

REGULATIONS REGARDING CONTINUOUS ASSESSMENT AT THE CEU CARDENAL HERRERA UNIVERSITY

Approved by the Governing Council on 30th June 2008. Modified by the Governing Council on 20th July 2017.

PREAMBLE

Since the application of new regulations for the continuation of studies and the implementation of active learning methods in order to comply with the requirements of the European Higher Education Area in 2005/06, the University has applied more or less systematically, on all campuses and study programmes, a continuous assessment system regarding student acquisition of relevant knowledge and skills.

The application of continuous assessment methods has been refined and standardized by means of various mechanisms. These Regulations have been created and approved in order to ensure that the different continuous assessment systems in use are applied consistently in general terms.

ARTICLES

Article 1. The student's right to continuous assessment

Continuous assessment is considered to be the best method via which one can appraise the progressive acquisition of competencies (a combination of knowledge, skills and attitudes) by students. The monitoring of competency acquisition in this way entails the use of different assessment approaches which may vary according to course content, the activity in question and the kind of competency to be assessed.

Assessment over the duration of the course may involve several such approaches and the assessment system for each course will be designed to facilitate the measurement and appraisal of student progress in a continuous manner. Thus, students at the CEU Cardenal Herrera have the right to continuous assessment and this right will be articulated for each course in the following manner:

- a) The specific assessment system for each course will be defined in the corresponding course guide. The system chosen must comply with these Regulations. If for any reason the assessment system detailed in the course guide is found to require modification once the academic year has begun, this should be explicitly communicated to students in writing.
- b) The assessment system must define the requirements that students must meet in order to continue to benefit from their right to continuous assessment and, therefore, the criteria and rules by which a student may lose this right. These

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rules may include attendance at minimum percentage of lectures and, in such a case, the lecturer concerned must record student attendance in order to be able to calculate the relevant percentage.

- c) There must be a clearly defined alternative assessment mechanism for those students who have lost the right to continuous assessment. This mechanism must be compatible with the provisions of these Regulations and must enable students to obtain the maximum grade at any of the official examination sittings. Such an alternative mechanism may take the form of:
 - a. An additional assessment test (additional in the sense that students who follow the continuous assessment process are not required to perform this test). This may take place on the same day as the final exam or on a different day.
 - b. An essay or piece of research which students must submit or publicly defend.
 - c. A series of practical tasks which the student must carry out.

Given that continuous assessment is a right possessed by students, they may waive this right and choose assessment by the alternative mechanism described by the lecturer in the course guide.

Article 2. Components of continuous assessment systems

2.1 Continuous assessment will always be based on two components:

- a) The mark obtained from the final examination.
- b) The marks obtained from the assessment tests undertaken during the course.
These tests may take the form of individual or group assessments.

2.2 The marks from the assessment tests undertaken during the academic year will correspond to a minimum of 20% of the final grade and a maximum of 70%. This criterion will be applicable in all cases except those in which, due to the nature of the courses in question, the proportion set aside for the assessment tests must be higher than 70%. Such exceptions must be approved by the Vice-Dean responsible for the overall study programme.

The remaining component of the grade to be awarded will derive from the final examination for the course. The final examination will always take place on the day stated for this purpose on the official academic calendar for the Faculty or Campus in question. All courses must have a final examination which takes place on the designated date and whose value towards the final grade must fall within the range specified in the previous paragraph. A course may forego a final examination only if this is provided for in the official degree report (*Memoria de verificación*).

2.3 The final grade will be the sum of the "mark obtained from the final examination" and the marks obtained from the assessment tests undertaken during the course, taking into account the weighting of these components specified in the course guide.

The lecturer may establish a minimum mark that students must obtain in the final examination (i.e., in component "a") in order for this to be taken into consideration when calculating their overall grade. In such a case, this must be explicitly stated in the course

guide.

The lecturer may establish a minimum mark that students must obtain from the assessment tests taking place during the course (i.e., in component “b”) in order for this to be taken into consideration when calculating their overall grade. In such a case, this must be explicitly stated in the course guide.

Article 3. Activity-based courses

The Governing Council, at the instance of the Dean/School Director, may agree to classify a particular course as an activity-based course (*materia proyectual*). An activity-based course is one for which, due to the nature of its educational content, it is not possible to provide an alternative assessment mechanism to students in addition to that of continuous assessment. Therefore, in the case of activity-based courses, students must attend the educational activities described in the course guide to enable assessment to take place. Students who fail to comply with this requirement will not be provided with an alternative means of assessment.

For those courses which are classified as activity-based, attendance at and participation in the relevant activities therefore becomes an essential requirement for assessment, as non-participation means that the target competencies cannot be assessed, with the student being unable to demonstrate possession of these competencies at ordinary or extraordinary examination sittings.

For a course to be classified as activity-based (*materia proyectual*):

1. The lecturer responsible for the course must submit a proposal to this effect to the relevant Dean's or School Director's office.
2. The Dean or School Director responsible for the degree may then submit to the Governing Council a proposal for the course to be classified in this way, due to the nature of the competencies involved and the manner in which they can be assessed.
3. If the Governing Council approves the classification of the course as activity-based, then its status as such will be indicated in the corresponding course guide.

Article 4. Prohibited characteristics of continuous assessment systems

4.1 The continuous assessment system cannot involve examinations taking place during the lecture period which the lecturer gives the students advance notice of and which enable those passing such an examination to be exempt from further assessment on the relevant topic or theme. Such examinations should only take place on the examination dates set aside for the course during official examination periods. Thus such "partial" examinations should not be called or undertaken.

Testing on theoretical content may form part of continuous assessment during the lecture period, but in such a case it must conform to the following criteria:

- a) Such tests may contribute to the students' overall grade, but they cannot exempt those passing from being examined on this topic during the final examination or other assessment tests.
- b) Students must not be provided with advance notice of such tests, and there is therefore no corresponding prior official announcement.
- c) Such tests must take place during the lecture times set aside for this course.

4.2 A student's right to sit the final examination must not be conditional on passing the continuous assessment component overall, nor on passing one or much such tests in particular.

Article 5. Documentary evidence of student assessment

Any document in any format which is used to determine a student's final grade must be kept by the lecturer responsible for the course or the area of knowledge, in accordance with article 38 of the Student Regulations:

"4. The documents on which the students' final grade is based (written exams, recordings in general, practical works, etc.) must be kept by the lecturer responsible for the course or the area of knowledge until the end of the following academic year.

5. With regard to the continuous assessment of a course, where this is provided for in the course guide, and by extension to all those components which form part of the process and yet which are different from the final exam, the following will apply:

- a) Students will have five working days to challenge their grade after the communication of it for each of the exams/exercises/practical sessions they undertake; to do this; they must state this in writing to the relevant lecturer.
- b) After this period, the grades awarded for such assessed exercises during the teaching period will be considered to be final and no appeal against them will be possible.
- c) Students will be notified of these grades by means of the process established by the lecturer in each case, within the framework of the



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general principles laid down by the University for information of this type.”

Final provision

The Office of the Rector of the CEU Cardenal Herrera University retains the exclusive right to interpret the content and applicability of these Regulations.

Moncada, July 2017