlight the enormous effort made by university professors to adapt their teaching strategies to more dynamic and participatory models, while limiting at the same time the tendency to over-supervise the student's academic activity by restricting their initiative, precisely at a time when society demands flexible professionals with initiative and entrepreneurial capacity.

The second, third and fourth chapters are aimed at regulating the development of assessment tests to provide procedural security for both teachers and students. The regulations include the requirement of an ethical behaviour on the part of the student when taking assessment tests. Although this principle of action must be understood, its explicit mention is intended to attract attention to a problem that has been worsened by the massive incorporation of new communication technologies into everyday life. A fraud during the conduct of assessment tests not only affects the quality and good management of the degree and of the University itself, but also implies unequal and unfair treatment regarding students who have adapted their conduct to the canons of loyalty and correction required in a public university. The qualifications system and the way of communicating them, as well as the procedures for their review, are regulated more precisely in order to provide the actors involved with legal and procedural certainty.

At the same time, bureaucratic requirements are removed, and deadlines are shortened to make the process more agile by taking advantage of the communication opportunities offered by the different tools of the university's virtual campus.

## **GENERAL PROVISIONS**

### **Article 1. Objectives**

The aim of this regulation is:

1. To regulate the systems of assessment and analysis of the learning outcomes and competences acquired by students in the official bachelor's degrees offered by Pablo de Olavide University.
2. To regulate the call and development of the assessment tests and the incidences that may appear, as well as the procedures for communicating the results and publishing the transcripts.
3. To determine the grade review process with full guarantee of student and faculty rights.

### **Article 2. Field of application**

1. This regulation is applicable to all systems of assessment and qualification of the competences, knowledge and skills acquired by students of bachelor's degrees taught at UPO.
2. The assessment of the competences, knowledge and skills acquired by the students of the Associated Centres will be carried out in the centres themselves, following the provisions of this regulation and particularly of the verification report of the degrees taught by the Centre.

### **Article 3. Definitions**

For the purposes of this regulation, the following definitions should be applied:

- Ordinary calls. The Ordinary calls are the Course Call and the Course Recovery Call.
- Course Call, corresponding to the month of January/February for the subjects programmed in the first semester and to the month of May/June for the annual subjects and those which take place during the second semester.
- Recovery Call, corresponding to the month of June/July for both semester and annual subjects.

- Extraordinary call, corresponding to the month of November, which is activated at the request of the student as long as the student is enrolled in all the subjects remaining to complete their degree studies, as established by the Regulations on Progress and Permanence of the University.
- Continuous assessment, a set of tests and assessment activities held throughout the formative period related to the subject and which should allow the progress of each student to be evaluated throughout this period.
- Evaluation through a single test, a system of evaluation of the subjects consisting of evaluating the learning results through a test taken at the end of the training period related to the subject. The evaluation through a single test may consist of an examination and/or global assessment activities that assess the acquisition of the competences required in the subject.

## **CHAPTER I**

### **EVALUATION SYSTEMS**

#### **Article 4. Inspiring principles**

1. Students have the right to the objective correction of tests, examinations or other means of assessment of acquired competences, skills and knowledge, to know their grades in detail in literal and/or numerical terms within the established deadlines, as well as to the revision of those grades through the guarantee mechanisms developed in this regulation.
2. Teachers have the duty to objectively assess the level of competences, knowledge and skills acquired by students, in accordance with the system included in the teacher's guide, within the framework of the applicable regulations.
3. Students have the right and duty to participate in the diverse academic activities for which they are to be evaluated.
4. Likewise, they have the duty to maintain an ethical behaviour in the development of these activities, avoiding the use of fraudulent practices that may alter the sense of the assessment.

#### **Article 5. Assessment systems**

1. The competences, knowledge and capacities to be acquired by students, as identified in the different teacher guides, will be evaluated through:

- a. A system of continuous assessment.
  - b. A single test assessment system.
  - c. The system of continuous assessment shall be considered as preferential, to guarantee the student the possibility of acquiring the competences and knowledge in a progressive and sequential way.
2. The system of continuous assessment will be carried out during the teaching period in which the subject is taught. It may consist of practical cases, assignments, laboratory or field projects or practices, computing practices, examinations, participation in seminars or any other type of test suitable for assessing the progress and acquisition of knowledge and competences of the student. The mere attendance to classes will not be a demandable requirement for passing the subject.
3. The single test assessment system shall take place within the period specified in the academic calendar and may consist of an examination, the submission of a paper and/or any other test which allows the level of knowledge and competences acquired by the student to be determined objectively.

#### **Article 6. Inclusion of the assessment system in teaching guides**

1. The different assessment systems of the subject will be detailed in the teaching guide. The grading criteria for both continuous assessment and single test assessment activities will be included.
2. The teachers responsible for the evaluation will follow the system included in the teaching guide. Except for serious and justified reasons, teaching guides may not be modified during the course; in any case, modifications that affect the evaluation system must have the approval of the students, which will be reached through their representatives.
3. Once the modification has been made, it shall be suitably published.

#### **Article 7. Evaluation in the course call**

1. Evaluation in the course call shall be regulated by the principle of continuous assessment.
2. The grades obtained in the different activities carried out during the face-to-face teaching period will represent at least 30% of the subject's grade. If applicable,

the exam corresponding to the course call may represent a maximum of 70% of the overall grade. In order to pass the subject, it may be required to take any of the tests corresponding to the call for the course and to obtain a qualification that accredits a minimum control of the competences related to the corresponding subject.

3. A student who has not taken the continuous assessment tests due to being in a mobility programme or a high-level athlete programme, for reasons of work, serious health, or due to duly accredited reasons of force majeure, shall have the right to be evaluated in the course call of the total knowledge and competences listed in the teaching guide through a single test assessment system defined in art. 5.4 of this regulation. This circumstance must be communicated to the teacher responsible for the subject before the end of the face-to-face teaching period.

#### **Article 8. Assessment in the course recovery call**

1. The students who do not pass the subject in the semester in which it is taught, will have a call for course recovery in the month of June / July, except for the subjects of TFG and Annual External Curricular Internship or the second semester which will be held in September, as regulated by art. 7 of the Regulations on Progress and Permanence of Degree Students at Pablo de Olavide University.
2. The qualification in the call for course recovery will follow the following rules:
  - a. If the student has successfully passed the tasks developed during the teaching period, the assessment test or tests corresponding to the course recovery call will have the same percentage value as in the course call, and the final grade of the subject will be the result of adding the grades obtained in the continuous assessment tests with those obtained in the assessment test or tests of the course recovery call.
  - b. If the student did not follow the continuous assessment process or did not pass the assessment tests included in it, in the assessment test or tests corresponding to the course recovery call will be assessed from the total of knowledge and competences listed in the teacher's guide, in order to aim for 100% of the total grade of the subject.
  - c. Even if the student has successfully completed all the tasks developed during the teaching period, the student will have the right to be evaluated in accordance with the provisions of section b of this article, provided that

the student expressly renounces the qualification obtained in those tasks. The student must communicate this circumstance expressly and in writing to the teacher responsible for the subject with a minimum period of 10 days before the celebration of the tests, in order to facilitate the organization of the assessment process.

- d. Notwithstanding what is established in sections b and c, those subjects whose high degree of experimentality does not allow, due to the high economic cost or the complexity of the procedure, to evaluate the student through this system, are exempted from the single test evaluation system.

#### **Article 9. Assessment in the extraordinary call**

In the extraordinary call of November, the total of the knowledge and competences that appear in the teaching guide of the previous academic year will be evaluated, so that is possible to obtain 100% of the corresponding grade for the subject.

#### **Article 10. Assessment of end-of-degree work**

1. The evaluation of the Final Degree Work, as established in articles 2 and 3 of the Regulation of the Final Degree Works of Pablo de Olavide University, it will respond to the following principles:
  - a. The organization of the process of evaluation of the Final Degree Works corresponds to the Centres of Pablo de Olavide University.
  - b. The evaluation of the Final Degree Work will be undertaken through public defence in front of a commission composed by three teachers. In Final Degree Work projects developed in team, each student will be individually qualified after the evaluation of their contribution to the overall result; likewise, the competences derived from the group work will be assessed.
  - c. In the first place, the faculty that has supervised the Final Degree Works during the academic year will form part of the evaluation commissions. A tutor may not participate in the evaluation commission that judges the works undertaken under their direction. In the second place, another professor belonging to the Areas of Knowledge of the degree may also act as members of the evaluation commissions. Finally, faculty outside Pablo de Olavide University may also act as members of the

evaluation commissions depending on the collaboration agreements with the institutions to which they belong.

2. The president of the evaluation committee will be the professor with the highest academic rank and seniority, and the secretary will be the professor with the lowest rank and seniority.
3. The number and nature of the calls for evaluation of the Final Degree Works will be in accordance with the provisions of art. 7 of the Regulations on Progress and Permanence at Pablo de Olavide University.
4. In order to have the right to attend the calls and proceed to the public defence of the Final Degree Work, it will be necessary to have a favourable report from the tutor.
5. In order to grant a *Matrícula de Honor* (Honours) qualification, the Centres will have a single evaluation commission. The Centre will establish the members of the commission, at least three of them, which shall not be the same members of the commissions that evaluated the student in question All students who have obtained a *Sobresaliente* (Outstanding qualification) may take the complementary test to aim for the *Matrícula de Honor* qualification.

#### **Article 11. Assessment of External Internships**

1. The assessment of external internships, as established by the Regulations for External Internships for Degree Students of Pablo de Olavide University, will be undertaken through the following means:
  - a. Final report from the tutor of the collaborating entity and, where appropriate, an intermediate follow-up report.
  - b. Final report of the internship elaborated by the student and, if applicable, intermediate follow-up report.
  - c. Final assessment report, and where appropriate, intermediate assessment report, from the academic tutor.
2. The nature and content of the reports referred to in the previous section shall conform to the provisions of Articles 7, 8 and 9 of the Regulations on External Internships for Degree Students of Pablo de Olavide University.
3. In order to grant a *Matrícula de Honor*, the Centres will have a single evaluation commission. The centre will establish the members of this commission, which



will be composed of at least three members. The academic tutors of the students attending this test may not participate.

4. All students who have obtained a *Sobresaliente* may take the complementary test to aim for the *Matrícula de Honor* qualification.

#### **Article 12. Assessment by compensation**

1. Degree students who have a maximum of three resit subjects to complete their studies may request the compensatory assessment as stated in Article 7 of the Regulations on Progress and Permanence at the Pablo de Olavide University.
2. These students may request only once to the Dean's Office or the Directorate of the Centre responsible for the degree, within a time limit set by the Centre for this purpose each academic year after the closing date of the transcripts of the recovery call, the compensatory evaluation of these subjects by a committee appointed for this purpose by the Centre. The committee will be composed of three teachers, who have not been responsible for the applicant's evaluations in the subjects.
3. The subjects of Final Degree Work and External Internships may not be subject to compensatory assessment.
4. In order to be able to apply for the compensatory assessment, students must have taken at least four calls for assessment of each subject, having obtained a numerical score of at least 3 points out of 10 in two of the four calls.
5. The appointed committee shall assess the student's overall academic record and the work done during the course and, if it deems it appropriate, propose additional assessment tests in order to decide whether the student possesses sufficient knowledge and competences to obtain the academic degree to which they are applying.

#### **Article 13. Assessment of students with functional diversity**

The assessment tests will be adapted to the situation of students with functional diversity. To this end, the faculty will have the support of the *Servicio de Atención a la Diversidad Funcional* (Functional Diversity Attention Service)

## **Chapter II**

### **Development of the examinations**

#### **Article 14. Exam Calendar**

1. The calendar of examinations will be approved by the Centre Boards and must be published before the enrolment period. This calendar must adjust to the assessment periods considered in the academic calendar approved by the Governing Council.
2. The schedule of examinations may not be modified except for exceptional circumstances to be assessed by the Dean or Director of the Centre, who shall decide after hearing the teachers and delegates of the students concerned.

#### **Article 15. Exam call**

At least five working days prior to the date of the examination, the faculty responsible shall publish, preferably through the Virtual Classroom, the place and time of the examination, which shall conform to the provisions of the calendar of examinations approved by the Centre Board.

#### **Article 16. Change of evaluation date in exceptional cases**

1. The students, upon request, will have the right to be provided with the examinations on dates different from those planned when they find themselves in any of the following exceptional situations that make it impossible to attend the test:
  - a. Students enrolled in subjects from different years whose exams are on the same date. If there is a coincidence between an elective and a basic or compulsory subject, the date of the exam of the elective subject will be modified. In all other cases, the modification of the date will affect the subject of the + higher course.
  - b. Students who are in a situation of serious illness, hospitalisation on the date of the assessment, death of a relative or have an exceptional circumstance of similar seriousness to the previous ones that justifies the change of date.
  - c. Students accredited as high level or high-performance athletes who are in the official competition phase.
  - d. Representatives of students who must attend meetings of duly accredited colleges or student representative bodies in which they exercise their representative function, on the day and at the time of the evaluation.

2. The student must communicate this circumstance to the teacher responsible for the subject with a minimum period of ten days in order to facilitate the organization of the evaluation process.
3. The teacher of the subject will communicate to the interested parties the new date of examination. Unless it is materially impossible, if there are several requests to change the date of the same exam, the new date will be the same for all applicants. The new proposed date may not coincide with that of another exam that the student must take and must respect the 24-hour interval between examinations of the same course and degree. Exceptionally, the exam may be scheduled outside the dates reserved in the calendar for this purpose, provided that it does not affect the normal development of teaching in other subjects.
4. In all the cases listed above, the student must provide - before knowing the result of the exam of which date has been requested to be modified - the corresponding certificate of attendance to the exam with which there was the coincidence of date or, where appropriate, justification of the situation that has prevented attendance for unexpected reasons.

#### **Article 17. Examination procedure**

1. The person in charge of the subject, or the teacher to whom they delegate, will inform, before the beginning of the examination, about the rules for taking it, indicating the detailed score of each of its parts and the duration of the examination.
2. At any time during the development of an assessment test, the faculty may require the accreditation of the identity of any student, by showing their student card, national identity document, passport or other document valid at the discretion of the examiner. If the student does not do so, they will be able to continue the test, which will be qualified only if the student presents the documentation accrediting their identity within the period established by the teacher.
3. During the development of the assessment tests the student must complete the questions, refraining from using any fraudulent means in order to distort its function.
4. The student will have the right to be given a documentary proof of having taken the exam.

5. In case of absence of the teacher in charge of assessing the subject, or of another one in charge of replacing him, the exam will have to be reprogrammed by the Centre. The new proposed date shall not coincide with the date of another exam to be taken by the affected students and shall respect the 24-hour interval between exams of the same course and degree. As far as possible, the new date must have the approval of the students. Exceptionally, the exam may be scheduled outside the dates reserved in the calendar for this purpose, provided that it does not affect the normal development of teaching in other subjects.

If the teacher's absence is unjustified or repeated over time, the Dean' Office will refer the case to the inspectorate of services for assessment.

#### **Article 18. Incidences during the assessment tests**

1. During an examination, the use of material not expressly authorized by the faculty, as well as any unauthorized action aimed at obtaining or exchanging information with others, will be considered as a cause for failing the subject, without prejudice of that resulting in academic sanction.
2. In the development of papers, plagiarism as well as the use of non-original material, including that obtained through the Internet, without express indication of its origin will be considered cause for failing the subject, and if appropriate, academic sanction.
3. The Directorate of the Department responsible for the subject, -on the motion of the Teaching and Academic Organization Commission, will be responsible for requesting the opening of the corresponding sanctioning file, once the faculty responsible for the subject, the affected students and any other academic instance have been heard.

#### **Article 19. Oral tests**

1. Oral tests shall be public.
2. The teacher responsible for the subject must publish the specific criteria of correction that will be used in the oral test to qualify the students.
3. The person in charge of the subject or the teacher to whom they delegates will publish a list with the approximate time of intervention of each student in each session of the exam if this is done in more than one day. The scheduling of oral exams will be done in such a way that it does not affect the planning of exams established by the Centre.

4. The teacher must record the way the student took the exam and explain the application of the evaluation criteria used to determine the grade.

#### **Article 20. Monitoring of examinations**

1. The monitoring of an examination shall be undertaken by faculty or research staff of the Department or Departments concerned.
2. The faculty of the Department has the duty to collaborate in the supervision of the examinations of the subjects assigned to the Department.
3. The Directorates of these Departments, in coordination with the areas of knowledge, will be responsible for ensuring that the faculty or research monitoring staff is adequate.

### **CHAPTER III**

#### **THE GRADES AND COMMUNICATION OF GRADES**

#### **Article 21. Qualifications**

1. The grading system of Pablo de Olavide University is established by Royal Decree 1125/2003 establishing the European system of credits and the grading system in university degrees.
2. Each subject in the study programme shall be graded based on the following numerical scale from 0 to 10 points, with the expression of one decimal, to which the corresponding qualitative rating must be added:
  - a. From 0 to 4.9: *Suspense* (SU).
  - b. From 5 to 6.9: *Aprobado* (AP).
  - c. From 7 to 8.9: *Notable* (NT).
  - d. From 9 to 10: *Sobresaliente* (SB).
3. The mention of "*Matrícula de Honor*" may be awarded to those who have obtained a *Sobresaliente* qualification. Their number may not exceed five percent of the student enrolled in a subject in the corresponding academic year, unless the number of students enrolled is less than 20, in which case only one "*Matrícula de Honor*" may be awarded.
4. The teachers will fix, if they deem it appropriate, additional work or tests for the granting of the qualification of *Matrícula de Honor*.

5. The granting of *Matrícula de Honor* must be agreed between teachers who teach the same subject.

#### **Article 22. Publication and records**

1. The grades will be made public by the person responsible for the evaluation, sufficiently in advance of the date of the next test of the same subject. The consent of the students shall not be required for the publication of the results of the tests related to the assessment of their knowledge and competences nor of the acts necessary for the proper conduct and follow-up of such assessment.
2. The Teaching Order Plan will indicate who is responsible for signing the records of each subject and group (*línea*). By default, the person responsible for the signature will be the teacher of Basic Education (*Enseñanza Básica*). In any other case, it will be a teacher in charge of teaching in the group of the subject concerned, or in the last instance, the person responsible for the subject that appears in the teaching guide.
3. The signature of the records will be carried out within the periods established in the Official Academic Calendar for Degree teaching.
4. It is the responsibility of the Directorate of the Department to ensure compliance with the provisions of this article.

#### **Article 23. Conservation of evaluation tests**

1. The faculty must keep the material produced by the student in the evaluable activities and the notes made during oral examinations, for at least one year from its completion. In the event of a request for review or an appeal against the qualification, the evaluable tests must be kept for at least one year after the final resolution.
2. The papers done for the evaluation of the subject will be returned to the student when requested, after signing a document showing conformity with the grade awarded.

### **CHAPTER IV**

#### **EVALUATION TEST REVIEW PROCESSES**

#### **Article 24. Purposes of review and complaint**

The purpose of the review and complaint is:

- a. The rectification of any correction or qualification errors that may have occurred.
- b. The detailed communication to the students, by petition, of what has been correctly and incorrectly performed in the evaluation test that is reviewed. To this end, the student will be provided with the specific correction criteria used by the teacher.

#### **Article 25. Review in front of the professors**

1. When the grades are made public, the teacher responsible for the assessment shall indicate the date, place and time of the review. The established review period and schedule shall be sufficiently long to serve all students and duly published along with the grades. The review must take place within five working days of the publication of the grades.
2. In the review procedure, the student will have access to the documents and other materials on which their evaluation is based.

#### **Article 26. Review in front of the Department**

Any student who has previously reviewed his or her examination in front of the professor may request the Department's Management, by means of a reasoned written request, to review the grade within five working days after the end of the period of review with the professor. The request must be expressed:

- a. Name and surname of the applicant, as well as degree, course and group to which they belongs and the subject for which they requests the review of the qualification.
- b. E-mail address for notification purposes.
- c. Act of which revision is requested.
- d. Reason for the request

#### **Article 27. Procedure**

1. The Directorate of the Department will inform the faculty responsible for the evaluation of the request of review so that, within five working days, they send a copy of the written examination, the notes of the oral examination, or any other document that has served as a basis for the evaluation of the student, as well as

the allegations that they consider appropriate in relation to the request of revision by the students.

2. Once the documentation mentioned in the previous section has been received, the Directorate of the Department will send it to the Teaching and Academic Organisation Committee, so that, within a period of five working days from the reception of the same, it may issue a reasoned report-proposal confirming or modifying the qualification.
3. The faculty concerned who are part of the Teaching and Academic Organization Commission must refrain from participating in the process detailed in the previous article. Instead, a legally determined substitute must be integrated.

#### **Article 28. Resolution and appeals**

1. The Directorate of the Department shall resolve in accordance with the report-proposed issued by the Commission, which shall be binding.
2. The resolution of the Directorate of the Department as well as the report of the Teaching Commission will be sent both to the student and to the teachers concerned within five working days from the receiving of the report of the Teaching Commission.
3. Against the resolution of the Directorate of the Department, an appeal may be filed with the Chancellor of the University, whose resolution exhausts the administrative route.

#### **Article 29. Revision of the qualification of Final Degree Work**

1. Once the grades of the Final Degree Work have been made public, the student may request a review of their grade before the evaluating board. The student will have to request in writing the revision of the grade to the president of said evaluating board in a maximum term of five working days.
2. In the case of review before the Department, included in article 25 of the present regulation, the request must be made before the Department of the president of the Evaluating Board of Final Degree Work (*Tribunal de Evaluación del Trabajo de Fin de Grado*). The president of the Evaluating Board shall represent the entire tribunal during the review process. In the review process, information must be obtained from the supervisor of the work.

#### **DEROGATORY PROVISION**



Titles II, III and IV of the Academic Regime Regulations of Pablo de Olavide University of Seville, published in the BUPO of July 3, 2010, are hereby repealed.

All rules of equal or lower rank that are incompatible with these regulations are hereby repealed.

#### **TRANSITIONAL PROVISION**

The evaluation systems included in the teaching guides in force published prior to the approval of these regulations must be in accordance with the provisions established in this regulation for the June/July 2014 course recovery call, writing up, where appropriate, precise indications in the call for the examination.

#### **FINAL PROVISION**

This regulation shall enter into force on the day following its publication in the Official Bulletin of the UPO (BUPOe, *Boletín oficial de la Universidad Pablo de Olavide*).