

APPROVED BY
Mykolas Romeris University
Rector Order No. II-70 of
27 November 2014

PROCEDURE FOR ARRANGING FINAL EXAMINATIONS AT MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. Procedure for Arranging Final Examinations at Mykolas Romeris University (hereinafter referred to as the Procedure) shall regulate execution and supervision of the final examinations, assessment of the fulfilled tasks of the final examinations, and arrangement of work of the qualification commissions of the final examinations.

2. The Procedure has been prepared in accordance with the Procedure for Studies approved by the Senate of Mykolas Romeris University and the Procedure for the Assessment of Learning Outcomes approved by the Senate of Mykolas Romeris University.

II. ARRANGEMENT OF THE WORK OF THE QUALIFICATION COMMISSION OF THE FINAL EXAMINATION

3. Qualification Commission of the Final Examination (hereinafter referred to as the Qualification Commission) shall be approved by the Rector for each final examination for a period of one school year in accordance with the provisions of Procedure for the Assessment of Learning Outcomes at Mykolas Romeris University. Qualification Commission shall be comprised of a Chairman, Deputy Chairman and the members. Functions of administration of the Qualification Commission are performed by a Secretary appointed by the Rector and an Administrator appointed by a person authorised by the Rector. The Administrator shall be appointed by an order of the Vice-Rector for Education authorised by the Rector no later than two days preceding the examination.

3.1. Number of members of the Commission shall be formed in accordance with the provisions of Procedure for the Assessment of Learning Outcomes at Mykolas Romeris University and considering the number of students to be examined. Recommended ratio is 1/20.

4. Functions and responsibility of the Commission:

4.1. The final examination shall be conducted by the Commission with its work being organized by the Chairman of the Commission;

4.2. Commission shall be responsible for objectivity of conducting the final examination and assessing the tasks accomplished in the final examination.

5. Functions of the Chairman of the Commission shall be as follows:

5.1. To monitor execution of the examination and resolve arising issues;

5.2. To distribute among the assessors the tasks accomplished by the students in the final examination. The assessors may not distribute the tests accomplished by the students at their own discretion;

5.3. To assess the tests accomplished by the students in the final examination.

6. Functions of the Deputy Chairman of the Commission shall be as follows:

6.1. To substitute the Chairman of the Commission in his/her absence;

6.2. To assess the tests accomplished by the students in the final examination.

7. Functions of the members (assessors) of the Commission shall be as follows:

7.1. To ensure discipline during the final examination;

7.2. To appraise the tasks accomplished by the students in the final examination.

8. Functions of the Administrator of the Commission shall be as follows:

- 8.1. To encode task sheets of the final examination of the students;
- 8.2. To complete a summary for assessing the tasks of the final examination.
- 9. Functions of the Secretary of the Commission shall be as follows:
 - 9.1. To check student's identity prior the examination;
 - 9.2. To complete the minutes and the roster of the final examination.

III. DOCUMENTS OF THE FINAL EXAMINATION

- 10. Student's examination sheet is a sheet containing tasks for a student in a final examination.
- 11. Commission member sheet (Annex 1) is a document allocated to write grades for the tests of the final examination.
- 12. A summary of the grades of the final examination tasks (Annex 2) is a document containing grades given by assessors who checked all the tasks completed by students and final grades derived at through arithmetic mean. The summary shall be completed by an administrator and signed by all members of the Commission.
- 13. The minutes of the sitting of the final examination Commission (hereinafter referred to as the minutes), (Annex 3) is a final examination document containing information on the course of the examination, coding data about students' final examination tasks, and final grades. Coding data shall be made out by an administrator, final grades – by a secretary. All the members of the Commission shall sign the minutes.
- 14. Final examination roster is a document containing final examination results.

IV. PROCESS OF THE FINAL EXAMINATION

- 15. Final examinations shall be performed in writing.
- 16. Duration of the final examination shall be defined by the institute (department) drafting final examination tasks.
- 17. No less than 3 persons shall be present in the classroom at the final examination – members of the Commission and/or an administrator and secretary.
- 18. A student shall not write his name, surname, identification number nor other identification remarks on the examination sheet.
- 19. The administrator or referents of the subdivisions shall print coding stickers containing codes (Annex 4). The administrator shall be coding final examination sheets completed by students. The same code shall be attached to a student's name and surname on the minutes.
- 20. Once coding of all the works of the students is completed, the minutes shall be inserted into the envelope which must be glued and stamped. It shall be kept by the Chairman of the Commission.
- 21. Encoded data shall be posted only once final examination tests completed by students have been checked and once the administrator has completed a summary of the grades of the final examination tests.
- 22. Assessors shall write down on the assessors' sheets the grades for the coded final examination tests of the students. Having assessed all the completed final examination tests, the administrator shall write down the results on the summary of the ratings of the final examination tests (Annex 2).
- 23. Having completed the summary of the ratings of the final examination tests, the administrator, in the presence of the secretary and the Chairman of the Commission, shall open the envelope containing the minutes.
- 24. The secretary shall enter the results from the summary of the ratings of the final examination tests to the final examination minutes and the roster.

V. BEHAVIOUR OF THE COMMISSION AND STUDENTS DURING FINAL EXAMINATIONS

25. During the final examination, members of the Commission and students shall follow the requirements of general as well as academic ethics and integrity.

26. At the time of the final examinations, students shall be prohibited:

26.1. To make use of mobile communication and other communication devices;

26.2. To have or use textual or any other unauthorised supportive information materials;

26.3. To receive from, or provide to, other persons unauthorised assistance (textual, verbal, gestural, using technical means).

27. A student exhibiting inappropriate behaviour during the final examination shall be rated in the minutes as "not certified".

VI. ASSESSMENT OF THE FINAL EXAMINATION

28. Each test of the final examination undertaken by a student shall be checked by at least 3 members of the Commission.

29. In case of issues arising in connection with the assessment of the final examination tests, members of the Commission shall consult with the Chairman or the Deputy Chairman of the Commission.

30. The assessment shall be calculated by using arithmetic mean. Final assessment shall be taken at the sitting of the Commission through an open voting by a simple majority of votes.

31. Tests for the final examination of the students must be assessed in 3 working days following the final examination. On the fourth day after the final examination, the results shall be summed up and the documents executed, followed by the announcement of the results on the fifth day.

32. General assessment criteria are defined in the Procedure for the Assessment of Learning Outcomes at Mykolas Romeris University.

ASSESSOR'S SHEET

Assessments for final examination of _____ by the
member of the Commission _____
(Name, surname)

Examination date - 2014

Item No.	Student code	Grading		Signature
		In a number	Orally*	

* 10 points (excellent), 9 points (very well), 8 points (well), 7 points (average), 6 points (satisfactory), 5 points (poor), 4 points (unsatisfactory), 3 points (bad), 2 points (very bad), 1 points (entirely bad)

Member of the Qualification Commission
(Signature) (Name, surname)

SUMMARY OF THE RATINGS OF THE FINAL EXAMINATION TESTS

(Final examination)

Examination date - 2014

Item No.	Student code	Rating of the first assessor (full name).....	Rating of the second assessor (full name).....	Rating of the third assessor (full name).....	Rating of the fourth assessor (full name).....	Rating of the fifth assessor (full name).....	Final rating <i>(arithmetic mean)</i>		Signature of the Chair of the qualification commission
							In a number	Orally*	

* 10 points (excellent), 9 points (very good), 8 points (good), 7 points (average), 6 points (satisfactory), 5 points (poor), 4 points (unsatisfactory), 3 points (bad), 2 points (very bad), 1 points (entirely bad)

Drafted by:

Administrator
(Signature)

.....
(Name, surname)

Chairman
(Signature)

.....
(Name, surname)

MINUTES OF THE SITTING OF THE FINAL EXAMINATION COMMISSION

of study programme of _____ of the Faculty
of _____

AT MYKOLAS ROMERIS UNIVERSITY

____ 20__ No. ____
Vilnius

The examination started at _____, finished at _____.

Chairman: _____

Deputy Chairman: _____

Members of the Commission: _____

Administrator: _____

Secretary: _____

AGENDA:

_____ announcement of the ratings of the studies programme in the
final examination.

DELIBERATIONS OF

_____ the results of the final examination of the study
programme.

IT HAS BEEN DECIDED

On ____ 20__ (date) ____ (time) to announce the following results of the
_____ study programme

_____ of the final examination.

Item No.	Student code	Student name and surname	Student identification number	Grading of the examination		Remarks	Signature of the Chairman
				In number	Orally *		
1.		Claire Jones	062555				
2.		John Smith	062458				
n							

* 10 points (excellent), 9 points (very well), 8 points (well), 7 points (average), 6 points (satisfactory), 5 points (poor), 4 points (unsatisfactory), 3 points (bad), 2 points (very bad), 1 points (entirely bad)

Chairman

(Signature)

(Name, surname)

Deputy Chairman

(Signature)

(Name, surname)

Members of the Commission

(Signature)

(Name, surname)

(Signature)

(Name, surname)

(Signature)

(Name, surname)

Administrator

(Signature)

(Name, surname)

Secretary

(Signature)

(Name, surname)

Example of preparation of stickers intended for coding

000001	000001		000015	000015		000029	000029
000002	000002		000016	000016		000030	000030
000003	000003		000017	000017		000031	000031
000004	000004		000018	000018		000032	000032
000005	000005		000019	000019		000033	000033
000006	000006		000020	000020		000034	000034
000007	000007		000021	000021		000035	000035
000008	000008		000022	000022			
000009	000009		000023	000023			
000010	000010		000024	000024			
000011	000011		000025	000025			
000012	000012		000026	000026			
000013	000013		000027	000027			
000014	000014		000028	000028			
