



## Procedure for organization of examinations of study courses at the University of Latvia

APPROVED  
by UL Senate  
decision  
No 211  
of 29.06.2015.

Issued pursuant to Section 15,  
Paragraph one of the Law on  
Institutions of Higher Education  
and UL Constitution sub-  
paragraph 5.6. of paragraph 5

*As amended by 02.07.2018*

*Amendments: UL Senate decision No 235 of 02.07.2018.*

### I. GENERAL PROVISIONS

1. The procedure (hereinafter - procedure) for the organisation of study course examinations (hereinafter - examinations) shall be applicable to the evaluation of the results of studies of full and part-time students registered in the UL study programmes, including UL attendees, except for doctoral and residency programmes.
2. This procedure shall regulate the types, forms and procedures of examinations, as well as define the rights and duties of the students, teaching staff and general staff representatives in the process of evaluating the results of the study course (hereinafter - course).
3. The course acquisition is evaluated in accordance with the requirements specified in the course description.
4. Explanation of terms:
  - 4.1. **Secretary** – an employee who advises students on study issues, accepts student applications and ensures the circulation of the study programme documents;
  - 4.2. **UL e-study environment** - a website where part of the UL study process is implemented and where study results are recorded and stored;
  - 4.3. **Teaching staff** - a representative of the academic staff of the University of Latvia or another person with appropriate qualifications who conducts classes in the particular study course;
  - 4.4. **Assistant teaching staff** - a staff member assigned by the head of the responsible department to assist the teaching staff in invigilating the conduct of written examinations and practical classes;
  - 4.5. **Examination record** - a document for recording the results of the acquisition of a study course;
  - 4.6. **Study course description** - a document that defines the requirements towards the acquisition of the study outcomes: the necessary preliminary knowledge for the course acquisition, the objectives, tasks and planned study outcomes, course content, planning, literature and other sources of information, the organisation of study work and evaluation criteria.

## **II. Examinations**

5. Types of examinations:
  - 5.1 interim tests;
  - 5.2. final examinations of a study course.
6. Types of interim tests:
  - 6.1. test;
  - 6.2. independent work;
  - 6.3. practical work;
  - 6.4. laboratory work;
  - 6.5. report;
  - 6.6. paper;
  - 6.7. participation in a seminar;
  - 6.8. another type of work in conformity with the specifics of the course.
7. The number and type of interim tests are defined in the course description. The number, type and requirements of interim tests are the same for all students enrolled in a given semester.
8. At the end of each course there is a final examination of the course:
  - 8.1. examination;
  - 8.2. defence - the evaluation procedure of defence for a course paper, a final project, a term paper, a field course, as well as for internship/practice is specified in other UL regulatory enactments.
9. In order to obtain the right to take the final examination of the course, the student must comply with the requirements specified in the course description. In accordance with the course specifics, the course description may also specify requirements for attendance.
10. The forms of examination:
  - 10.1. a written examination where the lecturer assesses the task performed by the student in writing;
  - 10.2. an oral examination where the oral answers and explanations of a student are assessed;
  - 10.3. a combined examination that assesses both the student's oral answers and the written tasks; the specific proportion of oral and written parts in an examination is defined in the study course description.

## **III. The examination procedure**

11. The final examinations of the course shall take place in accordance with the examination schedule prepared and approved in compliance with the procedures specified in the UL regulatory enactments. The individual examinations may be administered outside the time frame determined by examination schedule in compliance with the procedure set by the Rector of the University of Latvia.
12. Interim tests are planned in compliance with the course description.
13. The results of the study course acquisition are evaluated by the study course lecturer, or by other teaching staff, appointed by the Dean or a person authorized by the Dean. If the study course is taught by a guest lecturer, the Dean or a person authorized by the Dean assigns the lecturer, who, should such necessity arise, administers the examination after the end of the work period of the guest lecturer.

14. The following persons have the rights to be on the premises, where an examination is taking place:

- 14.1. the students, who take the examination;
- 14.2. the teaching staff and their assistants, who administer the examination;
- 14.3. the representatives of the UL administration;
- 14.4. the Dean of the faculty, or his delegate;
- 14.5. the Director of the study programme;
- 14.6. the Head of the structural unit;
- 14.7. the representatives of the UL Student Council and the representatives of the faculty Student Council (by prior arrangement with the Dean of the faculty and having informed the teaching staff, who administers the examination).

15. The maximum duration of a written examination is set at four astronomical hours. The maximum period of preparation of the student for an oral examination is set at 60 minutes and the maximum response time of the student shall be 20 minutes.

16. The procedure of a written examination is invigilated by the teaching staff or a teaching assistant appointed by the Dean or his authorized representative. Several teaching staff assistants can be assigned for large groups of students.

17. The student shall write the name, surname and student card number on all written examination papers. The teaching staff may request a student with his or her signature to certify that the work has been performed independently.

18. The teaching staff or their assistant is entitled to suspend a student who violates the Regulations for Academic Integrity at the UL from taking the examination, and to expel from the auditorium. If the abovementioned violations have been detected during the course final examination, the teaching staff shall enter a note "suspended" in the examination record. For all violations of the Regulations for Academic Integrity at the UL, the teaching staff shall, not later than by the end of the next working day, prepare and submit to the Dean of the faculty a written "*Report on the Violation of Academic Integrity*".

19. The examination work submitted in writing shall be examined and evaluated without the presence of the student.

20. After correcting the submitted written work of the student and entering the grade in the centralized UL e-study environment, the teaching staff stores the same for a period of one year in accordance with the UL nomenclature.

The written works shall then be destroyed in accordance with the procedures specified in the UL regulatory enactments.

#### **IV. Evaluation of the study course acquisition**

21. The study course acquisition is evaluated with the grade, according to the 10-point grading system (Annex). If regulatory enactments so permit, the results of studies may be evaluated with "passed" or "failed" upon receipt of a permit from the vice rector for the relevant field of science. A study course is considered to be successfully acquired, if its evaluation, according to the 10-point grading system, is not lower than "4" (almost satisfactory), or if it is "passed". In this case, the student shall gain credits for the acquisition of the course in question.

*(amendments to UL Senate decision No 235 of 02.07.2018.)*

22. For interim tests, in addition to the assessments referred to in paragraph 21, other points may be used, for example, awarding points for the performance of a specific

task. The procedures and criteria for the assessment of interim tests shall be determined by the responsible department in accordance with the specifics of the course.

23. The total assessment of the course shall comprise:

23.1. the total assessment of interim tests - not less than 50% of the total score of the course;

23.2. the assessment obtained during the examination shall not be less than 10% of the total score of the course; the examination taking is a mandatory requirement for getting credits for the acquisition of the study course.

24. To obtain an assessment on the acquisition of a course, the assessment obtained during the examination must be at least satisfactory. The acquisition of a course may be assessed positively even if the examination has been passed unsuccessfully but this possibility has been specified in the study course description.

25. The overall assessment of course acquisition shall be calculated in the UL e-study environment according to the algorithm specified in the course description, taking into account the assessments obtained at interim tests and examinations. The overall assessment of the acquisition of the course shall be entered in the examination record.

### **V. Repeat examinations**

26. The student must re-take the final examination of the course:

26.1. if the evaluation, according to the 10-point grading system is lower than "4" (almost satisfactory), or if it is "failed", according to the "passed"/"failed" system; If, in accordance with paragraph 24 of this procedure, the unsatisfactory assessment for the examination is also acceptable, the student shall re-retake the end of the course examination, if according to the calculation algorithm, the overall assessment for the course acquisition is unsatisfactory;

26.2. if the student has been expelled from the examination.

27. It is allowed to take an examination three times. On the third time, the results of the study course acquisition are evaluated by the Board.

28. If a student has failed to come to the examination at the time specified for the final examination of the course, the teaching staff makes a note "not attended" in the examination record and LUIS automatically registers it as the time, when an examination has been taken, except in cases where the dean of the faculty (or his or her authorised person) determines that the student has not come to the examination for objective reasons attested by the relevant documents.

29. The re-examination Board in the staff of three members of academic personnel is appointed and confirmed by the Dean of the Faculty. The teaching staff who initially administered the examination is not included in the Board but can be invited to provide explanations. The evaluation in the UL e-study environment shall be entered and the minutes shall be signed by the Chair of the Board.

30. A student must re-register for a study course in the following cases:

30.1. a student has failed to pass the final examination three times;

30.2. a student has not fulfilled the defined amount of requirements specified in the course description, which would grant him the rights to take the examination during the corresponding term, and which can only be completed by re-taking the course.

31. A student who has been expelled from the final examination for the violation of the UL Regulations for Academic Integrity shall be entitled to re-take the examination no sooner than during the next semester.

32. The re-taking of an examination, re-taking of an examination after the end of the term (if a student has failed to come to the examination during the term without

justification), as well as the repeated registration for the acquisition of a study course, are fee services, the rates for which are determined by the UL regulations for every academic year.

33. It is not be permitted to re-take the examination if a positive assessment has been received, except in the case specified in paragraph 47.2.

34. The conditions and procedures for re-taking the interim tests according to the specifics of the course shall be determined by the Faculty Council.

## **VI. Student Rights and Responsibilities**

35. Student Responsibilities:

35.1. to attend the examination in due time, taking along a student's card or other identity document;

35.2. to comply with the requirements of the teaching staff or their assistants during the examination, not to interfere with the procedure of the test, including not to speak with others, not to unlock the mobile telephone;

35.3. to use only information sources and aids authorised by the teaching staff during the examination;

35.4. not to violate the UL Regulations for Academic Integrity;

35.5. to pay the UL fee in the cases referred to in paragraph 32 of this procedure in accordance with the pricing of the fee services;

35.6. to apply for an individual examination at the secretary by presenting a document certifying payment for the examination or an application accepted by the dean of the faculty regarding the exemption from the examination fee;

35.7. to co-ordinate the time of the individual examination with the teaching staff, if the teaching staff has not determined specific times of individual examination.

36. Student Rights:

36.1. to familiarise themselves with the corrected work;

36.2. to request the substantiation of evaluation from the teaching staff;

36.3. to lodge a complaint in the cases and in accordance with the procedures specified in this procedure;

36.4. to ask the Dean to establish a Board for re-examination, beginning with the second taking time.

## **VII. Teaching Staff Rights and Responsibilities**

37. Teaching Staff Responsibilities:

37.1. to familiarize the students with the organization and requirements of the study course during the first lecture, and not alter these requirements during the term;

37.2. to come to the examination at the defined time;

37.3. to introduce the examination procedure to the students before the examination and to indicate the authorized sources of information and aids; in a written test it may be carried out by a teaching assistant;

37.4. to take an examination only from the students who have been given permission to take the examination in the e-study environment;

37.5. to inform the study programme secretary on the time of individual examinations;

37.6. to correct the written interim tests and examination papers and to register their assessment in the UL e-study environment within five working days after the work has been submitted. The Dean may define another term for the registration of evaluation,

but it may not exceed 10 working days. In any case, the lecturer enters the assessment in the UL e-study environment by the end of the last day of the semester;

37.7. to enter the oral examination assessment in the UL e-study environment no later than on the next working day of the given semester;

37.8. to print out the examination record paper with the total assessment of the course acquisition after the final examination, to certify it with the signature and to submit to the study programme secretary or the responsible person of the Student Service Department (free electives) on the next working day after the oral examination or within a time period specified by the dean for the written examination; if the oral examination is taken over several days, the examination record paper is submitted on the next working day after the last day of the examination;

37.9. to ensure the confidentiality of the assessment;

37.10. to ensure the presence of an assistant at the examination, when leaving the room during the exam;

37.11. to provide an oral substantiation of the evaluation at the request of a student;

37.12. to accept the academic debtors of the previous academic year during the autumn semester registration week of each academic year at the time approved by the dean or his or her authorised person;

37.13. to inform the Dean of the Faculty in writing about the violations of the Regulations for Academic Integrity not later than by the end of the next working day.

*(amendments to UL Senate decision No 235 of 02.07.2018.)*

38. Teaching Staff Rights:

38.1. to determine information sources and aids the student can use during the examination;

38.2. to ask questions during examination, that cover the whole study course;

38.3. to suspend from examination the student, who uses unauthorized materials and information sources, or hinders the examination procedure, or has committed other violation of Regulations for Academic Integrity at the UL;

38.4. not to allow the participation in the examination to the student, who has been late for the beginning of the examination for more than 15 minutes without justifiable reason; during the written examination, these rights are delegated to a teaching assistant.

### **VIII. Study programme secretary responsibilities**

39. Study programme secretary shall have the following responsibilities:

39.1. to register students for individual examination in LUIS after all financial obligations have been settled;

39.2. to accept the completed examination record papers only from the teaching staff, their assistants or departmental secretaries;

39.3. to supervise the input of the study course evaluation in the UL e-study environment within the time limits specified in points 36.6 and 36.7;

39.4. to control the compliance of the examination records submitted by the teaching staff with the requirements specified in the regulatory enactments of the University of Latvia and compliance with the deadlines for the submission of records;

39.5. to ensure that examination records are stored in accordance with the procedures specified by the Dean in accordance with the UL nomenclature.

## **IX. Student Complaints and Resolution Procedure**

40. The student may only use the rights set out in this section if he or she has exercised the rights referred to in paragraph 36.2 of this Procedure.

41. If the student considers that significant procedural violations or errors have been committed in the course of the final examination, the student may submit to the teaching staff who has assessed the examination, a written request to review the assessment of the examination (hereinafter - application).

42. A serious procedural violation is a violation of the regulatory enactments regulating examinations or such circumstances during the examination which could in itself have an impact on the performance of the student during the examination (for example, the inclusion of issues that do not correspond to the themes included in the study course description, violation of the time regulations for the examination, persistent and loud noise, etc.).

43. Errors in the process of work evaluating can be recognised as errors only if they are objectively verifiable (for example, miscounted points, misjudged responses that are unquestionably correct, the assessment of the work is based on considerations that are not objectively and rationally related to the examination). The evaluation considerations that are based on the academic opinion of the teaching staff, as well as considerations that fall within the discretion of the teaching staff (such as the gravity of the student's work errors and the impact on the assessment of the course examination) cannot be recognized as errors in the evaluation process.

44. The student has the right to submit an application to the teaching staff within five working days from the announcement of the assessment in LUIS.

45. In the application, the student shall indicate the given name, surname, student number, telephone number and e-mail address, as well as acknowledgement that the student has exercised the rights referred to in paragraph 36.2 of this procedure, as well as a justification for lodging the application. The application may be accompanied by documents confirming the circumstances referred to in the complaint.

46. The complaint shall be examined within five working days from the date of receipt of the application.

47. If the student's application is justified, then:

47.1. the teaching staff may provide a different assessment to the student;

47.2. the Dean may, on the proposal of the teaching staff, decide on re-examination if substantial procedural violations have been committed during the examination. In this case, the student has the right to re-take the examination free of charge.

48. If the teaching staff considers that the application of the student is not justified, they shall refer the application to the head of the department, or - if the teaching staff is the head of the department, to another teaching staff of the relevant course or the relevant branch (hereinafter - complaint handler). If the complaint handler also considers that

the application is not justified, the application of the student shall be deemed to have been rejected. The student is informed of the reasons for rejecting the application by e-mail. This decision may be appealed within three working days by lodging the appeal with the Dean, who shall consider the application within five working days.

49. If the complaint handler decides that the application is justified, the teaching staff who assessed the examination shall act in accordance with the procedure referred to in paragraph 47 of this procedure.

50. If the teaching staff has decided not to admit the student to the examination and the student considers that this decision is not justified by the requirements specified in the study course description, including significant procedural violations or errors in the assessment process, the student may submit an application to the given lecturer and require to review the decision. The student's application shall be submitted and reviewed in accordance with the procedures specified in this section.

### **X. Final provisions**

51. This Procedure shall enter into force on 7 September 2015 and the “Procedure for Organising Examinations of Study Courses at the University of Latvia” approved by Senate Decision No 296 of 30.11.2009. shall cease to be valid.

Chair of the UL Senate

M. Kļaviņš

Senate Secretary

I. Upacere