

APPROVED

by Resolution No. SK-2012-20-6 of 13

December 2012 of the Commission of

the Senate of Vilnius University

(wording of Resolution No. SPN-1 of 22 January

2019 of the Senate of Vilnius University)

THE PROCEDURE FOR THE ASSESSMENT OF LEARNING OUTCOMES

1. General provisions

1.1. The Procedure for the Assessment of Learning Outcomes (hereinafter the 'Procedure') establishes the principles of assessment and the procedure for the organisation of learning outcomes of students and unclassified students (hereinafter the 'Students') of Vilnius University (hereinafter the 'University'), the responsibility of the persons participating in the assessment of learning outcomes, their rights and duties. This Procedure shall not apply to the assessment of the learning outcomes of non-formal studies, the learning outcomes of third cycle studies, and competences acquired in non-formal or informal way. This Procedure and the *Procedure for the Computer Assessment of the Learning Outcomes of the University* shall be applied to the computer assessment of learning outcomes.

1.2. The validity of learning outcomes for students resuming their studies after a break of more than three years shall be determined in accordance with the *Study Regulations of the University*.

1.3. The crediting of learning outcomes is performed in accordance with the *Procedure for Crediting Learning Outcomes at the University*.

1.4. Terms used in the Procedure:

1.4.1. **Examiner** means a University employee who is assigned to ensure and supervise the examination (pass/fail) in accordance with the procedure established by a core academic unit;

1.4.2. **System of assessment of the learning outcomes of a course unit (module)** means the assessment of learning outcomes defined in the description of a course unit (module) which includes assessment criteria, information on the evidence of learning outcomes, methods and forms of the assessment of learning outcomes, the time of assessment of learning outcomes, the cumulative score of the final assessment of learning outcomes of a course unit (module).

2. Principles of the assessment of learning outcomes

2.1. The following general requirements shall be applied for the assessment of the learning outcomes of a course unit (module) of a study programme at the University:

2.1.1. the assessment of learning outcomes must be professional, transparent, fair, objective, and reliable, and be based on the principle of respect and goodwill;

2.1.2. continuous, interim, and final assessment of the learning outcomes of a course unit (module) may be carried out. The final assessment of learning outcomes is mandatory. The final assessment of the learning outcomes of a course unit (module) may be a cumulative grade, calculated in accordance with the proportions established in the description of a course unit (module);

2.1.3. the learning outcomes of a course unit (module) after the completion of the course unit (module) must be assessed by a grade according to clear criteria. The learning outcomes are

assessed by grades according to the ten-point grading system (Annex 1) or ‘*pass*’ or ‘*fail*’. A course unit (module) has been passed if the final assessment of learning outcomes is higher than 4 (*four*) or a ‘*pass*’;

2.1.4. An examination is the form of the final assessment of the learning outcomes of a course unit (module) at the University. The initial parts of a continuous course unit (module) may be assessed in the form of a pass/fail. Examinations and pass/fail may be conducted either in writing or both verbally and in writing. Computer-based assessment is considered a written assessment;

2.1.5. All Students are subject to the same assessment criteria of their learning outcomes;

2.1.6. If necessary, or when this is provided for in the description of the study programme or a course unit (module), an anonymous assessment of the learning outcomes of a study programme or a course unit (module) (when anonymised (encoded) Student’s works, completed tasks are submitted for assessment) is carried out.

2.2. In assessing the learning outcomes of the Students with special needs (with visual, hearing, movement, or other disabilities), flexible forms of the assessment of outcomes shall be applied, and the capabilities of these persons are taken into consideration (e.g. by increasing the font of examination tasks, extending the time allocated for the assessment of learning outcomes, adapting the physical environment for the assessment of learning outcomes – ensuring that the place where the examination (pass/fail) is held is well lit, easily accessible, etc.). The administration of the academic core unit shall, before the first contact hours (a lecture, seminar, etc.), inform the lecturer (examination commission, examiners – before the beginning of the examination (pass/fail)) of a course unit (module) about the Students with special needs, provide the means necessary for the assessment of learning outcomes according to the capabilities of such Students, and adapt the place for the final assessment of learning outcomes.

2.3. The final theses of the first and second cycle studies shall be assessed in accordance with their descriptions as course units (modules) of the study programmes and the Procedure for the Preparation, Defence and Storage of Research Papers of Students Studying at Vilnius University in accordance with the procedure established by the core academic units.

2.4. The assessment of the final learning outcomes of study programmes (final examinations of study programmes) shall be carried out in accordance with the procedure for the final examinations of study programmes, approved by the councils of core academic units and published to the Students no later than three months before the beginning of these examinations.

2.5. All research papers submitted for the assessment of the learning outcomes of the Students must be prepared independently. A research paper shall be considered to not be prepared independently when all the text or part of it belongs to another author (when the work, or part of it, is copied from other authors without references to them, and when thresholds of citation permitted by the Republic of Lithuania Law on Copyright and Related Rights are exceeded), and when the copyright is infringed in the research paper. The entire research paper or part of it cannot be used in the assessment of another course unit in this or other universities (excluding cases when the Student uses their own term/project paper in their bachelor thesis or semester research papers in their master thesis). The Computer Check For Research Paper Independence is also used at the University for the assessment of independence of research papers (recognition of plagiarism). The independence of research papers is assessed in accordance with the Procedure for the Preparation, Defence and Storage of Research Papers of Students Studying at Vilnius University.

3. Organisation of the assessment of learning outcomes

The organisation of the assessment of learning outcomes shall consist of the stages of planning, assessment, and feedback.

3.1. Planning of the assessment of learning outcomes

3.1.1. The assessment of the learning outcomes of a course unit (module) is planned by the

lecturer of a course unit (module) providing (updating) information about the system of the assessment of the learning outcomes of a course unit (module). The description of a course unit (module) must specify the estimated time of the assessment of interim (if any) and final learning outcomes (the relevant period of the study process rather than a specific date may be indicated when specifying the time);

3.1.2. When approving the description of a course unit (module) of a study programme, the study programme committee assesses the coherence of the objectives, study methods, and assessment methods of a course unit (module), the strategy of the assessment of learning outcomes and the assessment criteria. The study programme committee provides the lecturer of a course unit (module) with recommendations for the improvement of the system of the assessment of learning outcomes (if necessary);

3.1.3. in the course of studies of a course unit (module), the system of the assessment of learning outcomes cannot be changed.

3.2. Assessment of learning outcomes

3.2.1. *Assessors of learning outcomes:*

3.2.1.1. the lecturer of a course unit (module) performs continuous and interim assessment of the learning outcomes of a course unit (module) during the semester in accordance with the system of the assessment of learning outcomes provided for in the description of the course unit (module);

3.2.1.2. the lecturer who taught the course unit (module) and supervised the studies, or the panel of specialists in the area, which includes the lecturer who taught the course unit (module) and supervised the studies (if this is provided for in the description of the course unit (module)), perform the final assessment of the learning outcomes of the course unit (module);

3.2.1.3. another lecturer than the one who taught the course unit (module) may perform the final assessment of the learning outcomes of the course unit (module) at the request of the lecturer of the course unit (module) or the chairman of the committee of the relevant study programme due to the illness of the lecturer of the course unit (module) or other important reasons. In this case, the head of an academic core unit appoints another lecturer in that area or forms a panel of specialists in that area.

3.2.2. *Time of the assessment of learning outcomes:*

3.2.2.1. continuous assessment of the learning outcomes of a course unit (module) is performed by assessing the learning outcomes of a course unit (module) during the study process (the learning outcomes are demonstrated by performing independent work, working in seminars, training, performing laboratory work, etc.);

3.2.2.2. interim assessment is carried out by assessing the learning outcomes of a course unit (module) at the end of a certain stage of teaching and learning (after completion of a part of the studies of the course unit (module)) (the learning outcomes are demonstrated in colloquia, tests, research papers, etc.),

3.2.2.3. the final assessment of the learning outcomes of a course unit (module) is carried out at the end of the course unit (module) studies, during the semester or during the period of the final assessment of the learning outcomes of the course units (modules) of the semester at the time and place specified in the schedule of Examinations;

3.2.2.4. the period of the final assessment of the learning outcomes of a course unit (module) is determined and approved by a core academic unit;

3.2.2.5. the schedule of Examinations is announced to the Students in accordance with the procedure established by the core academic units.

3.2.3. *General procedure for an examination (pass/fail):*

3.2.3.1. During the examination (pass/fail) the Students must:

3.2.3.1.1. observe the established procedure for taking the examination (pass/fail), treat lecturers, the commission, the examiner and other Students properly and fairly, not disturb other Students participating in the examination (pass/fail), and perform the tasks. The lecturer, a member of the

commission, or the examiner may terminate the examination (pass/fail) of the Student who does not follow the procedure of the examination (pass/fail) or disturbs other Students who participate in the examination (pass/fail). Such behaviour of the Student is considered unfair during the assessment of learning outcomes;

3.2.3.1.2. not use any sources and means not specified by the lecturer of the course unit (module), the commission, or the examiner, in order not to raise suspicions of their dishonesty during the assessment of learning outcomes. Copying other Student's paper, receiving unauthorised assistance, providing unauthorised assistance to another Student are considered dishonesty in the assessment of the learning outcomes of a course unit (module). The possession of unauthorised sources and means is recognised as sufficient evidence that the Student has used these means. If the lecturer of a course unit (module), a member of the commission, or the examiner suspects that the Student is using unauthorised sources or means during the examination (pass/fail), the Student must help dispel these suspicions. If the Student does not agree to do so (refuses to cooperate) and if the suspicions of dishonesty are confirmed, the lecturer, a member of the commission, or the examiner terminates their examination (pass/fail).

3.2.3.1.3. If the Student behaves unfairly or violates the Rules of Academic Ethics of the University during the assessment of learning outcomes (continuous, interim, or final), the final learning outcomes of a course unit (module) are not assessed. The lecturer of a course unit (module), a member of the examination commission, or the examiner informs the head of the academic core unit by submitting an official report about the case of dishonesty. The head of the academic core unit, having become familiar with the Student's explanation, applies a penalty provided for in the *Study Regulations of the University*.

3.2.3.2. The lecturer of the course unit (module), members of the commission, or the examiner(s) must:

3.2.3.2.1. before the examination (pass/fail) of a course unit (module), verify the Student's identity according to the submitted valid photo ID document, inform the Students about the arrangements and procedure of the examination (sources and means permitted and prohibited during the assessment, the Student's behaviour during the examination (pass/fail) and after completing the examination (pass/fail) task, etc.);

3.2.3.2.2. ensure the implementation of the procedure of examination (pass/fail), follow the examination (pass/fail) procedure. A change of the examining lecturer, members of the commission, examiners, a change of the location of the examination (pass/fail), etc., when the Students are notified thereof, are not considered to be a violation of the examination (pass/fail) procedure. The representatives of the University, administration of the academic core unit, the representatives of the University Students' Representation can take part in the examination (pass/fail) in order to maintain the order during the examination (pass/fail), ensure transparent examination procedure, and ensure administrative inspection of the assessment of learning outcomes;

3.2.3.2.3. take measures to prevent Students from being dishonest during the assessment of the learning outcomes of a course unit (module).

3.3. Record-keeping of learning outcomes and feedback on the assessment of learning outcomes

3.3.1. The oral part of the final oral and written assessment of learning outcomes may be recorded by the decision of the academic core unit. Such records, the performance of the tasks (works) of examinations (pass/fail) and research papers are stored for 6 (six) months from the final date of publication of the final assessment of learning outcomes according to the procedure established at the core academic unit. If the assessment of the learning outcomes of a course unit (module) is a cumulative grade, the cumulative assessment tasks performed by the Students must be stored (if they can be stored based on their content). Research papers uploaded to the information database of the University's research papers are stored permanently.

3.3.2. The learning outcome (assessment) of a course unit (module) is recorded in the University Study Information System by the lecturer or the chairman of the commission of the course unit (module),

filling in an electronic sheet no later than within 5 (five) working days from the date of the examination (pass/fail).

Amendments to the Item:

by Resolution of the Senate of Vilnius University No. S-2019-XX-X of 22 January 2019.

3.3.3. Record-keeping of learning outcomes at the University is carried out in the University Study Information System.

Amendments to the Item:

by Resolution of the Senate of Vilnius University No. S-2019-XX-X of 22 January 2019.

3.3.4. Each Student has the right to get acquainted with the learning outcomes (assessment) of their course unit (module), defects, errors, and comments of the assessed task (work):

3.3.4.1. when publishing the assessments, the Student's registration number (the Student's name and surname is not indicated) and the learning outcomes (assessment) of the course unit (module) are indicated to the Students;

3.3.4.2. the information on continuous and interim assessment of the learning outcomes is published to the Students in accordance with the procedure established by the lecturer of a course unit (module). The lecturer assessing the learning outcomes announces the date for publication of the assessment and familiarisation with the defects, errors, and comments of the assessed task (work) before the start of the assessment. The information of continuous and/or interim assessment of the learning outcomes must be published to the Students no later than 5 (five) working days before the date of the final assessment of the learning outcomes of the course unit (module);

3.3.4.3. The lecturer or the chairman of the commission who assessed the final learning outcomes of the course unit (module) indicates the official time and place of publication of the final assessment (examination (pass/fail) results) and familiarisation with the assessed examination (pass/fail) tasks (works);

3.3.4.4. The lecturer of the course unit (module) or members of the commission must not provide data on the learning outcomes of the Students to persons not related to studies at the University.

3.3.5. The Students who do not agree with the results of the assessment have the right to apply to the Examination Appeal Commission of an academic core unit according to the procedure established by the *Study Regulations of the University* and the *Regulations of the Examination Appeal Commission of the University*.

3.3.6. Upon the completion of the final assessment of the course unit (module), the lecturer of the course unit (module) and/or the administration of the academic core unit must provide the opportunity for the Students to express their opinion on the system of the assessment of the learning outcomes of a course unit (module).

3.3.7. The Study Programme Committee and/or the administration of the academic core unit must enable the lecturer of the course unit (module) to get acquainted with the results of the administrative inspection of the assessment of learning outcomes, feedback from the Students on the assessment of the learning outcomes of the course unit (module), and the information on the learning outcomes of the course unit (module) stored in the University Information System.

4. Final provisions

4.1. In accordance with this Procedure, the council of the academic core unit of the University can approve the procedure for the assessment of the learning outcomes corresponding to the features of the study programmes of the unit.

4.2. The Procedure shall come into force on 1 February 2013.

Annex 1: The assessment system of learning outcomes

APPROVED

by Order No. ISAK-2194 of 24 July 2008 of the
Minister of Education and Science of the
Republic of Lithuania (*Official Gazette*,
2008, No. 86-3437)

Pass, fail	Assessment system	Description of grades
Pass	10 (excellent)	Excellent, exceptional knowledge and skills.
	9 (very good)	Strong, good knowledge, and skills.
	8 (good)	Above-average knowledge and skills.
	7 (average)	Average knowledge and skills, minor errors were made.
	6 (satisfactory)	Knowledge and skills are below average, errors were made.
	5 (weak)	Knowledge and skills meet minimum requirements.
Fail	4 (unsatisfactory) 3 2 1 0	Minimum requirements are not met.