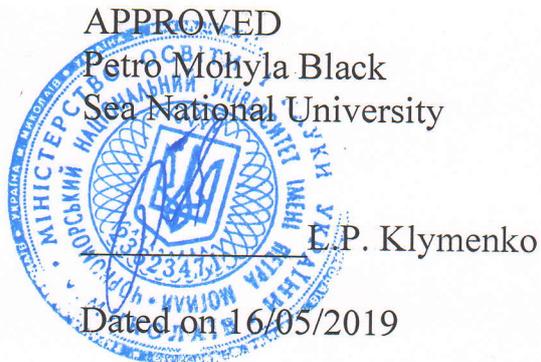


APPROVED
Scientific Council
Petro Mohyla Black
Sea National University

Protocol №9

Dated on 16/05/2019



PROVISIONS ON ORDER AND METHODS OF THE FINAL TESTS AND EXAMS HOLDING AT PETRO MOHYLA BLACK SEA NATIONAL UNIVERSITY

1. General terms.

1.1. The regulation is created in accordance with the normative documents:

- **Laws of Ukraine** “On Education” and “On Higher Education”;
- **Orders of the Minister of Education and Science of Ukraine:**
 - o dated 07/08/2002 No. 450 On approval of time norms for planning and accounting of academic work and lists of the basic types of methodical, scientific and organizational work of pedagogical and scientific-pedagogical staffs of higher educational institutions;
 - o dated 15/07/1996 No. 245 Regulations on the procedure for transferring, expulsion and readmission of students of higher education institutions;
- **Regulations on the organization of the educational process at Petro Mohyla Black Sea National University;**
- **Time norms for the calculations and accounting of educational, methodical, scientific and organizational work of Petro Mohyla BSNU scientific and pedagogical staffs;**
- **Regulation on the rating system of Petro Mohyla Black Sea National University.**

1.2. Monitoring measures include current and final monitoring. Current monitoring is realized during practical, laboratory and seminar classes. It aims to check the readiness of students and the completion of current work and semester assignments in accordance with the terms of the rating determination of this discipline. The final monitoring is performed in order to evaluate the acquired knowledge of this discipline at its individual final stages or at a certain level of education. It includes semester monitoring and attestation of the students.

Semester monitoring is carried out in the form of a semester exam, grading test, test in specific academic discipline in a scope of educational material defined by the work program of the academic discipline, and within the terms established by the curriculum.

The semester exam is a form of final control of the student's acquisition of theoretical and practical material in a separate discipline for the semester, which is realized as a monitoring measure.

Semester grading credit is a form of final control, which evaluates of students' training material of a certain educational discipline, as a rule, on the basis of the results of current monitoring, on the basis of the results of individual tasks (calculation, graphic).

At Petro Mohyla Black Sea National University the grading tests are performed in such disciplines as Life safety and Civil protection. The results of the course work (projects) defense and on-the-job training (academic) practice are also evaluated by the grading test.

The final test in on-the-job training and academic practice is presented on the basis of the results of the student's report defense before a special committee, defined by the faculty, with the

participation of the practice heads. The procedures for the defense is determined by the regulation On a practice realization at Petro Mohyla Black Sea National University.

The grading test for course work (project) is presented on the basis of its defense before the head or commission approved by the faculty (institute) in case of interdisciplinary course work.

Semester test is a form of final control that evaluates learning of the academic material by the students on the basis of the results of their tasks and certain types of work during practical, seminar and laboratory classes.

The grading tests and tests in academic studies are usually scheduled every day during the last week of class after the end of the academic course of the discipline or in the test week (if there is a test week in the curriculum) according to the schedule verified by the first vice-rector. The tests for the students of the part-time department are implemented during the exam period.

The defense of course work and course projects is usually planned in the last week of the semester's theoretical course (before the beginning of the exams and tests session).

Exams are performed according to the schedule approved by the Rector of Petro Mohyla Black Sea National University (the first vice-rector). The schedule of the exams and tests session of the full-time study form is reported to the lecturers and students one month before the beginning of the session.

Exams (taking into consideration mandatory examination surgery classes) for full-time study are usually scheduled every 3 days, except Sundays and public holidays. At least one day is allotted for preparation of the student of the part-time form study.

Pre-schedule pass of the tests and exams is forbidden. In exceptional cases, if there are convincing reasons and a student's statement with the faculty dean's seal of approval. The first vice-rector (the director of the institute on the correspondence department) may allow taking tests and exams ahead of schedule. In this case, the department (the institute's directorate) issues to the lecturer a record of achievement (Annex 1).

1.3. Exams, grading tests, tests with a semester score are evaluated on a 100 point scale of Petro Mohyla Black Sea National University (Annex 2), except for the specialty 222 "Medicine" and 226 "Pharmacy, industrial pharmacy" (Annex 3), which are translated into national scale and ECTS scale.

1.4. The terms of the tests and exams period are determined by the schedule of the educational process.

1.5. In the case of tests and exams absence of the discipline in the semester, the lecturer mark attestation on the 100 point scale of the Petro Mohyla Black Sea National University, meanwhile the attestation transcript issued by the dean of the department (Institute) is filled.

2. Admission of students to the tests and exams pass.

At the beginning of academic discipline teaching, the lecturer should familiarize the students with the criteria for assessing the level of knowledge, skills and competences, acquired competences and program results of learning in this discipline. Such criteria are developed in accordance with the requirements of the educational program and are reflected in the work program of the discipline.

Summarizing the work of full-time students in the semester is conducted in the last week of theoretical study, usually at the last practical or seminar class. The lecturer should:

- mark in points on discipline for each students in the register book of academic group work;
- **announce** to full-time students the received number of points from the discipline during practical, seminar and laboratory classes ***in the presence of the whole group and fill in an electronic journal in Moodle3.***

The student is allowed to pass the final monitoring of a specific discipline in the form of test or exam, if the student has no debt, completed the discipline curriculum, which requires mandatory positive assessment of all types of classroom work (laboratory work, practical and seminar work), self-directed learning, individual assignments in accordance with the work program of the academic discipline, scored a certain number of points in the semester: at least 30 points for test; 20 points for the exam. For the specialty 222 "Medicine" and 226 "Pharmacy, industrial pharmacy" for test and exam the minimum number of points is 70.

For students who have not completed the syllabus for the discipline, the lecturer determines for each of them the amount of extra work in order to study the discipline. These students pass the test or exam after completing the discipline syllabus after the completion of the exam period.

2. Organization of test, grading test, exam.

The exam and test session is conducted according to the schedule. Lecturers are obliged to take students tests, grading tests and exams only in audiences and in the terms specified by the schedule of the exam session. In case of illness of the examiner the head of the department has to provide his substitution and inform the dean and the educational-methodical department.

The tests are accepted by the lecturers who have conducted practical, seminar and other classes in the study group or/and have gave lectures of this discipline. According to the Regulations On the rating system of Petro Mohyla Black Sea National University, a student can score up to 70 points; maximum score for the test is 30 points.

The results of the passing of the test are presented by the lecturer to the academic transcript (*test*), the student's record book.

In case the student didn't obtain points for the test, even with 70 points in the semester, the test is considered as fail.

Semester exams are usually taken by a lecturer, in the absence of lecture hours by a lecturer who taught the discipline.

Before each exam, a surgery class is required according to the schedule of the exam session. In surgery class the lecturer should:

- inform the number of points students have obtain during the semester;
- inform the students which of them and for what reasons are not admitted to the exam;
- acquaint students with the procedure of the exam organization;
- provide answers to the theoretical or practical questions of the students, explain certain theoretical regulations, aspects of their practical application.

The exam may be oral or written.

No more than 10 and no less than 3 students can be in the class at one time during the oral exam. At least 30 minutes must be provided for preparation of the student's answer. The student's stay in the exam room should not continue more than 8 hours.

Students may use tables, schemes, diagrams, supplementary books, and other sources approved by the discipline work program when preparing for the oral or written answer on the exam. In case attempt to use a cheat sheet or mobile communication, the student is removed from the exam (test) and is given point "fail". Student preparation materials for the exam or test are saved at the department during the year.

During the written exam, one academic group may be present in the audience at the same time. Students are given a sheet of paper with a faculty stamp on the written exam.

The obligatory supporting documentation of the lecturer for the test, the grading test or the exam includes:

1. Work program of the discipline.
2. Exam paper.
3. Transcript of record achievement (test, exam).
4. List of questions to be taken on test, grading test or exam.
5. Criteria for assessment of knowledge during the test, grading test and exam.
6. A list of reference materials, equipment, technical means, which the student is allowed to use during the exam (if necessary), approved by the work program of the discipline.

The exam papers (Annex 3) must be established on the basis of the work program of the discipline and approved (reconfirmed) at a meeting of the department, if necessary, not later than one month before the beginning of the exams and tests session. They should fully cover the program of the discipline or its separate module as an independent structural and logical part of theoretical and practical material, which is given for semester test, grading test or exam, to provide monitoring of students' knowledge and skills. The number of exam papers, according to the provision On the organization of methodological work of the departments of the Petro Mohyla Black Sea National University must comply with the demands: the number of unique options is

calculated as the number of students in one group, who simultaneously take this exam/test, + 20%, but not less 10 and not more than 30.

Exam papers must comply with the demands set out in the course's work program; the complication and workload of the control tasks for the written monitoring should correspond to the allotted time of monitoring (120 minutes).

The examiner receives the transcript of record of achievement in the dean's office on the day of performing the semester monitoring. The lecturer is not allowed to take tests, grading tests or exam without a transcript of academic achievement.

The form of the transcript of academic achievement is standard (Annex 1).

The transcript is issued to the lecturer in the relevant directorate of the institute (dean's office of the faculty) partially filled. The staff of the directorate (dean's office) fill in the following columns:

- name of higher education institution,
- name of the institute (faculty),
- group number,
- academic year,
- semester number,
- course, code of academic group,
- Number of the transcript,
- name of the academic discipline,
- date of the exam,
- form of semester monitoring,
- total hours of discipline per semester,
- academic rank, surname, initials of the lecturer who gives the final point,
- academic rank, surname, initials, position of lecturer who conducted practical (seminar, laboratory) classes and performed the current monitoring,
- student number on the list, name, student initials, student number of the record book.

The transcript of the achievement must be signed by the dean, the director of the institute.

The teacher fills such columns:

- 1) Point.
- 2) Date.
- 3) Signature of the lecturer.
- 4) Total points.

The lecturer completely fills the record of the achievement and put his/her signature next to each student's name and on the back side of the transcript in the column that is called Examiner. The lecturer is obliged to return to the dean's office personally on the day of passing the final monitoring; no later than 10.00 a.m. the next day for the written exam. When conducting the monitoring measures on Saturday, the lecturer return transcript of the achievement records back to the dean's office/directorate on Monday by 10.00 a.m.

The lecturer records all academic hours (class hours and self-directed student work) of the discipline that is submitted to semester monitoring, his/her surname, positive points, put the signature and date. Unsatisfactory and fail are points that are not recorded in the record book.

The list of questions to be taken on test, the grading test or the exam, should cover all the studied topics of the curriculum, should include all theoretical questions that are part of the exam papers approved by the work program of the discipline.

Criteria for assessing students' knowledge, skills and competences are determined by the department, included in the work program of the discipline, and made known to the student by the lecturer who teaches the discipline, or by a lecturer conducting practical, seminars or laboratory work.

During the exam (test, grading test) the examiner is obliged to:

1. Follow the schedule (date, time, audience).
2. To conduct the exam (test) only on the approved set of exam papers or control tasks.

3. In the case of oral exam or test, announce the point immediately after the student's examination and put it in the student's transcript of achievement, the student's record book.

When the written test, differentiated test or exam, announce the grade not later than the next day in the presence of all students of the group that made it up and put it in the student's accounting record. Written examinations and credits of students are stored at the department for 3 years.

On a test, differentiated test or exam, in addition to the teacher (members of the committee) may be present:

- Rector, First Vice-Rector;
- Director of the institute, dean of the faculty whose students take a credit or examination;
- Head of the department;
- Teachers who have conducted other types of classes in the subject group may participate in the examination as assistants;
- Head of educational and methodological department;
- members of the commissions, which may be created by order of the rector or by order of the first provost.

Employees of the educational and methodological department have the right to check the organization of conducting of tests, differentiated tests or examinations.

Attending third-party exams or tests is not allowed.

At exams and tests, students present a testimonial to the examiner. In the absence of a credit book, a student is not allowed to take a credit or examination without the permission of the Dean of the Faculty (the Director of the Institute).

4. Assessment of students' knowledge, skills and competences

In order to objectively evaluate the level of student preparation, the examiner is given the right to ask additional questions, both theoretical and practical, within the curriculum.

The results of exams, differentiated credits, defense of course projects (works) are evaluated by:

- national four-point scale (“excellent”, “good”, “satisfactory”, “unsatisfactory”), and the scores - on a two-point scale (“enrolled”, “not enrolled”);
- on the scale of Petro Mohyla Black Sea National University (100/200-point scale);
- on a ECTS scale (A, B, C, D, E, FX, F) (Annex 2).

The following general guidelines should be followed in determining the criteria for evaluating exam answers:

a grade of “excellent” (A) deserves a student who

- ❑ comprehensively, systematically and deeply possesses the curriculum material of the discipline, has achieved and acquired competences and program outputs;
- ❑ is able to independently perform the tasks envisaged by the program, uses the acquired knowledge and skills in non-standard situations;
- ❑ mastered the basic and acquainted with additional literature, which is recommended by the program;
- ❑ has mastered the interconnection of the basic concepts of the discipline and is aware of their importance for the profession he is acquiring;
- ❑ freely expresses his/her own opinions, independently evaluates various life phenomena and facts, revealing personal position;
- ❑ independently determines the individual goals of his own educational activity, showed his creative abilities and uses them in the study of educational material, showed a tendency to scientific work.

rating “very good” (B) - deserves a student who

- ❑ completely mastered and freely (independently) owns training material, including its application in practice, has systemic knowledge in sufficient volume in accordance with training material, uses them reasonably in different situations;
- ❑ has the ability to independently search for information, as well as to analyze, formulate and solve problems of professional direction;

- ❑ admitted some inaccuracies in the answer, which corrects itself, makes convincing arguments to confirm the material studied;
the grade of “good” (C) deserves a student who
- ❑ overall completed the job, but responds to exams with a certain number of errors;
- ❑ is able to compare, summarize, systematize information under the guidance of the teacher, as a whole to apply independently in practice, to control own activity;
- ❑ mastered the curriculum material, successfully completed the tasks envisaged by the program, mastered the main literature recommended by the program;
grade “satisfactory” (D) - deserves a student who
- ❑ knows the basic curriculum material to the extent necessary for further training and use in a future profession;
- ❑ performs a good job, but with many errors;
- ❑ acquainted with the main literature recommended by the program;
- ❑ makes mistakes in class or exam while performing tasks, but under the guidance of the teacher finds ways to eliminate them.
grade “enough” (E) - deserves a student who
- ❑ possesses basic curriculum material to the extent necessary for further training and use in the future profession, and the fulfillment of tasks satisfies the minimum requirements.
Knowledge is of reproductive nature.
grade “unsatisfactory” (FX) - obtained by a student who

found significant gaps in the knowledge of the main program material, made fundamental mistakes in the implementation of the tasks envisaged by the program. grade “unsatisfactory” (F) - obtained by a student who

- ❑ possesses educational material only at the level of elementary recognition and reproduction of individual facts or does not possess at all;
- ❑ makes gross mistakes when performing the tasks stipulated by the program;
- ❑ cannot continue his/her studies and is not ready for professional activity without re-studying this discipline.

The results of the student's academic work during the semester are taken into account in the assessment.

Students who did not appear for the exam (credit) will be recorded “failed to appear” in the progress record. In case of absence for valid reasons (illness, business trip, family circumstances, etc.), documented, the Dean of the Faculty/Directorate of the Institute establishes individual terms of assembly.

Refusal of student to answer the exam ticket is assessed as unsatisfactory answer.

Students who have received three unsatisfactory grades during the session may be expelled from the university.

5. Elimination of academic debt.

If during the exam (credit, differentiated credit) the student failed to score the required number of points for a positive mark or he received an unsatisfactory mark on the 100/200 scale of the discipline from which the exam is made, then he is given a grade “unsatisfactory” on a state scale, on the scale of the Petro Mohyla Black Sea National University, and on the ECTS scale FX (F).

The elimination of academic arrears occurs according to the schedule, which, before the end of the exam session, is drawn up in the institutes (deans) together with the educational and methodical department and approved by the first vice provost and made known to the students by placing on the bulletin board of the faculty.

Students of state and contract forms of study who have received unsatisfactory grades from the semester control and examinations are usually given two weeks after the completion of the current exam (including during their internship at in the afternoon) or according to the time limits set by the decision of the Rectorate.

Students who have not passed the exams (credits) of the committee, have received a grade of F in the discipline, are offered a second course of study of the discipline.

Any passing of the exam, differentiated test or test is allowed only in the direction signed by the director of the institute or the dean of the faculty. Reassignment of an unsatisfactory assessment of a discipline is allowed twice (the first time - the examiner, the second - the commission appointed by the director of the institute/dean of the faculty). The result of the commission examination is final.

Repeated exams for the purpose of improving the positive mark are allowed in exceptional cases with the permission of the first Vice-Rector of the University upon written request of the student only upon completion of study in the relevant educational program of preparation - bachelor, specialist, master, and under the following conditions:

- when it comes to being able to receive an honors degree;
- if the number of re-grades in order to increase a positive mark is no more than three for the whole period of study at the Bachelor's degree and not more than two at the Master's degree;
- if the student's request is supported by the director of the institute, the dean of the relevant faculty and the head of the department, for which discipline is assigned;
- not later than 2 months before graduation from the relevant training program.

In cases of conflict, on the motivated statement of the student or teacher, the dean (director of the institute) creates a commission for the examination (credit), which may include: first vice-rector, dean of the faculty, head of the department and teachers of the relevant department, representatives of the dean's trade union committee of students of the faculty (institute).

A student who does not agree with the assessment of the written examination work, has the right to contact the examiner and get a valid explanation. In case the student disagrees with the examiner's decision, he/she may apply to the department head in writing no later than the next business day after announcing the results of the examination examination. The lecturer in this discipline and the head of the department are obliged to consider the appeal in the presence of the student within two working days and to make a final decision on the assessment of the examination work. As a result of the appeal, the student's exam score cannot be reduced, but only left unchanged or increased. The result of consideration of the appeal is fixed on the text of the examination work and confirmed by the signatures of the teachers who made the decision.

If the student has not appealed in due time, the assessment of the exam work presented by the teacher is final.

Students who have not taken tests, differentiated tests or exams in due time due to illness or for other valid reasons (documented), given the student's ability to complete the curriculum, may be given an individual schedule of up to 2 weeks in due course. illness, upon submission of applications and relevant documents, the session may be extended for a period not less than the duration of the illness. In cases where the illness lasts a long time, students are given an academic leave.

Students who have not eliminated debt within a specified period are expelled from the university.

The results of the semester control are necessarily discussed at the meetings of the departments, academic councils of faculties (institutes) and the Academic Council of the university and are one of the important factors in managing the quality of the educational process at the university.

The results of the exam (test) pass

TOTAL POINTS	TOTAL GRADE POINTS	ECTS POINT	POINTS ACCORDING NATIONAL SCALE	
			exam	test
	90-100	A	excellent	passed
	82-89	B	good	
	75-81	C		
	67-74	D		
	60-66	E	satisfactory	
	35-59	FX		
	1-34	F	fail	fail

The examiner (the lecturer) _____
 (signature) _____ (surname and initials)

The results of the exam (test) pass for the specialties 222 “Medicine”, 226 “Pharmacy, industrial pharmacy”

TOTAL POINTS	TOTAL GRADE POINTS	ECTS POINT	POINTS ACCORDING NATIONAL SCALE	
			exam	test
	180-200	A	excellent	passed
	160-179	B	good	
	150-159	C		
	130-149	D		
	120-129	E	satisfactory	
	70-119	FX		
	1-69	F	fail	fail

The examiner (the lecturer) _____
 (signature) _____ (surname and initials)

Notes:

1. The form is used for primary accounting of the results of semester control of the students' knowledge. It is conducted at the faculty. The transcript number is made of the last two digits of the calendar year and (through a period) the serial number of the record in the logbook of the accounting record of student's achievement transcript. It is issued on receipt. It returns to the dean's office (department) on the day of the semester monitoring by the examiner personally. The list of students included in the list is signed by the dean of the faculty. Students' academic achievement is assessed on a national scale, 100-point scale and ECTS scale.

2. The examiner attaches the results of semester monitoring with his/her own signature in a line next to the name of each student. Next to the names of students who did not appear for semester monitoring, the examiner point “did not present”. The final data of the semester monitoring is signed by the examiner. Can be used for semester control of a student consisting of a team.

3. Blank format is A4 (210×297 mm) 2 pages.

**Compliance of the final semester points in scores with the
national scale points and ECTS scale points**

According to the PMBSNU scale		According to the national scale	According to the ECTS scale	
Scores	Scores for the specialties “Medicine”, “Pharmacy, industrial pharmacy”	Points	Points	Explanation
90-100	180-200	Excellent	A	Excellent (excellent execution with only minor mistakes)
82-89	160-179	Good	B	Very good (above average with a few mistakes)
75-81	150-159	Good	C	Good (generally correct execution with a number of significant mistakes)
67-74	130-149	Satisfactory	D	Satisfactory (not bad, but with many mistakes)
60-66	120-129	Satisfactory	E	Sufficient (implementation meets the minimum criteria)
35-59	70-119	Fail	FX	Fail (with the possibility of retaking exam)
1-34	1-69	Fail	F	Fail (with compulsory retake)

Petro Mohyla Black Sea National University

(full name of higher educational establishment)

Level of higher education _____

Specialty _____

semester _____

(name)

Academic discipline _____

EXAM PAPER No. _____

Approved at the meeting
of the department, cycle committee _____

Minutes No. ___ dated ___ _____ 20 ___ year

Head of the department, head of the cycle committee _____

(signature)

(surname and initials)

The examiner _____

(signature)

(surname and initials)

Notes:

1. The form is intended to record the content of the questions that is put to the final monitoring and proposed to one of the students. It is developed by the examiner, considered at a meeting of the department (cycle committee). Signed by the examiner and the head of the department (head of the cycle committee).

2. Blank format is A5 (148×210 mm), 1 page.