



<b>Doc. name</b>	<b>Regulations on assessing students' knowledge, abilities and skills</b>
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<b>Approval date</b>	22/08/2012
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<b>Approving authority</b>	Scientific council
<b>Developed by</b>	Task force group
<b>Responsible for implementation</b>	Vice-Rector on Academic Affairs

#### AMENDMENTS TO THE DOCUMENT

<b>Date</b>	<b>Description of amendment</b>	<b>Name, surname, position, signature</b>
14/04/2022	The procedure has been updated by the QA Center based on the introduced alternative evaluating approaches and the study of local and international best practices in the evaluation of tests.	President of Scientific Council: Suren Ohanyan  Head of Quality Assurance Center: Mariam Jilavyan
14/04/2022	Provisions 6.2 and 6.3 have been added. 6.2. If the number of disrespectful absences of a student exceeds 30% of the total classroom hours during the semester (40% in case of part-time studies), the student is expelled from the university by the decision of the Scientific Council. 6.3. If the student's absences have valid reasons based on the procedure stated in Annex 2, the student may do an addendum of the classroom assessment by completing the assignment instructed by the lecturer upon the presentation of the head of the faculty and the decision of the Vice-Rector for Teaching-Methodology.	President of Scientific Council: Suren Ohanyan  Head of Quality Assurance Center: Mariam Jilavyan
14/04/2022	Appendix 2 has been added (valid cases of absences considered excused).	President of Scientific Council: Suren Ohanyan  Head of Quality Assurance Center: Mariam Jilavyan
30/08/2019	The presence criterion in the assessment scale was revised and turned to 10%, and the extracurricular work criterion turned to 15%.	President of Scientific Council: Suren Ohanyan

		Head of Quality Assurance Center: Mariam Jilavyan
06/02/2018	Partial amendment introduced	President of Scientific Council: Suren Ohanyan
09/02/2016	Regulations totally revised	President of Scientific Council: Suren Ohanyan
24/02/2014	Partial amendment introduced	President of Scientific Council: Suren Ohanyan

## **1. References**

- Law on Education of the Republic of Armenia
- Law on Higher and Postgraduate Professional Education of the Republic of Armenia
- Regulations on the implementation of credit system in the RA higher education institutions
- Regulations on students' dismissal and recovery in the RA higher education institutions

## **2. General provisions**

- 2.1. These Regulations (hereafter the Regulations) set the procedures for the formative, midterm and final term assessment of all Eurasia University (hereafter the University) students at all academic levels.

## **3. Assessment procedure**

- 3.1. The University practises three main assessment methods: formative, mid-term and final term.
- 3.2. According to the Regulations stipulations each curriculum course is assessed by a 100 score system.
- 3.3. The scale and specifics of the course will be defined and stipulated in the syllabus.
- 3.4. The overall assessment of the course will include the components stated in the syllabus, which are selected from the list in Appendix 1 of the Regulations.
- 3.5. All students shall be assessed in the middle of the term and take final exams for the courses covered during the given semester (unless stipulated otherwise in the syllabus).
- 3.6. Mid-term and final assessments are conducted in an oral, written, electronic or combined form, can also contain alternative assessment approaches adopted by the EIU (based on the list in Appendix 1 of the Regulations). The form for each subject exam (mid-term and final) will be stated in the syllabus.
- 3.7. Lecturers can depart from the aforesaid assessment methods stated in the syllabus by a recommendation of Head of department and approval by the University Methodological Council.

## **4. Finalization and registration of the results**

- 4.1. The scores students get for the formative, mid-term and final term assessment are entered in the University Internal Electronic Information System (E-buh), and/or are available to students within 10 working days after the exam (10 working days for written exams, the same day after other types of exams).

- 4.2. Assessment results will not be hung out publicly; each student will be informed about their results by entering the University Internal Electronic Information System with their personal passwords or via an electronic mail. The exam results can be discussed with students during group meetings.

## **5. Assessment of mid-term and final exams**

- 5.1. Mid-term and final exams are evaluated by a 20 point scale, in which:
- 0 - 7 points - unsatisfactory,
  - 8 - 12 points - satisfactory
  - 13 - 17 points - good
  - 18 - 20 points - excellent
- 5.2. Each exam (mid-term or final) will be scored separately.
- 5.3. In case of an “unsatisfactory” grade for a mid-term exam or no show-up for an exam, students will not be able to retake them. In case student did not take the exam during the examination period, (s)he may have the opportunity to retake the mid-term examination only in the special cases mentioned in Appendix 2.
- 5.4. In case of not submitting the group or individual assignment defined in the course syllabus, the student may not participate in the final exam.
- 5.5. Mid-term testing for part-time students is also done through an extracurricular activity (according to the list in Annex 1). The curriculum should clearly state the assessment approaches for full-time and part-time learning students.
- 5.6. No attendance to an exams will be marked in the exam registry as “Has not attended”.
- 5.7. A one-week period is set up for the mid-term tests and a three-week period for the final exams (deadlines may be changed for courses assessed with a different project approach or an alternative assessment). Exam schedules are made by the chairs and approved by the Vice-Rector for Academic Affairs.
- 5.8. Within one day not more than 3 exams can be scheduled.

## **6. Total grade**

- 6.1. The total grade for all subjects will be the sum of the components stated in Appendix 1: mid-term (25%) and final (35%) exams, attendance (10%) and active participation in class (15%): The restant 15% can be broken down to various components which will be previously stated in the syllabus and will be subject to changes by mutual agreement between the lecturer and the Faculty head (it can include extracurricular group or individual work).

- 6.2. If the number of disrespectful absences of a student exceeds 30% of the total classroom hours during the semester (40% in case of part-time learning), the student is expelled from the university by the decision of the Scientific Council.
- 6.3. If the student's absences have valid reasons based on the procedure stated in Annex 2, the student may do an addendum of the classroom assessment by completing the assignment instructed by the lecturer upon the presentation of the head of the faculty and the decision of the Vice-Rector for Academic Affairs.
- 6.4. A student's total score is calculated by a 100 point scale using the appropriate percentage weights, and each component of the subject is evaluated on a 20-point scale.

E.g. if by the end of a term a student has accumulated the following scores:

- Attendance: 15 points
- In-class work: 14 points
- Extracurricular work: 20 points
- Mid-term exam: 17 points
- Final exam: 16 points, then

student will earn  $(15 \times 0.1) + (14 \times 0.15) + (20 \times 0.15) + (17 \times 0.25) + (16 \times 0.35) = 16.45$ , which further will be multiplied by five ( $16.45 \times 5 = 82.25$ ), that is according to the above mentioned scale the student's total grade will be 82, the letter grade - A-, and the score - 3.7.

- 6.5. Some courses and academic modules are assessed by S or U grades. S indicates that the student has reached an academic level which their professor finds satisfactory (the student has mastered at least 40% of the material). U indicates that the student does not meet these requirements. S or U, in both cases the student does not get rating points and those are not taken into account in determining the student's average grade points. In case of a S grade the student earns the credits assigned to the given course, whereas with a U grade they do not.
- 6.6. A student's work can be graded as "Incomplete" (I) only in the case when most of the work is done and little is left incomplete and if the reasons of incompleteness are accepted by the professor. In this case the student's average ranking score will still be based only on the credits and grades for the completed courses.
- 6.7. In instances not provided by the Regulations the decision is made by the Scientific Council with the Faculty's recommendation.

## 7. Assessment system

	Grade points	Letter grade	Score	Main criteria in assessing the knowledge
Excellent	95-100	A+	4.0	The student's demonstrated knowledge is faultless or with insignificant flaws: - the oral or written speech is precise and justified,
	87-94	A	4.0	
	81-86	A-	3.7	

				<ul style="list-style-type: none"> <li>- the thoughts are worded in a logical and rational manner,</li> <li>- has demonstrated analytical reasoning (if required specifically),</li> <li>- has learned the course thoroughly,</li> <li>- has acquired comprehensive knowledge,</li> <li>- has mastered the terminology,</li> <li>- has managed to complete all the tasks stated in the plan.</li> </ul>
<b>Good</b>	75-80	B+	3.3	<ul style="list-style-type: none"> <li>- Has mastered the pivotal issues and the main content of the course,</li> <li>- can make use of the professional argot and terminology,</li> <li>- the wording of the thoughts is mainly logical, but sometimes may not be justified.</li> </ul>
	67-74	B	3.0	
	61-66	B-	2.7	
<b>Satisfactory</b>	55-60	C+	2.3	<ul style="list-style-type: none"> <li>- The knowledge of the course content is mainly superficial and fragmentary,</li> <li>- has difficulties in using the professional argot and terminology,</li> <li>- the wording of the thoughts is not always logical, it is not well-grounded,</li> <li>- has a difficulty in completing the tasks stated in the plan.</li> </ul>
	46-54	C	2.0	
	40-45	C-	1.7	
<b>Unsatisfactory (has attended but failed to meet the requirements)</b>	21-39	D	1.0	<ul style="list-style-type: none"> <li>- There are serious breaches in the knowledge of the course content,</li> <li>- cannot explain or use the basic terminology,</li> <li>- neither the oral or the written speech is precise, it is not comprehensible, does not reflect the real content,</li> <li>- cannot complete the tasks stated in the course plan.</li> </ul>
<b>Non-attendance</b>	0-20	F	0	
<b>Incomplete</b>	-	I	-	
<b>Tested</b>	>40	S	-	
<b>Not tested</b>	<40	U	-	

## 8. Retake of a course or of an exam

- 8.1. Students are allowed to retake an exam in those courses in which they have earned D, F, I or U grades.
- 8.2. Students cannot retake a course or an exam in those courses in which they have earned A, B, C or S grades.
- 8.3. In case student fails final exam, (s)he retakes the subject, regardless of the sum of the total grade.
- 8.4. The grade point average (GPA) of a student is based on the final grade.
- 8.5. In the case the total point is <40 the student retakes the whole course as per the curriculum. Irrespective of the positive results, the exam will earn them 40 points.

- 8.6. The deadline for academic resit is set at the end of the third week of the current semester.
- 8.7. Resits on a non-charge basis are allowed only twice. Starting from the third resit, the student is obliged to pay 5000 AMD for every single credit / applicable for local students and 10000 AMD for foreign students.
- 8.8. After the academic debts settlement deadline is over, in the case the total of the subject debts credits does not exceed 12, the student can settle the debts before the start of the final academic year by retaking the course.

## 9. Student's transcript of records

- 9.1. The summarised results of the student's academic progress are presented in his/her academic transcript (Appendix 3), the latter reflects the volume of the student's educational work volume and the quality of the educational achievements.
- 9.2. The academic transcript contains the summarized information on students' progress within the ongoing semester and up to the given period of study as a whole, such as program credits, qualification credits, rating points, and grade point average.
- 9.3. **Programme Credits (PC)** is the sum of credits earned by the student to meet the final requirements of the educational program.
- 9.4. **Qualification Credits (QC)** is the portion of the program credit that is assessed in numerical units.

$$QC = \sum \text{credit}$$

- 9.5. **Rating points (RP):** In the academic transcript, the letter type of grades are converted into their equivalents in numerical points and the latter is turned into rating points for each course or module. The rating point from any) course (or educational module is determined by credits for the course and by the output of the student's grade.

$$RP = \sum \text{crediti} \times NV_i$$

Where  $NV_i$  (numerical value) is the numerical points from a course or educational module received by the student.

For example: if the student has received 3.3, 3.7 2.7 numerical points respectively from the 5, 4, and 6 credit courses, the student's rating point from that group of courses will be equal to the following:

$$RC = 5 \times 3.3 + 4 \times 3.7 + 6 \times 2.7 = 47.5` 60 \text{ possibilities } (5 \times 4 + 4 \times 4 + 6 \times 4).$$

- 9.6. **Grade Point Average (GPA):** This indicator is the weighted average value of the student grades, which is calculated by dividing the rating points by the qualification credits.

$$GPA = RP / QC$$

For example: Based on the previous case, the average quality grade for the group of courses

considered will be:

$GPA = 47.5 / 15 = 3.16$  out of a possible 4

9.7. The results of the calculations are rounded to the nearest 1/100 precisely. There is a distinguishment between semi-annual (calculated for a single semester) and final (accredited before the given period of study) grade point average (GPA).

## 10. Student's academic ranking

10.1. According to their academic progress, students are ranked as (a) advancing, (b) on probation (which gives them a chance to correct their shortcomings and deficiencies and improve their performance to meet the minimum curriculum requirements) and (c) subject to expulsion.

10.2. A student is ranked as **advancing** if (s)he:

- has duly progressed in accumulating the minimum required credits per semester, that is at least 30 credits,
- ensures the minimum score for a GPA determined by the University for the particular academic degree - 1.7 for Bachelor's degree and 2.3 for Master's degree.

10.3. Students find themselves **on probation** if they:

- have academic debts for maximum 12 credits.

10.4. **Subject to expulsion** are those students who:

- after summarizing the results of the examination period (including admissable resits) have academic debts exceeding 12 credits (including the results of the previous semesters).

10.5. At the end of each semester, the Office of the Registrar summarizes the results of student progress, and informs students, heads of departments, and relevant bodies on probation or exemption.



## Appendix 1. Main components

The points designated to assessment components (%) are previously stated in the curriculum, however they can be revised and changed if necessary or suggested.

**Course assessment components**

N	Component category	Possible options <sup>1</sup>	%
A	Attendance	Attendance is recorded by the professor by entering the results into the internal information system in a daily basis.	10
IW	In-class work	The grade is determined by the student's participation in workshops, in-class practical work, in-class team activities, ongoing quizzes, etc.	15
EW	Extra-curricular work	It includes group or individual tasks to be carried out by the students: <ul style="list-style-type: none"> <li>- Literature review,</li> <li>- Mathematical problems,</li> <li>- Case studies and analysis,</li> <li>- Quantitative and qualitative research and analysis,</li> <li>- Reading,</li> <li>- Video filming or photo taking (or compilation) with professional/ academic purposes,</li> <li>- Recordings (e.g. interviews with experts) with professional/ academic purposes,</li> <li>- Preparation of PPT presentation,</li> <li>- Creating an educational blog or site,</li> <li>- Critical analysis of an article or other material, etc.</li> </ul> The assessment method should be clearly explained in the syllabus.	15
ME	Mid-term exam	Mid-term testing implies assessment of the knowledge a student has accumulated during the first two months of each term. Mid-term exam can include: <ul style="list-style-type: none"> <li>- Written exam,</li> <li>- Oral exam,</li> <li>- Electronic test,</li> <li>- Open book exam,</li> <li>- Take home exam,</li> <li>- Case study,</li> <li>- Qualitative and quantitative analysis,</li> <li>- Collaborative testing,</li> <li>- Projects,</li> <li>- Literature review</li> <li>- Critical analysis of an article or other material, etc.</li> </ul> It is allowed to use the combination of 2 and more methods mentioned above. Each method chosen must be proved in the priorly presented course syllabus.	25
FE	Final exam	The final exam is taken at the end of each term and includes also questions from the mid-term tests. exam can include:	35

<sup>1</sup> These are possible options, the list can be modified and elaborated

		<ul style="list-style-type: none"><li>- Written exam,</li><li>- Oral exam,</li><li>- Electronic test,</li><li>- Open book exam,</li><li>- Take home exam,</li><li>- Case study,</li><li>- Qualitative and quantitative analysis,</li><li>- Collaborative testing,</li><li>- Projects,</li><li>- Literature review</li><li>- Critical analysis of an article or other material, etc.</li></ul> <p>It is allowed to use the combination of 2 and more methods mentioned above. Each method chosen must be proved in the priorly presented course syllabus.</p>	
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Appendix 2. Special cases of absences that are considered honorable:

1. Diseases with high infectivity index (chickenpox, measles, rubella, infectious hepatitis);
2. Acute intestinal infections (dysentery, salmonellosis, typhoid, paratyphoid);
3. Severe somatic pathologies that require 7 and more days of treatment in bed;
4. Surgeries that are done on vital instructions;
5. Childbirth;
6. Referral by EIU with the written permission of the administration;
7. Participation in events with the written permission of the EIU Administration;
8. A notice to the military commissariat, court, or other law enforcement body with a notification;
9. In case of a student's emergency situation, serious illness or death of a parent, child, grandfather, grandmother, brother, or sister.

Appendix 3.

*The Academic Transcript*

**Student identification number:** \_\_\_\_\_ **Full name of the student:** \_\_\_\_\_

**Main field of study for the qualification:** \_\_\_\_\_ **Name of qualification:** \_\_\_\_\_

20\_\_-20\_\_ academic year

\_\_\_\_\_ Semester

Course title	ECTS credits	Grade points	Letter grade	Score
Course title 1	5	86	A-	3.7
Course title 2	5	60	C+	2.3
Course title 3	4	65	B-	2.7
Course title 4	3	65	B-	2.7
Course title 5	3	90	A	4
Course title 6	5	66	B-	2.7
Course title 7	2	58	C+	2.3
Course title 8	3	40	S	-
<b>Programme Credits (PC)</b>	<b>Qualification Credits (QC)</b>	<b>Rating points (RP)</b>	<b>Grade Point Average (GPA)</b>	
30	27	79.00	2.93	
<b>Cumulative Programme Credits</b>	<b>Cumulative Qualification Credits</b>	<b>Cumulative Rating points</b>	<b>Cumulative Grade Point Average (GPA)</b>	
30	27	79.00	2.93	