



PROVISIONS ON BASIC PRINCIPLES AND PROCEDURES FOR THE EVALUATION OF HIGHER VOCATIONAL EDUCATION

Riga

12.10.2023. No. 1.1/-2/15

Issued in accordance with
State Administration Structure Law,
Article 73, Paragraph 1 (6)

I. The aim, tasks and basic principles of assessment of study achievements of students in higher professional education programs

1. **The aim of the Regulations** is to ensure the quality, transparency and uniformity of assessment of students' knowledge and skills at Riga Technical College (hereinafter - the College), in accordance with the Law on Higher Education Institutions and 13.06.2023. Regulation No. 305 of the MK "Regulations on the standard of state professional higher education".

2. **Assessment** is a procedure in which the compliance of a student's knowledge, skills and attitudes with the requirements specified in the standard of the study program is determined.

Assessment should take place with a positive attitude towards the student, it should encourage the student's desire to study.

3. **The aim of the assessment of study achievements** is to promote the acquisition of knowledge, skills and attitudes necessary for the social and personal life of each student by performing an objective and professional assessment of the study achievements of each student.

4. Tasks of students' study **achievements evaluation**:

- 4.1. to promote students' responsibility for the results to be achieved in the study process;
- 4.2. to motivate students to improve their study achievements by conducting self-assessment;
- 4.3. to make the necessary updating of the study process for the improvement of study achievements.

5. **Basic principles of evaluation of study achievements** are as follow:

- 5.1. accumulation of positive achievements;
- 5.2. compulsory assessment of the acquisition of the compulsory content included in the main parts of the study program;

- 5.3. openness and clarity of requirements regarding the set of basic requirements for the evaluation of the acquired education, in accordance with the aims and tasks of the study programs and study courses;
- 5.4. the variety of test methods used in the assessment;
- 5.5. compliance of the assessment with the students' analytical and creative abilities, knowledge, skills and abilities;
- 5.6. the basic forms of study program acquisition evaluation are an exam and a test;
- 5.7. in the exam the acquisition of the study course is assessed in a 10-point system.
 - 5.7.1. Very high acquisition level (“10” - with a distinct, “9” - excellent);
 - 5.7.2. High acquisition level (“8” - very good, “7” - good);
 - 5.7.3. Satisfactory („6” – almost good, „5” – satisfactory, „4” – almost satisfactory);
 - 5.7.4. low acquisition level („3” – weak, „2” - very weak, „1” – extremely weak);
- 5.8. in the test, the acquisition of the study course is assessed with “passed” or “failed”, or with an assessment in a 10-point system, in accordance with the study program;
- 5.9 At the end of the acquisition of the study program, a state final examination shall be taken - a qualification examination, which is assessed in a 10-point system and a part of which is the defense of the qualification paper.

II. General conditions

6. These regulations are binding on all teaching staff of the college in all study courses of the entire study program.
7. All college faculty should be familiar with the rules, content, and methods of assessment. study program directors, group curators.
8. The Director of the study program introduces the evaluation rules, content and methods to the students in the study program when starting the studies in the program.

III. Evaluation of students' study achievements

9. Semester and final evaluation
 - 9.1. The semester evaluation of the study course is an exam, a test with a mark in the 10-point system or a test without a mark (“passed” or “failed”).
 - 9.2. During the semester, the lecturer can use various forms of assessment (tests, independent work, practical work, seminars, colloquia, reports, etc.).
 - 9.3. At the beginning of the study course, the academic staff must acquaint students with the requirements for the acquisition of the study course, evaluation criteria and the used literature. The list of literature must be updated by the lecturer at the beginning of each study course.
 - 9.4. If the assessment of one or two semesters is a test, but one examination, the lecturer shall post the final assessment equal to the arithmetic average, if the examination does not include topics for all semesters. If the exam includes topics for all semesters, the final grade is equal to the exam grade.
 - 9.5. If the study courses last one semester, then the final assessment is the assessment of the semester.
 - 9.6. During the semester and in the final assessment, the lecturer evaluates the student's study achievements in comparison with the planned results. The lecturer makes a note about it in the protocol and study plan (only successful ones).

- 9.7. If there are several types of classes in the study course, which are led by several lecturers, then the final evaluation of the study course is posted in accordance with the evaluation criteria of the approved study course.

10. Process and evaluation of session exams and tests.

10.1 Preparing for the session:

- 10.1.1. No later than 3 weeks before the beginning of the semester session, the lecturer introduces the students to the ticket questions, tests, tasks and types of exercises. Students are not informed about the specific content of the tickets and the content of the written exam or test topics before the session.
- 10.1.2. The content of the exam / test ticket or topics is compiled, the responsibility of which is determined and drawn up by the lecturer in charge of the study course. See Appendix 1 for a sample design.
- 10.1.3. The content of the examination / test ticket or topics and their compliance with the professional standard is reviewed and controlled by the director of the study program.
- 10.1.4. The content of the examination / test ticket or topics, the evaluation criteria and their compliance with these regulations shall be approved at the meeting of the relevant department no later than 2 weeks before the beginning of the session.
- 10.1.5. If tickets are used in the exam / test, they must each contain at least 2 questions.
- 10.1.6. The number of exam / test tickets must be greater than the number of students in the group. Different ticket variants or theme content are recommended for parallel groups.
- 10.1.7. No more than six students may be in the classroom at the same time during the oral exam / test. The written exam / test takes place for the whole group at the same time.
- 10.1.8. In the examination / test with a mark, knowledge is evaluated according to a 10-point system.
- 10.1.9. An exam/test with a mark is considered passed, if the mark is not lower than **“4” - almost satisfactory.**
- 10.1.10. A test without a mark is considered passed if the grade is **„passed”**

11. Examination process and knowledge assessment.

- 11.1. Unless otherwise stated in the respective study program, students are usually accepted for the examination / test by the lecturer who conducts the respective study course. In some cases, especially in professional courses, it can be accepted by two lecturers - the supervisor and the involved person, who have participated in the management of the respective study course.
14. 2 If due to unforeseen reasons, the lecturer who has given the respective study course cannot take the exam / test, a lecturer who is competent to take the examination / test in the given study course is assigned according to a decision of the Academic Chair meeting.
- 14.3. The lecturer must have a specified sample protocol in the exam / test,
- 14.4. In the oral exam / test, after answering the ticket questions, students can be asked additional questions within the study course.
- 14.5. The written exam takes place simultaneously for the whole group. The student completes all written assignments on a paper issued by the lecturer with a stamp or otherwise marked.

- 14.6. During the exam / test, students can use the visual materials, tables, manuals, etc. allowed by the lecturer of the study course.
- 14.7. If the study course has been transferred in the relevant semester by an order issued by the College director, the student does not have to attend the exam / test. Information on the evaluation of the study course is recorded in the protocol and study plan before the session by the Secretary of the Study Department.
- 14.8. In case of the student's absence, the minutes shall state "not arrived". If the reason for non-attendance is justified, the lecturer determines another examination / test time within the session or an extension of the session that is granted by the order of the director. If the reason for non-attendance is unjustified, the delay is equated to a failed mark. The lecturer means a different date for the exam / test, but no extension of the session is granted. The examination / test is taken outside the session period in accordance with p.3.2.1. and 3.2.2. of the Tuition Payment Procedure.
- 14.9. All grades obtained in the exam / test are recorded by the lecturer: 1) in the protocol, 2) in the students' study plans (only for successful ones).
- 14.10. If the student disagrees with the lecturer about the evaluation of the exam or test, then the student submits an application to the head of the Study Department within 5 working days. By the order of the Director, a commission is appointed to assess the student's knowledge.
- 14.11. If there are justifiable and justified reasons, the Head of the Study Department may give permission to take exams / tests before the session. The Director shall be instructed to reschedule the session period.
- 14.12. If the student wants to transfer the exam / test to increase the mark, then the student submits an application to the Head of the Study Department. The examination / test is taken in accordance with p.3.2.1. and 3.2.2. of the Tuition Payment Procedure.

IV. Other regulations

15. In the event that a higher regulatory enactment prescribes another procedure for the implementation of separate paragraphs of these Regulations, the higher regulatory enactment shall apply.
16. Declared invalid on 29.04.2014. "Provisions on basic principles and procedures for the evaluation of higher vocational education".

Agreed _____ with Riga Technical College,

director J.Rozenblats _____

Head of Study Department _____ I.Klotiņa

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