

DESCRIPTION OF THE PROCEDURE FOR THE ASSESSMENT OF LEARNING OUTCOMES

I. GENERAL

1. The Description of the Procedure for the Assessment of Study Results (hereinafter - the Description) regulates the principles and procedure for the assessment of the study results of a subject (module) at the College of St Ignatius of Loyola (hereinafter - the College). The purpose of the Regulations is to lay down the principles for the assessment of students' achievements and for the organisation of cumulative assessment, which promotes consistent and continuous work of students.
2. The results of the subject (module) shall be evaluated in accordance with the Order of the Minister of Education and Science of the Republic of Lithuania 2010 m of 9 April No.V-501 "On the Approval of the Description of Requirements for Degree-Granting First-Level and Integrated Study Programmes" (Žin., 2012, No.21-977; 2011, No.9-399; Žin, 2008 m ISAK-2194 "On the Approval of the System of Evaluation of Study Results" (Žin., 2008, No. 86-3437), the recommendations of the Ministry of Education and Science of the Republic of Lithuania for the improvement of the evaluation of study results, the College's study procedure and this procedure.
3. **Learning outcomes** - the subjective results of a student's studying, as demonstrated during the assessment process and formalised by grades following the student's learning outcomes assessment procedure.
4. **Learning outcomes** are clearly defined statements of what a student should know and/or be able to demonstrate at the end of a course (module) or study process.
5. **The purpose of assessment** is to evaluate the student's performance and level of achievement and to provide feedback on the student's performance and progress.

II. PRINCIPLES OF ASSESSMENT OF LEARNING OUTCOMES

6. The following principles shall apply to the assessment of students' study results at the College:
 - 6.1. validity (the assessment shall be related to the objectives of the study programme (subject/module) and shall measure the results of the studies designed to achieve them);
 - 6.2. reliability (the evaluation information and results must be objective and remain the same after a change of evaluator);

- 6.3. clarity (the evaluation system must be informative and understandable for evaluators and those being evaluated);
- 6.4. usefulness (the assessment must be positively perceived by those being assessed and contribute to the achievement of the study programme outcomes);
- 6.5. impartiality (the assessment methods used in the assessment must be equally appropriate for all those assessed).
7. Assessment of learning outcomes consists of:
- 7.1. Assessing knowledge and its application;
- 7.2. assessment of special and general competences.
8. The weighting of the components of the assessment of knowledge and its application, as well as of the assessment of specific and general competences, in the final assessment depends on the learning outcomes set out in the description of the course (module).

III. CUMULATIVE ASSESSMENT OF THE LEARNING OUTCOMES OF THE SUBJECT/MODULE

9. Cumulative assessment - an assessment of the learning outcomes of a subject (module), which consists of the grades obtained during the semester in mid-term reports and an examination or an independently completed work (project).
10. The number and weighting of midterm assessments in the assessment of a subject/module depends on the volume of the subject/module in credits. Cumulative assessment components shall be used to assess the specific learning outcomes set out in the programme of the subject/module.
11. Interim settlements are mandatory. The examination shall be taken or the project defended only after all assignments and papers submitted by the lecturers have been completed and have received positive marks.
12. The syllabus of the subject/module must include a formula for calculating the level of knowledge, skills and attitudes (see point 15), indicating the weighting (coefficients or percentages) of the components of each of the theoretical and practical parts of the subject/module, as well as the weighting (coefficients or percentages) of the parts of the independent tasks, in the final mark.
13. Only a pass mark in an exam or project (independent work) counts towards the final grade.
14. The conditions and procedures for the settlement of interim reports, papers and assignments that have not been completed on time or have been negatively evaluated shall be determined by the Department.
15. The final assessment of a subject/module shall consist of the sum of the grades of the mid-term reports, the independent assignments/projects and the examination grade, multiplied by their respective weighting factors:

$$BV = \sum (SP)_{(i)} (CP)_{(ii)} (EP)_{(iii)}$$

BV - final assessment; SP - average grade for independent work; i - weighting of independent work; KP - average grade for control assignments; ii - weighting of control assignments; EP - examination grade; iii - weighting of examination grade.

16. The number and weighting of mid-term reports in the final assessment depends on the subject/module. Weightings shall be provided for each of the intermediate assignments and the total sum of the weightings for the subject/module shall be equal to one.

17. If the course/module is taken over several semesters, the structure of the final assessment for each semester shall follow the procedure set out in this document.

IV. ORGANISATION OF THE CUMULATIVE ASSESSMENT OF THE RESULTS OF THE COURSE/MODULE

18. In order to ensure students' active work throughout the semester, their ability to apply theoretical knowledge in practice, objective evaluation of study results, and to avoid cases of plagiarism, the College applies cumulative assessment, which consists of the grades obtained during the semester in the form of mid-term examinations and an examination or an independently carried out work (project).

19. The assignments for the subject/module examination/project shall be prepared and signed by the subject/module lecturer.

20. The results of the course/module are assessed by the course/module teachers. If the lecturer in charge of the studies is unable to evaluate the results of the studies due to illness or other important reasons, the head of the department supervising the programme shall appoint another lecturer.

21. At the beginning of teaching a subject (module), the lecturer must provide students with a description of the subject (module) to be taught, the content of the programme, the scope, the methods of study, the procedure for the assessment of the results of the study, a list of the literature and other sources of information required for the study, and the necessary methodological instructions for study.

22. The study of each subject/module shall be completed by an examination or by the defence/assessment of a project (independent work) carried out by the student. The final assessment shall be a cumulative mark consisting of the grades obtained in the mid-term reports, the project (independent work) or the examination throughout the semester.

23. The results of a subject/module shall be assessed by a ten-point grading system in accordance with the description of the study results assessment system (see table).

Maintained, not maintained	Rating	Achievement rate, %	Description
Retrieved from	10 (excellent)	97-100	Excellent, exceptional knowledge and skills
	9 (very good)	91-96	Strong, sound knowledge and skills
	8 (good)	81-90	Above average knowledge and skills
	7 (average)	71-80	Average knowledge and skills, some minor errors
	6 (satisfactory)	61-70	Knowledge and skills below average, errors
	5 (weak)	51-60	Knowledge and skills to meet the minimum requirements
Not logged in	4,3,2,1	50 and less	Unsatisfactory

24. The methods and criteria for the assessment of the results of study in the subjects/modules shall be discussed in each study programme committee and agreed with the department supervising the study programme. The various forms of assessment used to evaluate learning outcomes (examination, projects, knowledge and skills testing, practical skills presentation, demonstration, placement reports or diaries, essays, reports, case studies, achievement folder, etc.) shall depend on the field of study and the field of study of the subject/module.

25. Course/module payments may be scheduled during the academic year, at the end of the course/module and/or at the end of the semester.

26. Assessment during the examination session shall be carried out in the classrooms of the College or at the places of practice in accordance with the published timetable.

27. Examinations shall be written or written and oral. Unless the assessment methodology of the subject/module provides otherwise, the assignments must not be made known to the students before the start of the examination.

28. During the examination, students shall follow the established examination procedure, perform the tasks conscientiously and not disturb others in their performance. In case of the discovery of dishonesty, the lecturer shall report the incident in writing to the head of the department. The Head of the Department shall refer possible ethical violations in writing to the Chair of the Academic Ethics Committee of the College. In the event of a recurrence of dishonesty, the student may be dismissed from the College.

29. The lecturer shall, no later than within 3 working days after the course (module), in compliance with the requirements of personal data protection, organise the study records: the course notes and inform the students.

30. After publishing the results of the assessment, the course/module tutor must inform interested students of the main weaknesses and errors in their work.

31. At the end of the assessment, students may express to the lecturer their opinion on the methods, form and procedure for the assessment of the teaching and learning achievements of the course (module).

32. A student who disagrees with the final assessment of a course/module shall have the right to submit an appeal to the head of the department no later than within three working days from the date of publication of the final assessment of the course/module. The procedure for submitting appeals, the establishment of the appeal committee, the examination of appeals and the adoption of decisions shall be governed by the College's Regulations on Appeals.

V. PEER REVIEW

33. In order to ensure the objectivity of the assessment, to prepare the student for integration into the scientific and artistic community, and to provide an opportunity to develop communication skills, collegiate assessment may be applied to study subjects (modules) where the results of the assessment are presented in a visual, audio or oral examination format.

34. In the case of collegiate assessment, students shall be evaluated by a committee of teachers in a particular field of study, formed by order of the Director on the recommendation of the Chairperson of the Study Programme Committee, during an examination or the defence of an independent thesis (project).

VI. FINAL PROVISIONS

35. These Procedures may be amended or supplemented by a resolution of the Academic Council.

36. The procedure for the assessment of learning outcomes shall enter into force on 29 February 2016.
