

SPECIFIC REGULATIONS ON ASSESSMENT OF ACADEMIC ATTAINMENT FOR IBS HONOURS DEGREE COURSES

I. GENERAL PRINCIPALS

- 1) **The assessment method** for each course unit (CU) is defined by its coordinator, in accordance with the university unit's guidelines.
- 2) Every semester there must be at least two meetings of the **Year Council**, as scheduled by the year coordinator. One of them must be scheduled specifically to analyse and, if necessary, adjust teaching methods and class plans distributed at the beginning of the semester.
- 3) The minutes of this meeting must be sent to the IBS Office, with a copy to the Course Director and chairman of the Teaching Advisory Committee.
- 4) Grades will be awarded from 0 to 20 and considered to the second decimal point, except in the final grade, which will be rounded up or down to nearest whole number. The European grading system may also be used at the same time, pursuant to Articles 16 to 22 of Decree-Law 42/2005.
- 5) The CUF must specify the weight of each assessment tool in calculating the grade.
- 6) Each assessment tool may have a minimum required mark, provided that it is explicitly set out in the CUF, including the said minimum mark.
- 7) Independent work and testing tools - lecturers must issue an independent work plan and a specimen of at least one assessment tool by the third week of classes.
- 8) As a rule, it is always possible to pass a CU by only taking the final exam. Exceptions to this rule must be properly justified by the CU coordinator and approved by the course director or school management. The form of final assessment must be indicated in the CUF.
- 9) Final assessment takes place at three different times: normal period, resit period and special period.

II. CONTINUOUS AND PERIODIC TESTING TOOLS

- 1) A CU's continuous or periodic testing tools may include: participation in class¹, assignments, field and literature research, oral presentations, intermediate tests², a final test³ or others. Individual assessment must account for at least 50% of the final mark. No intermediate testing tool may constitute more than 40% of the final mark. Forms of assessment that do not include a final test must be approved by the directors of the courses in which the CU is lectured or, in the event of a conflict, by the school management. If there is a final test, it must not account for less than 30% of the final mark.
- 2) The CUF must clearly indicate the testing tools used in the CU and the weight of each tool in assessment during the semester (or class period).
- 3) No assignments can be submitted after the last week of classes and the discussion, if any, must take place before the start of the exam period.
- 4) All assessment tools must guarantee that:
 - a) They fit in with the CU objectives as described in the course unit factsheet (CUF);
 - b) Students have access to the results of their assessment and the assessment criteria used.

III. CONTINUOUS AND PERIODIC ASSESSMENT

1. Academic attainment during class time is measured in a certain number of ECTS, which requires a certain number of hours to achieve this attainment. This information is set out in the CUF and must include a class attendance rate of 80% or more.
2. Students must be informed of the results of all the tests held in the semester no less than 48 hours before the date of the normal period exam.
3. The last week of each semester before the start of exams must be devoted only to revision and presentation and discussion of assignments.
4. Students who do not obtain the minimum mark in any of the testing tools, **if one is specified**, will fail the CU in this assessment system.

¹ Participation in class involves exercises, presentations, answers to questions, discussions, reasoned opinions and other activities (as specified in the CUF).

² If they see fit, some course units may have intermediate tests in each semester. These tests must be held during course unit's class time or at a time that does not clash with that of any other course unit. There should be no more than two per semester.

³ Final test: a test given during exam times, which are currently January (1st semester) and June (2nd semester). All other tests are considered intermediate testing tools.

IV. FINAL EXAM FOR SEMESTER

The following rules apply to end of term testing:

- 1) Each course unit has two regular final exam periods: the normal and resit period. Their calendar is established in advance by the school management. There is also a special period, which is also established in advance by the school management (usually in July) and access to it is reserved for students who need to pass certain CUs to obtain their degree or diploma and other duly regulated exceptions.
- 2) Two types of exam can be taken in the **normal period**:
 - (a) **Final test** – for students who qualify to continue continuous or periodic assessment and wish to do so;
 - (b) **Final exam** – for all other students
 - (c) The papers for these tests and exams must be different.
- 3) In the **resit period**, the exam grade will represent 100% of the final mark and is for students who:
 - (a) Failed the CU in the normal exam period;
 - (b) Passed in the normal exam period but wish to improve their mark.
- 4) If students drop out of the exams in points 2) and 3), the paper will only be available at the end.
- 5) Students who arrive more than 20 minutes late for any scheduled test or exam will not be admitted, unless the invigilator considers the reasons for their late arrival justifiable.
- 6) Students wishing to improve their mark in the following academic year may only do so in a final exam.
- 7) In the event of complaints regarding tests and exams, the procedures set out in Article 6 of the ISCTE-IUL GRAAA will be followed.

V. ETHICAL CONDUCT

The IBS shall be governed by the regulations on the matter in effect at ISCTE-IUL.

VI. EXCEPTIONS

In addition to the exceptions provided for in Article 8 of the ISCTE-IUL GRAAA, which this SRAAA fully recognises, other exceptions to these regulations, which can be explained by the specificities of the course unit, must first be submitted to and approved by the degree management, the IBS management committee or a university unit with the proper authority.

VII. ENTRY INTO FORCE

These regulations shall come into force for all IBS courses in the first semester of 2012/13.

Chairman of the Business School Teaching
Advisory Committee

António Gomes Mota

Regulations ratified by the Permanent Committee of the ISCTE-IUL Teaching Advisory Board on 21/11/2013.