

KYIV NATIONAL UNIVERSITY OF TRADE AND ECONOMICS

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on April 26, 2018

Brought into Force
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from 05/05/2018

REGULATIONS

on Assessment of Students and PhD Students' Learning Outcomes

Kyiv - 2018

General Provisions

1.1. The Regulations on the Assessment of Students and PhD Students' Learning Outcomes (hereinafter referred to as the Regulations) are an integral part of the system of internal quality assurance of educational activities and the quality of higher education and they establish a set of organizational and methodological measures for checking and assessing the knowledge, skills and abilities of students and PhD students, their acquisition of professional competencies.

A student is a person enrolled in KNUTE for the purpose of obtaining a bachelor's or master's degree in higher education.

A PhD student is a person enrolled in KNUTE for obtaining a higher education degree of Doctor of Philosophy.

Learning outcomes are a set of knowledge, skills and other competencies acquired by a person in the process of studying in a certain educational,

vocational, academic programme that can be identified, quantified and measured.

1.2. The main tasks of assessing the results of students' and PhD students' studies at the University include:

- assessment of learning outcomes (knowledge, skills, other competencies) acquired by a person in the process of studying in a certain educational, vocational, academic programme and informing students and PhD students about the quality of the results achieved;
- motivation of students and PhD students to work systematically and actively throughout the period of study;
- analysis of learning outcomes and the influence of academic staff on the process of students' and PhD students' independent work and the effectiveness of the education process in general.

Didactic principles for evaluating student's and PhD student's learning outcomes are:

- efficacy;
- consistency;
- individualization;
- differentiation;
- objectivity;
- unity of requirements;
- transparency of the education environment.

These principles are logically interrelated and determine the requirements for the forms and methods of verification and evaluation of knowledge forming the system of controlling students' and PhD students' knowledge.

1.3. Implementation of the main tasks of assessing students' and PhD students' learning outcomes at the Kyiv National University of Trade and Economics (hereinafter - KNUTE) is achieved by systematic approaches to the evaluation and application of various types of assessment measures. The types of

assessment measures used in the academic process are the following: placement assessment, continuous assessment, end-of-module assessment, summative assessment (a credit or exam), certification of higher education students and residual knowledge assessment (rector's testing).

1.4. Assessing students' and PhD students' learning outcomes at the university is carried out on a 100-point scale. The rating distribution table, which allows to establish a relationship between different assessment systems in the European higher education area and beyond, is provided in the Appendix 1.

Students and PhD students who have fully mastered the curriculum at the creative level, can answer all the questions of the course, master the recommended literature, get 90 -100 points.

It is understood that the mark 100 points, as an exception, can only be obtained by students and PhD students who, in addition to the excellent knowledge of the subject curriculum, have been engaged in research work on a relevant subject, became prize winners of student competitions, took part in conferences, etc.;

Students and PhD students who have mastered the curriculum at the creative level, however, inaccuracies were present in their responses, get 82 - 89 points;

Students and PhD students who have mastered the subject curriculum at the productive level, but make minor mistakes in their answers, get 75 – 81 points;

Students and PhD students who showed satisfactory results of mastering the curriculum of the subject at the reproductive level and make mistakes in the answers, get 69-74 points;

Students and PhD students who showed the minimum level of knowledge necessary for continuing studies, learnt the main terms in the subject and rely on the material of the basic textbook, get 60-68 points.

Students and PhD students who had unsatisfactory learning outcomes (0-59 points) after completing the subject, should additionally do individual tasks in order to improve their knowledge and resit their final examination.

1.5. The continuous assessment of students and PhD students is measured from 0 to 100 points, the results of the summative assessment (a credit or exam) also - from 0 to 100 points.

The number of points and their distribution by type of tasks during the continuous assessment and summative assessment in the subject and the criteria for assessing the knowledge of students and PhD students are determined by the department and clarified to students by an academic staff member at the first academic class in the subject. At the same time, the points accumulated by students and PhD students for various tasks should be integers.

1. 6. Students and PhD students should be clearly informed about the assessment strategy used in their curriculum; which assessment methods will be applied to them; what the expected outcomes are, and what criteria will be used when assessing their learning outcomes.

1.7. In academic subjects consisting of several sections and taught by one or several departments, the overall grade is calculated as an average according to the results of the summative assessment.

Procedure for Conduct of Students' and PhD Students' Learning Outcomes Assessment

2.1 The Placement Assessment (diagnostics of the entrance level of students' knowledge) is used as a precondition for a successful organization of studying a subject. It enables the academic staff to determine the existing level of knowledge of students and serves as a reference point for an individual approach in teaching a subject and determining the forms and methods of organizing the education process.

2.2 The Continuous Assessment is carried out at each seminar, practical / laboratory class and based on the results of independent work. It presupposes evaluation of theoretical training of students on a particular topic (including

independently processed material) while working on seminars and acquired practical skills while performing laboratory / practical tasks.

The tasks of the continuous assessment are oriented to help students organize their work independently, conscientiously and systematically in order to master the material in the academic subjects and are aimed at:

determining the completeness, depth of the subject curriculum and the quality of the material under study perception;

finding out the result of mastering the subject, the level of knowledge, skills and competencies;

identifying the gaps in mastering the learning material and planning measures in order to fill them;

identifying the degree of responsibility of students when preparing for training sessions and identifying the reasons that hinder successful systematic educational work;

identifying the level of independent work skills and outlining ways and means for their development;

stimulating the interest of students in the content of the subject and encouraging learning.

The points scored by students as a result of the continuous assessment in the subject are entered by an academic staff member to the Record and Grade Book and announced to students at every practical (seminar, laboratory) class.

2.3. End-of-module Assessment is conducted in order to evaluate students' theoretical learning outcomes.

According to the curriculum, the end-of-module assessment is to be carried out at a separate class within the hours provided for by the curriculum for conducting laboratory classes (practical classes, seminars) and is held at the last such class as scheduled.

The end-of-module assessment can have various forms: module test, project defence, case studies, business role plays, etc.

The total of the points accumulated by the student for performing all types of ongoing academic tasks (works) in practical (laboratory classes, seminars) classes and in the final module test, indicates the degree of mastering the subject at a particular stage of studying it.

The total amount of points a student scored during the semester, as well as the total number of missed classes (hours), is entered by the academic staff member to the end-of-module assessment record (Appendix 2, graphs 3, 4). The boundary of unsatisfactory learning outcome of the end-of-module assessment is not established.

2.4. Individual tasks (term papers (projects) are done by students during the semester in order to acquire independent work with scientific sources skills and master research methods. Main requirements to writing and defending term papers (projects) are stated in “Regulations on Preparation and Defence of Term Papers (Projects) in KNUTE”.

Defence of individual tasks is carried out at the time set by the department before the examination period begins and in front of the board consisting of the term paper supervisor and two or three other academic staff members.

Individual tasks are assessed on the 100-point scale.

The result of a student’s defence is entered by an academic staff member (board member, paper supervisor) to the Summative Assessment Record according to the algorithm of work with the electronic record system and to the student’s record book.

If a student gets unsatisfactory mark for the term paper (project), defence board members enter the mark to the summative assessment record:

- with the mark 35-59 points – the work must be done again on the same topic and all the errors must be fixed;
- with 0-34 points – the work must be written on a new topic.

Additional defence of a term paper is carried out during the resit exam period according to the set procedure and is followed by:

- if a student gets a positive mark, he/she can sit the exam in the same subject during the resit exam period;
- if a student gets unsatisfactory mark, he/she is expelled from the university.

The student who did not submit (register) the term paper (project) on time without any valid reason, is not allowed to take exam in this subject during the exam period. Moreover, a note “absent” should be entered in the summative assessment record (Appendix 3) and the student in this case has an academic failure* in the subject.

2.5. Summative (semester) assessment is carried out to assess learning outcomes of students and PhD students at a particular academic degree or post-basic training phases.

Summative assessment is an end-of-cycle assessment of learning outcomes of students and PhD students for the term-time which is conducted by the University in the form of a credit or an examination.

The issues, tasks, case studies and the other targets aimed at checking students' general understanding of the course content as well as the relevant competencies level at the end of a course study in terms of competences as learning outcomes are brought up at the final control.

'Academic failure is considered to be an unfulfilled program requirement that arise from the student's absence at the summative assessment classes or obtaining an unsatisfactory mark (FX or F) as a result of the summative assessment of knowledge.

2.6. Credit is an end-of-course assessment form designed to measure

students' course content knowledge on the basis of performing all the types of learning tasks during seminars, tutorials/ laboratory classes, self-study determined by a syllabus.

During the final module test an academic staff member reads out the student's total score obtained. If a student scores 60 points or more, **the credit may be marked on the basis of the results for the final module test at the time of the credit.**

If a student desires to improve their assessment, they are to take a test according to the course program content. Herewith, when assessing, the accumulated points are not taken into consideration. In this case the credit is held at the other lesson on the day of conducting the final laboratory (practical, seminar) classes as scheduled. The classroom for conducting the credit is available by the academic registry at the academic's request.

The presence of all the applicants for higher education **at the credit** is mandatory. In the case of absence, the scored points during the final module control are not presented. In the summative assessment record list the scientific staff member will record "absent".

The curriculum provides two hours for conducting a credit. **The academic workload is intended to a lecturer and an assistant lecturer within one hour each.**

Credit is measured according to a 100-point grading scale of the KNUTE.

Filling in the summative assessment record list is carried out according to the algorithm of electronic recording system of student learning outcomes which is specified in para. 3.

2.7. Examination is a summative assessment form of students' performance in relation to learning outcomes of the course program content for the term-time which is conducted as a control measure within an examination session for intramural form of study (day, evening) and laboratory examination session for extramural one.

Examination session is a period of summing up for students and post-graduate students within the term-time. During the semester examination session the exams are conducted according to a certain schedule confirmed by the vice-rector of the university, herewith, the number of exams should not exceed five. Before exams, under the timetable, consultations must be conducted.

The form of the exam is determined by the curriculum.

The exams are conducted by the examination papers worked out by the academics. The latter are discussed at the department meeting and approved by the head of the department. The structure of the course examination papers and the evaluation criteria of the examination tasks are defined in the syllabus and brought to the notice of students and post-graduate students.

The examination papers are kept at the department. Every year they are reviewed and approved in the prescribed manner.

All the students except those who have not passed a credit on the defence of the individual tasks for the course (or have been absent or got a failing grade) or if they haven't completed the course content (being absent at one or more laboratory classes) are not allowed to the examination. In this case, the decision on non-admission is taken by the dean of the faculty on the day of the examination (at the time of obtaining a final module control by an academic in the dean's office) on the basis of the minutes of the department which considered the student's absence. The academic shall inform the student about the place and time of considering their non-admission to the examination at the department meeting. The student has the right to be present at the meeting. The student, who worked off his absence from the classes before the dean's consent to their non-admission to the examination, must be admitted to the exam on the basis of the student's application confirmed by the academic and the head of the department.

Non-admission resulted in a failure to study the subject matter of the discipline or an unsatisfactory mark during the credit on the defence of the individual tasks is considered to be a failing grade.

To the best students (typically, one or two) who have thoroughly completed the course program, and as a result, gained 90 or more points, the academic has the right to put a summative assessment without any recitation (at the viva voce examination) or without any performance of examination tasks (during the written exam). The examiner marks up in the student examination sheet.

The presence of students and post-graduate students at the examination is mandatory.

The procedure for explanations of the applicant for higher education who was absent from the examination is regulated by the Rules of Internal Code of Conduct.

If the applicant for higher education has got an unjustified absence the dean of the faculty (the head of the post-graduate department) puts a failing grade into the examination assessment record list and affixes their signature.

2.8. Additional attempts for taking exams from each discipline are allowed no more than two times. In the case of a failing grade after the first attempt the student takes an exam to the lecturer who reads the subject. The second time involves the commission formed by the dean of the faculty.

2.9. Conducting the examination and assessment of examination papers of students and post-graduate students are carried out by the academic – lecturer (examiner). An assistant with an appropriate academic workload may be engaged in the examination and checking students` examination papers.

The written exam is simultaneously taken by the applicants for higher education, usually not more than 2 academic groups.

The written exam grades of students and post-graduate students are announced the day after the examination, at the viva voce examination the

results are declared on the day of the assessment.

2.10. If a student scores 60 points or more resulted in the final module control but receives a lower result at the examination, the teacher has the right to poses further questions within the course program content so as to determine the completeness of mastering the program subjects as well as the skills and abilities obtained. In this case, the final grade is defined with regard to the points (maximum 10) obtained for additional questions but shall not exceed the results of the final module control.

2.11. The final score on the subject is listed into the examination assessment record list (according to the algorithm of electronic accounting results of student learning) and to the students` credit books or post-graduate students` individual work plans.

2.12. **Proficiency rating** is the match making of the level of students` knowledge, skills and other competencies specified by the educational program to the higher education requirements.

The procedure of conducting the assessment, development and organization of the examination boards for proficiency rating are determined in the Regulation on proficiency rating of the applicants for higher education and the assessment examination board in the Kyiv National University of Trade and Economics.

2.13. **Residual knowledge assessment (rector`s testing)** – is an internal audit of the quality management system which is held after passing summative assessment from the course at the beginning of next semester. The purpose of checking residual knowledge is to determine the training effectiveness of the subject, in particular, to identify the extent to which students and post-graduate students have mastered the course content as well as the level of their acquired competencies.

Checking the residual knowledge includes assessment, comparison of developed knowledge level by the students and post-graduate students at

various stages of training, compliance of the forms and methods with the educational process, which have been applied in teaching, and provision of the recommendations for their improvement.

Measurement of the residual knowledge of students is carried out by the Center for testing and monitoring of knowledge according to the schedule approved by the university rector.

3. The procedure of filling in the summative assessment record lists of students and post-graduate students

3.1. The automated recording system regime for filling in the summative assessment record lists is introduced for the purposes of optimizing electronic recording system of student learning outcomes and time management of the academic staff at the university-based system “Dean’s office”. It provides for the following operating algorithm during the credits and examinations:

1) Each department creates one or two automatized working places with the access to the system “Dean’s office” and defines two persons responsible for the work in the system within the department and who have access to work in the system.

2) On the day of conducting the summative assessment for students of:

– **intramural form of study (day, evening)** the teacher gets the summative assessment record list in the dean’s office signed by the dean (suppl. 2);

– **extramural form of study** the teacher gets the list of the students admitted to the summative assessment with the marks of transfer of learning outcomes from the subject, etc.

3) At the beginning of the assessment when obtaining the examination papers students hand in their credit books to the teacher.

No student shall be permitted to the summative assessment

without a credit book.

4) At the end of the credit/ examination (after checking the credit/examination papers written during the summative assessment) the teacher puts the summative assessment results on a 100-point grading scale of the KNUTE to column 5 of the module assessment record list (suppl. 2) taken in the dean's office and signs.

5) The next step is to transfer the points obtained by a student into the electronic version of the summative assessment record list based on the system "Dean's office" from the automatized working place of the department. The results of the summative assessment are put into the system "Dean's office" no later than the next working day after it.

The scores obtained by students under the results of passing a credit or an examination are asserted to column 4 suppl. 3.

These functions are performed by the person responsible for the work in the system "Dean's office" of the department along with the teacher.

6) The program automatically defines absolute and qualitative indicators of academic progress in the group resulted from the summative assessment.

7) The summative assessment record list filled in the system "Dean's office" automatically controls the correctness of input data for each student and certifies them by the signature, and then transfers the results of the final test to the students' credit books.

8) After entering the outcome data on the summative assessment in the system "Dean's office" from the automatized working place of the department and checking their correctness, the person responsible for the work in the system "Dean's office" of the department carries out the procedure "Shut-Down", which blocks the possibility of making further corrections to the completed summative assessment record list from the departmental computer without any special permission.

9) The access to the results listed in the system “Dean’s office” is only available in the “reading mode”.

10) No later than the next working day after conducting the summative assessment the teacher submits the two record lists to the dean’s office:

for day and evening forms of study:

I – *the summative assessment record list* received in the dean’s office before a credit/ an exam, with the points for an examination/ a credit put in column 5 according to the KNUTE grading scale and certified by the signature;

II - *the summative assessment record list* printed from the system “Dean’s office” and signed in the prescribed manner. After submitting it to the dean’s office the examination assessment record list is affixed by the faculty dean’s signature;

for extramural form of study:

I – *the list of the students admitted to the summative assessment obtained in the dean’s office;*

II – *the summative assessment record list (suppl. 3),* printed from the system “Dean’s office” and signed in the prescribed manner which is affixed by the faculty dean’s signature.

The fact of submitting the record list is registered in the appropriate register.

11) Processing the examination assessment record lists during the making up academic deficiencies of students is carried out under the similar procedure with the completion of summative assessment record lists (suppl. 3). The scores obtained by the student resulted from the passing the exams, credit, defence of individual tasks are asserted to column 4.

3.2. The examiner puts checked examination papers into an envelope, indicates the data on learning outcomes (absolute and qualitative indicators of academic progress) of the students resulted from the summative assessment,

certifies by their signature, closes up the envelope and submits it to the dean's office along with the examination assessment record list.

Post session examination papers closed up in the envelopes are submitted to the academic registry by the dean's office. In two weeks after the end of the session the papers are destroyed in the prescribed manner.

3.3. The students who have got failing grades (0 - 59 points) on one or two subjects may take exams additionally during the making up academic deficiencies on the basis of the schedule of the educational process and dean's terms.

The students who have got more than two unsatisfactory grades resulting from learning outcomes are expelled from the university by the dean's submission.

During the first week of theoretical instruction of the semester a student or a post-graduate student who qualifies for the transfer of learning outcomes writes an application addressed to the Dean (the head of the postgraduate department) stating the subject title, the training results received and the expected learning outcomes under a 100-point grading scale of the KNUTE. The appropriateness of learning outcomes of various assessment schemes is determined on the basis of the distribution grade directory (suppl. 1). In addition, the minimum score (an example of the distribution grade directory use shown in suppl. 1) is determined within specific learning outcomes ranges under a 100-point grading scale of the KNUTE. The applicant adds the degree certificate to the application showing the learning outcomes from the subject and the distribution grade directory of the educational institution. The faculty dean (the head of the postgraduate department) together with the head of the department where the subject is attached take a joint decision on the transfer of the student's or PhD student's learning outcomes confirming their signatures to the application. In the summative assessment record list (suppl. 2) the dean (the head of the postgraduate department) sets out "transferred" opposite the

applicant's name and the grade confirmed by their signature.

The academic staff member carries out credits to the academic assessment record (Appendix 3) and the dean (the head of the postgraduate and doctoral department) certifies it with his signature.

3.5 The academic assessment record is executed without using the "Dean's" system.

Before the summative assessment of the PhD students, the academic staff member receives an academic assessment record of the discipline with a list of PhDs admitted to summative assessment and notes about accreditation of prior learning in the department of postgraduate and doctoral department.

At the beginning of the summative assessment, while receiving examination card the PhD students hand over their individual work plans to the academic staff member.

After the credit/exam (examination of the credit/exam papers in the written form of the summative assessment), the academic staff member submits the results of a credit or an examination according to the 100-point KNUTE scale in columns № 4-6 of the academic assessment record (Appendix 3) and signs it. Column 3, which is called as "Higher education student's gradebook №" in Appendix 3 for PhDs is not filled out.

The academic staff member determines the indicators of absolute and high-quality achievement in the group based on the results of the summative assessment and write them in the academic assessment record; then he rewrites the results of the summative assessment of the discipline to the individual work plans of the PhD students.

The examiner inserts the checked examination papers into the envelope, writes the results of the training (absolute and high-quality achievement) of the PhD students based on the results of the final semester assessment, certifies them with his signature, seals the envelope and passes it with the academic

assessment record which is filled in and signed properly on to the postgraduate and doctoral department.

Two weeks after the end- of-term exams all exam answer papers are destroyed in accordance with the established procedure.

The execution of academic assessment record of PhD students during the settlement of academic failure is carried out in a similar procedure with the filling out the academic record of the summative assessment (Appendix 3).

4. Assessment of the results of the students' extramural form of study

4.1 The final evaluation of the results of the KNUTE students' extramural form of study is carried out according to the general principles applied in the day and evening forms of study.

Assessment of the results of student training on discipline is carried out on a 100-point scale of the university.

4.2 The distribution of points according to the types of tasks during the evaluation of the results of the training from the discipline is determined by the department, approved in the work program and informed the students by the academic staff worker at the first academic lecture on a discipline.

The total amount of points the student scored based on the results of the final evaluation of the knowledge on a discipline, is filled out by the academic staff member in the academic record on the summative assessment (Appendix 3).

4.3 Assessment of the results of extramural form of study students is carried out in accordance with the schedule of laboratory examination period.

A student of extramural form of study, who has not appeared during the laboratory examination period for valid documented reasons according to the educational process schedule and during the settlement of academic failure, is not allowed to summative assessment. The decision on the admission of such student to the submission of the prescribed forms of assessment shall be taken by the rector or vice rector for scientific and pedagogical work on the basis of a statement of the student approved by the dean of the faculty. After receiving the

permission of the rector (as indicated on the application), the responsible person of the dean's department receives a record of the summative assessment of knowledge according to an individual schedule in the academic department.

The Dean's responsible person registers a record in the Journal of Module and Summative Assessment Record and assigns a number corresponding to the information number in the given discipline, but indicating through the fraction of the serial number of information about the elimination of academic failure.

4.4 The Dean's Office determines the deadlines for elimination of academic failure to students during the first week after the completion of the laboratory examination period according to the schedule, which agrees with the academic department and places it on the university's website under the heading "Student" "Schedule".

5. Elimination of academic failure

5.1 Elimination of academic failure is carried out after the completion of the term exams at a separate schedule, compiled by the faculty deans and agreed with the academic department, as a rule, no later than next week after the term exams.

Second elimination of academic failure is made by the committee appointed by the dean of the faculty, usually as a member of the dean or his deputy, the head of the corresponding department and the tutor of a discipline, which is controlled during the summative assessment. Elimination of academic failure at the committee does not provide additional time for preparation and can be scheduled on the same day when the elimination of academic failure was accepted.

For a higher education student who did not appear for the summative assessment over the curriculum schedule and / or for the elimination of academic failure, the assessment obtained during the elimination of the academic failure of the committee is final.

A higher education student, who hasn't completed the credit or the exam during the elimination of academic failure, is sent down from the university.

The reason for the elimination of academic failure is unsatisfactory assessments of 0-59 points as the result of the summative assessment for higher education students.

During the elimination of academic failure, firstly an academic staff member must receive a list of higher education graduates who are admitted to summative assessment. The results of the summative assessment are presented by the academic staff member in the academic assessment record, printed out from the "Dean's" system and duly signed, which is then certified with the signature of the dean of the faculty. The submitted information is returned to the dean office, where the responsible person checks the record and fixes the fact of its return in the Journal of Module and Summative assessment Registration.

6. Analysis of learning outcomes

Within 2 weeks after the term exams and the elimination of academic failure, the dean office with the participation of the project teams responsible for the training of students of higher education and the student council of the relevant faculty analyze the results of studying and attending students' lectures for the last semester and prepare information in the established form, which passes to the academic department, to summarize the results of the university.

Appendix 1

KNUTE Grading Scale

KNUTE grades	Percentage of grade points relative to the total number of received grades	Cumulative percentage of grade points received
90-100	20	20
82-89	10	30
75-81	20	50
69-74	10	60
60-68	40	100

Example of grading scale application

A student has received an assessment of a certain discipline on the previous place of study which is 30. In the academic reference the student is given a guide on grading scale of the corresponding educational institution

Grades	Percentage of grade points relative to the total number of received grades	Cumulative percentage of grade points received
37-40	5	5
32-36	10	15
28-31	20	35

24-27	15	50
20-23	25	75
15-19	25	100

Grade 30 is a cumulative percentage of 35%. According to the KNUTE scale, 35% corresponds to a range of 75-81 points. At the same time, in accordance with clause 3.4 of this provision, a minimum score is chosen within a defined range of learning outcomes on the 100-point KNUTE scale. Thus, a student can apply for the transfer of learning outcomes with a score of 75 points.

Graphically this looks like this:

KNUTE Scale	Cumulative Percentage	Example of Other University Scale
90-100	5	37-40
	10	
	15	
	20	28-31
82-89	25	
	30	
75-81	35	
	40	
	45	
	50	
69-74	55	20-23
	60	
60-68	65	
	70	
	75	

	80	15-19
	85	
	90	
	95	
	100	

Appendix 2

Kyiv National University of Trade and Economics

Faculty _____

Group

N_____

20_/20_academic year

Course year

Semester_____

Mode of

study_____

Specialty_____

Specialization_____

Department code

Academic Module Record №_____

(title of academic discipline)

Academic

staff

member_____

(rank, surname, name)

№ s/n	Surname and initials of higher education students	Final Module Assessment		Results of the credit/exam (number of points per 100-	Notes
		Number of missed	Number of points per		

		class activities (hours)	100-point KNUTE scale	point KNUTE scale)	
1	2	3	4	5	6
		_____	_____	_____	
		(credit/exam day)	(credit/exam day)	(credit/exam day)	
		_____	_____	_____	
		(examiner's signature)	(examiner's signature)	(examiner's signature)	

Appendix 3

Kyiv National University of Trade and Economics

Faculty _____

Group

N_____

20_/20_academic year

Course year

Semester_____

Mode of

study_____

Specialty_____

Specialization_____

Department code

Exam day (credit, presentation

of individual tasks) “_” _____ 20__

Final Academic Assessment Record №_____

(title of the discipline)

Number of class working hours____, number of lectures____; number of ECTS credits ____; the form of assessment is **exam**

Academic staff member, who administers the exam

(rank, surname, initials)

Academic staff member, who provides classes (workshops, experimental classes) and administers the module

(rank, surname, initials)

№ s/n	Surname and initials of higher education students	Higher education student's gradebook №	Results of an exam, a credit, presentation of individual tasks	Academic staff member's signature	Notes
1	2	3	4	5	6
1.	Student 1	01/0001			
2.	Student 2	02/0002			
3.					
4.					
5.					

Number of students in a group _____

Number of students, who are not allowed to the exam _____

Absolute achievement _____%

Number of points "60-100" x100% (number of students, who passed the assessment)

High-quality achievement _____%

Number of points "75-100" x100%(number of students, who passed the assessment)

Dean _____

(signature)

“ _____ ” _____ 20 _____

Overall Achievement

No s/n	KNUTE grading scale	Number of grade points
1.	90-100	
2.	82-89	
	75-81	
3.	69-74	
	60-68	
4.	35-59	
	1-34	
Did not appear		

Academic staff member _____

(signature)

“ _____ ” _____ 20 _____