

## Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture”

### EXAMINATION REGULATIONS

*Issued in accordance with*

*by-laws of the Latvian Academy of Culture Agency "Latvian College of Culture at the Latvian Academy of Culture", by-laws of the Council of the Latvian Academy of Culture Agency "Latvian College of Culture at the Latvian Academy of Culture", in compliance with Section 5, Paragraph Two and Section 55, Paragraph One, Clause 2, Sub-clause (d) of the Law on Higher Education; Cabinet Regulation No 141 of March 20, 2001, Regulations regarding the State Standard for Vocational Education; Specified in the Study Regulations of the Latvian Academy of Culture Agency "Latvian College of Culture at the Latvian Academy of Culture".*

#### 1. General regulations

1.1. These Regulations determine the procedure for conducting and accepting examinations, examination types and forms in the study programs of the Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture” (hereinafter – College), determine the student and academic staff - docent, lecturer, assistant (hereinafter referred to as – Lecturer) rights and obligations when taking and accepting examinations.

1.2. The examination is an evaluation of the acquired knowledge, skills and competencies of the students specified in the study program.

1.3. The set of knowledge, skills and competence acquired at the end of the study program or study course is evaluated by organizing the following examinations:

- 1.3.1. within the study course – mid-term tests;
- 1.3.2. at the end of the study course – final examinations of the study course;
- 1.3.3. at the end of the study program – the state final examinations.

#### 2. Types of examinations and their course

2.1. The main forms of examinations in the College are:

- 2.1.1. **Test** – final test at the end of the study course. It is organized for study courses, the amount of which does not exceed 1 credit point. The test is evaluated in a 10-point system. Cumulative assessment may be used in the test. The criteria of the

cumulative section are stated by the Lecturer of the study course in the description of the study course and informs the students about them in the first lesson of the course.

2.1.2. **Examination** – final examination at the end of the study course to get an assessment of the achieved study results. The examination may use different forms of examination (written, oral, electronic, combined form (eg written and oral), test or other form).

2.1.3. **Interim test** – a certificate obtained in the intermediate examinations of the study course, which lasts at least two semesters, on the acquisition of the results of the set of knowledge learned in the intended part of the study course in each semester.

2.2. The type of examination is determined by the Lecturer of the study course and it can also be organized in other forms determined by the Lecturer, in accordance with the description of the study course.

2.3. Types of examinations can be:

- test;
- independent work;
- practical work;
- report;
- an essay;
- presentation;
- reports at seminars or conferences;
- another type of work according to the specifics of the study course, which contributes to the quality learning of the study course

2.4. In order to obtain the right to take the final examination of the study course, the student fulfills the conditions for obtaining credit points specified in the description of the study course (passes regular tests, interim tests, etc.), receiving a grade not lower than 4 points (almost average). The types of examination at the end of the study course are:

- examination;
- test.

2.5. The type of final examination for each study course is specified in the study course description. The final examination of the study course is accepted by the Lecturer of the study course. The final examination of the study course takes place in the last lecture of the study course or at another time determined by the Lecturer. If the examination takes place outside the scheduled lecture schedule, then the Lecturer coordinates it with the head of the College's Study Department. Students are informed about the time and place of the examination by the College Study Department.

2.6. If the student takes the final examination of the study course repeatedly, the first time the re-examination can be accepted by the Lecturer of the study course, the second time – the final examination of the study course is accepted by a committee of 3 (three) people approved by the relevant department. If the final examination of the study course is not successfully passed in the

second retake, then the committee makes a decision on full or partial retaking of the study course.

2.7. The evaluation of the traineeship report in the current study year takes place after the traineeship specified in the study program has been completed. The evaluation of the traineeship report is regulated by the Traineeship Regulations.

2.8 Students develop the Term Paper in the time specified in the study program and schedule. The student receives an assessment for the Term Paper after defending it. The organization and evaluation of Term Paper is regulated by the Term Paper Regulations.

2.9. Qualification examinations, their procedure, evaluation and other issues related to the conduct of the Qualification examinations are regulated by the Regulations for Qualification Examinations.

### **3. Evaluation of study results**

3.1. Study results are the set of knowledge, skills and competences obtained at the end of the study course.

3.2. The basic principles of evaluating the results of College studies correspond to the principles established in the state standard of first-level professional higher education:

3.2.1. The principle of summing up positive achievements – the acquired education is evaluated by summing up the positive achievements;

3.2.2. The principle of mandatory evaluation – it is necessary to obtain a positive evaluation for learning the mandatory content included in the main part of the program;

3.2.3. The principle of openness and clarity of requirements – a set of basic requirements for the evaluation of the acquired education has been determined in accordance with the set goals and objectives of the programs, as well as the goals of the study courses;

3.2.4. The principle of variety of examination methods used in evaluation – different examination methods are used in the evaluation of program learning;

3.2.5. Assessment compliance principle – analytical and creative abilities, knowledge, skills and abilities in tasks and situations corresponding to all learning levels are confirmed in the examination work, which meet the content of the study course and the skills and knowledge requirements defined in the professional standard.

3.3. The study course description specifies the conditions for acquiring the study course:

3.1. The purpose of the study course implementation and the achievable study results are determined;

3.2. The content of the study course is described in accordance with the determined achievable results, listing the topics of the study course and their implementation plan, indicating the mandatory and additional literature and other sources of obtaining information;

3.3. The organization and tasks of students' independent work are described;

3.4. Defined criteria for evaluating study results.

3.4. Students' knowledge is assessed according to the following criteria:

- 3.4.1. Qualitative criterion – assessment in a 10-point system (Appendix 1);
- 3.4.2. Quantitative criterion – credit points based on the total number of contact hours in the study course.

3.5. A student is successful and the study course is considered to have been successfully completed (the student receives credit points for completing the specific study course) if the rating on a 10-point scale is not lower than "4" (almost average).

3.6. The Lecturer has the right to issue an assessment to the student for passing the interim test or the final examination of the study course, and the student may not take the interim test or the final examination of the study course, if the student has successfully passed all the routine tests determined by the Lecturer during the study course, and if such an assessment of the study course completion is provided for in the study course description .

3.7. The evaluations of interim tests and final examinations of the study course are recorded in the examination protocol.

#### **4. Examination assessment methods**

4.1. Possible examination assessment methods are:

- 4.1.1. Written examination, in which the Lecturer evaluates the student's written or completed examination task in the study e-environment. Written examination papers are checked and evaluated without the presence of the student. The Lecturer does not evaluate the student's oral answers to the questions, however, the Lecturer's questions are allowed to clarify the student's written task or answers;
- 4.1.2. Oral examination in which the Lecturer evaluates the student's oral answers and explanations;
- 4.1.3. A combined examination, in which the Lecturer evaluates both the student's oral answers and written tasks. The proportion of oral and written parts in the examination is determined in the study course description;
- 4.1.4. A practical examination, in which the Lecturer evaluates the practically prepared examination task of the student according to the specifics and description of the study course.

4.2. The Lecturer submits the evaluations of the examination to the Study Department no later than 5 working days after the day of the examination.

#### **5. Study debts**

5.1. Study debt is:

- 5.1.1. An interim test or final examination of a study course has not been passed in the scheduled time in the list of lectures or in the exam schedule without a valid reason;
- 5.1.2. Traineeship report submitted after the specified traineeship report submission date;

- 5.1.3. Term Paper that has not been submitted to the College within the deadline or that has not been defended in the lecture list and/or examination schedule at the scheduled time;
- 5.1.4. The student's failed grade in the interim test or the final examination of the study course, the failed grade for the traineeship report or Term Paper.
- 5.2. Study debt settlement is a paid service regulated by the Regulation on the procedure for providing paid services.
- 5.3. To settle the study debt, the student:
- 5.3.1. agrees with the Lecturer who will accept the examination, about the time of the examination;
  - 5.3.2. coordinates with the Lecturer the requirements that must be met in order to be able to take the examination (tests, independent studies, etc.);
  - 5.3.3. pay the prescribed fee, take out the individual examination protocol in the Study Department (the examination protocol is valid for 10 working days), in which the Lecturer records the assessment, and, after successfully passing the examination, hand over the protocol to the Study Department;
  - 5.3.4. the individual examination protocol with posted assessment in study courses lasting more than one semester and for traineeships can be submitted to the Study Department no later than 5 working days before the next examination of the same study course or the date of handing over the traineeship report.
- 5.4. Study debt settlement is a free service, if the examination deadlines mentioned in subsections 5.1.1., 5.1.2. and 5.1.3. were delayed due to justifiable reasons, based on the following justifying documents:
- 5.4.1. medical certificate, excerpt, sick sheet;
  - 5.4.2. a student's written, reasoned submission with a request to excuse the student's late examination, coordinated by the head of the department and approved by the College director;
  - 5.4.3. the individual study plan for students who study the study course outside the time provided for in the study program.
- 5.5. To settle an excused study debt, a student:
- 5.5.1. with the excuse document mentioned in subsection 5.4.1. or 5.4.2., comes to the College's Study Department and writes the application no later than one month after the last day mentioned in the excuse document;
  - 5.5.2. agrees with the Lecturer who will accept the examination, about the time of the examination;
  - 5.5.3. coordinates with the Lecturer the requirements that must be met in order to be able to take the examination (tests, independent studies, etc.);
  - 5.5.4. Take out the excused individual examination protocol in the Study Department (for one excused late examination, the student has the right to withdraw one excused examination protocol), in which the Lecturer records the assessment after the examination has taken place, and hand over the individual examination protocol to the Study Department. The examination protocol is valid for 10 working days, excluding holidays or celebrations;
  - 5.5.5. the student settles the justified study debt no later than one month after the start/continuation of the study course in the next academic semester, unless the

Lecturer has set an official debt settlement time agreed with the head of the Study Department and about which the Study Department informs the student. If the justified student debt is not settled within the mentioned deadlines, it becomes a student debt, which is a paid service and which the student settles in accordance with the procedure mentioned in subsection 5.3.;

5.5.6. the individual examination protocol with posted assessment in study courses lasting more than one semester and for traineeships can be submitted to the Study Department no later than 5 working days before the next examination of the same study course or the date of handing over the traineeship report.

5.6. Qualification examinations are allowed for students who have completed the full study program - received a final assessment - a grade of no less than 4 (almost average) in all study courses, traineeships and qualification traineeship of the program, as well as fulfilled all the conditions of the study contract.

## **6. Student's rights and responsibilities**

### **6.1. Student's rights:**

6.1.1. request additional consultation, for which the student pays the service fee set by the College;

6.1.2. use in the examination the aids specified in the study course description and/or the by the Lecturer;

6.1.3. no later than 3 working days after the oral examination or the announcement of the results of the written examination, challenge the Lecturer's assessment by submitting a written, motivated appeal to the Study Department;

6.1.4. retake the examination to get a higher score. Reexamination is a paid service. A repeated examination can be taken no more than once and no later than the last day of the relevant semester. If the examination is repeated, the last grade is taken into account.

### **6.2. Student's responsibilities:**

6.2.1. appear for the examination at the specified time and place;

6.2.2. during the examination, comply with the requirements of the Lecturer, do not disturb the progress of the examination, incl. do not talk, turn off the mobile phone and other smart devices;

6.2.3. during the execution of the study program, complete all individual works independently, not allowing plagiarism - further expression of the results of another person's creative activity (means of expression, ideas, opinions) in one's own name;

6.2.4. to take a repeated examination, in accordance with the procedure specified in point 5.3., to receive the individual examination protocol in the Study Department;

6.2.5. agree with the Lecturer on the time of the repeated examination.

## **7. Lecturer's rights and responsibilities**

### **7.1. Lecturer's rights:**

7.1.1. Terminate the student's participation in the examination without receiving an assessment if the student has used unauthorized auxiliary materials or means. In that case, the student takes the examination in accordance with paragraphs 5.2. and 5.3. of these Regulations;

7.1.2. Consider the assessment of the examination as unsuccessful if signs of plagiarism are detected;

7.1.3. Determine the time of the examination.

7.2. Lecturer's responsibilities:

7.2.1. Not later than during the third lesson, to announce the conditions and requirements for taking the examinations, which the student must follow in order to receive a positive evaluation in the study course and to obtain course credits;

7.2.2. Come to the examination on time;

7.2.3. Before the examination, receive the examination protocol from the Study Department or the individual examination protocol from the student, so that the evaluation of the examination can be recorded;

7.2.4. Enter "not admitted" in the examination protocol if the student has not passed the interim test of the study course, as specified in the description of the study course, or "did not appear" if the student has not appeared for the examination;

7.2.5. Do not allow the student to take the examination if there is an entry "not allowed" in the examination protocol;

7.2.6. Submit the examination protocol to the Study Department no later than 5 working days after the examination.

**EVALUATION OF STUDY RESULTS ON A 10 POINT SYSTEM**

<b>Level of learning</b>	<b>Grade</b>	<b>Transcript</b>	<b>Explanation</b>
very high	10	with distinction	Knowledge, skills and competence exceed the requirements of the program, study module or study course, demonstrate the ability to conduct independent research and deep understanding of problems.
	9	excellent	Knowledge, skills and competence fully meet the learning requirements of the program, study module or study course, the acquired ability to use the acquired knowledge independently.
high	8	very good	Completion requirements of the program, study module or study course are fully met, however, there is not a deep enough understanding of certain issues to independently use the knowledge in solving more complex problems.
	7	good	In general, the learning requirements of the program, study module or study course have been met, however, sometimes there is an inability to use the acquired knowledge independently.
average	6	almost good	Completion requirements of the program, study module or study course have been met, but at the same time insufficiently deep understanding of the problem and inability to use the acquired knowledge can be detected.
	5	satisfactory	In general, the program, study module or study course has been mastered, however insufficient knowledge of some problems and inability to use the acquired knowledge can be found.
	4	almost satisfactory	In general, a program, study module or study course has been learned, but insufficient understanding of some basic concepts can be found, there are significant difficulties in the practical use of the acquired knowledge.
low	3	unsatisfactory	The knowledge is superficial and incomplete, the student is unable to use it in specific situations.
	2	unsatisfactory	There is only superficial knowledge of individual problems, most of the program, study module or study course has not been mastered.
	1	unsatisfactory	There is no understanding of the basic issues of the subject, there is almost no knowledge of the study course, study module or program.