

I APPROVE



THE RECTOR OF THE UNIVERSITY
OF TRADITIONAL MEDICINE,
THE PRESIDENT OF SCIENTIFIC COUNCIL:

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«25» 12 2019

ORDER ON
KNOWLEDGE TESTING AND ASSESSMENT SYSTEM FOR STUDENTS OF THE
UNIVERSITY OF TRADITIONAL MEDICINE

1. GENERAL PROVISIONS

- 1.1 This order defines the multifunctional system of testing and assessment of students' knowledge, abilities, skills at the University of Traditional Medicine / hereinafter UTM/.
- 1.2 The legal basis of this regulation are: 22 December 2005, 2307-N decision of the Government of RA, RA laws on "Higher and Postgraduate Professional Education", the decision of the Minister of Education and Science of RA accepted in 18 July 2015 on "Organization of the credit system of educational process at Higher educational institutions", 19 March 2015, 250-N decision of the Government of RA on "Continuous and integrated educational program learning", the 1282-N November order of the Minister of Education and Science of RA accepted in 07 November 2017 on "The final certification of the graduates of higher professional education institutions of RA", the charter and other regulatory documents of UTM.

2. THE MULTIFUNCTIONAL SYSTEM OF THE STUDENT ASSESSMENT

There is a multifunctional system of student assessment at UTM, which main objectives of the application are:

- to organize a balanced study process of systematic testing and evaluation of students' knowledge during the academic semester, to promote students' progress, to ensure competition in the learning process, to encourage the independent work of a student, to improve attendance,
- to use the assessment results of the lecturers and students through regular checks as a feedback for continuous improvement and performance enhancement of teaching and learning, to improve the validity and credibility of the productive assessment of the course, taking into account the different components of learning in knowledge assessment process,

2.1. The students' assessment includes the following components:

- student's participation in the training with the help of class registration,
- performance and development of training /training module/ subdivisions and individual assignments provided by the program,
- summary assessment of the learning module during the period of examination,
- assessment of independent individual work /essay, presentation, speeches at student conference within the framework of the course program/.

Table 1

Assessment components

	COMPONENTS	POINTS
1.	Attendance	16 points
2.	Assessment of knowledge acquisition, capacity and skills	70 points
3.	Individual work	14 points
	Total	100 points

2.2. The methodology of assessment

The duration of the learning module is 1 semester with mandatory assessment of the educational outcomes specified therein /test or exam/. Students' knowledge is assessed through current, midterm examinations and final exams, which can be oral or written (including a test version or a written description), combination of written and verbal forms, checking of practical skills, abilities based on the specifics of the course.

- The student's productive (semester) point from the exam /training module/ is formed during the semester, according to the components of Table 2.

Table 2

The Components of Examination Course

	Components	Point
1.	Attendance ($A_{att.}$)	16 Points
2.	Assessment of knowledge acquisition, capacity and skills	20 Points
	• Current test /activity/ ($A_{cur. t.}$)	50 Points
	• Final exam ($A_{fin. ex.}$)	
3.	Individual Work ($A_{Ind.}$)	14 Points
	Total	100 Points

The productive point of the examination module /training module/ is calculated from the sum of points earned by separate components;

$$A_{res.} = A_{att.} + A_{cur. t.} + A_{fin. ex.} + A_{Ind.}$$

- The student's productive (semester) point from the test course /training module/ is formed during the semester, according to the components of Table 3.

Table 3

The Components of Test Course

	COMPONENTS	POINT
1.	Attendance ($A_{att.}$)	16 Points
2.	Assessment of knowledge acquisition, capacity and skills • Current test /activity/ ($A_{cur. t.}$) • 2 intermediate tests ($A_{2 int. t.}$)	20 Points 50 Points /25+25/
3.	Individual Work ($A_{Ind.}$)	14 Points
Total		100 Points

The productive point of the examination module /training module/ is calculated from the sum of points earned by separate components;

$$A_{res.} = A_{att.} + A_{cur. t.} + A_{2int.t.} + A_{Ind.}$$

2.4. Assessment's scale

Table 4

The Assessment Scale of Students' Attendance

Att. of the course %	Allocated points	34h.	51h.	68h.	85h.	102h.	136h.
		Abs.	Abs.	Abs.	Abs.	Abs.	Abs.
100-97	16	0-1	0-2	0-2	0-3	0-3	0-4
96-92	15	2-3	3-4	3-5	4-7	4-8	5-11
91-85	14	4-5	5-8	6-10	8-13	9-15	12-20
84-78	13	6-8	9-11	11-15	14-19	16-22	21-30
77-71	10	9-10	12-15	16-20	20-25	23-30	31-39
70 and low	0	11 h. and more	16 h. and more	21 h. and more	26 h. and more	31 h. and more	40 h. and more

Note.

- ❖ The student does not get a passing point for the attendance in the case of absence of 30% or more of the semi-annual course.

Table 5

The Assessment Scale of Final Exam

Mark		Points 50
"excellent"	10	50
	9	46
"good"	8	40
	7	36
"satisfactory"	6	30
	5	26
"unsatisfactory"	4	0
"unpresent"		0

Table 6

The Assessment Scale of Intermediate Examination
/for a test/

Mark		Points 25
"excellent"	10	25
	9	23
"good"	8	20
	7	18
"satisfactory"	6	15
	5	13
"unsatisfactory"	4	0
"unpresent"		0

Table 7

The Assessment Scale of Independent Individual Work

Independent Individual Work	Points 14
Essay	excellent -7 points good-6 points satisfactory-5 points unsatisfactory-0 point
Preparation of presentation	excellent -7 points good-6 points satisfactory-5 points unsatisfactory-0 point
Other types of assignments	excellent -7 points good-6 points satisfactory-5 points unsatisfactory-0 point
Research activity	14 points

Table 8

The Assessment Scale of Current Testing

Mark		Point 20
"excellent"	10-9	20
"good"	8-7	15
"satisfactory"	6-5	10
"unsatisfactory"	4	0

Table 9

The Assessment Scale of Final Certification

Mark		Point 100
"excellent"	10	100
	9	95
"good"	8	85
	7	75
"satisfactory"	6	65
	5	51
"unsatisfactory"	4	0

Table 10

The Assessment Rating Scale

Mark	Mark's point	Assessment's letter mark
"excellent"	96-100	A+
	90-95	A
"good"	80-89	B+
	70-79	B
"satisfactory"	60-69	C+
	51-59	C
"unsatisfactory"	50 and low	D
"tested"	≥51	S
"untested"	< 51	U

The minimum positive /transient/ point /51/ is formed

- with the sum of the minimum positive point of the components provided for the examination courses;

The minimum passing point=the minimum attendance point + the minimum current testing point + the minimum final test's positive point + the minimum independent individual work
 $/51= 10+10+26+5/$

- with the sum of the minimum positive point of the components provided for testing courses;

The minimum passing point=the minimum attendance point + the minimum current testing point + the minimum 2 intermediate testing positive point + the minimum independent individual work /51= 10+10+13+13+5/:

Table 11

The Assessment Scale of Test Work

	Assessment format based on the number of correctly solved tests											
	Total number	positive (%)							negative (%)			
			excellent		good		satisfactory		unsatisfactory			
			10	9	8	7	6	5	4	3	2	1
Testing	50	100%	46-50	41-45	36-40	31-35	28-30	26-27	23-25	20-22	16-19	<15
Testing	100	100%	91-100	81-90	71-80	61-70	56-60	51-55	45-50	40-44	31-39	<30
Points for Intermediate test			25	23	20	18	15	13	0			
Points for Final Exam			50	46	40	36	30	26	0			

Note.

- In average number a minute is given for each question.

Table 12

The Assessment Scale of Training and Production Practice

Mark		Point 100
"excellent"	10	100
	9	95
"good"	8	85
	7	75
"satisfactory"	6	65
	5	51
"unsatisfactory"	4	0

➤ Standards of individual assessment of students' knowledge

"Excellent" /A+, A/- student freely possesses material, gives clear and complete answers to questions, easily combines different components of the training material, successfully completes all the tasks provided by the curriculum, the student has excellent skills in practical work.

"Good" /B+, B/- the level of theoretical training is very high, the student knows a significant amount of study material at the level of textbooks or lectures, but analytical skills are not enough to master the learning material.

"Satisfactory" /C+, C/- although the student has mastered a significant part of the presented material, but is unable to answer the lecturer's questions clearly, completely, the student's knowledge corresponds to the minimum requirements of the course curriculum.

"Unsatisfactory" /D/- the student has not mastered the main material, the student's knowledge does not meet the minimum requirements of the course curriculum.

"Tested" /S/- the student has some knowledge of the given course, which the lecturer considers sufficient for the level of learning, the student provides the minimum requirements for the course curriculum. The student earns academic credits for the given course.

"Untested" /U/- the student's knowledge does not meet the minimum requirements of the course curriculum. In that case, the student will not get the academic credits for the course.

2.5. The Assessment Forms of the Students' Knowledge

➤ Current testing

- Is a form of knowledge acquired by students, which is written or oral /inquiries, performing a practical task, solution of situational problems, laboratory work, etc./.

The current test promotes student activity, according to which:

- In case of examinations, a student must have at least 3 marks for the semester /positive or negative/, which are averaged and assessed according to Table 8.

In case of less than three marks, the student does not get a point from current testing.

- In case of Testing Courses the student must have at least 3 marks during the semester before midterm examinations – in the distribution of 2:1 or 1:2, which are averaged and marked according to Table 8.

As a rule, it is held during the practical, seminar and laboratory courses.

- Define the following quantity of current grades for short-term test-exam courses:

1. Set 1 current mark for 34-hour and short cycled courses / 1 week /.

2. Set 2 current marks for 51-hour courses.

3. Set 3 current marks for courses longer than 51 hours.

- Current marks are averaged and points are given according to Table 8 of the assessment procedure.

- Current testing results are assessed in the relevant section of the register according to the assessment scale of the University.

➤ Midterm test

- ✓ Is an assessment form of student's knowledge, which is held on test courses, twice in a semester according to the approved timetable.
- ✓ The midterm test is performed orally, in written form /in test version or written statement/, combination of written-oral forms, by practical skills testing.
- ✓ Midterm test is done by the lecturers of the given chair, within the provided time according to the daily plan.
- ✓ Supervision control is carried out by the dean of the faculty, the head of the educational department, the head of the department:
- ✓ The content of the thematic sections of midterm exam, the form of examination, questionnaires and timetable, as well as assessment criteria are provided to students in advance (during the first week of the semester).
- ✓ The midterm test is considered to be passed if the student has received a positive score according to the approved Table 6:
- ✓ It is considered unpassed in the case of getting "unsatisfactory" or unexcused absence for the midterm test, and is registered relevant point "unsatisfactory" or "untested" as a mark in the record /see Table 6/.
- ✓ The students have the opportunity to repay debts by the approved timetable in case of not being present for the midterm test for excused reason /illness or other/.
- ✓ The students who did not pass the first interim testing, can take part in the second midterm test.
- ✓ The student who passed one midterm test can be considered "tested", if he/she provided a minimum of 51 / and more thresholds getting relevant rating mark /see Table 10/.

➤ Final test

- ✓ The final test is held according to the timetable.
- ✓ The student is considered "untested"
 - In case of having 30 and more percent of unexcused absences of the course's semester hour,
 - In case of getting "unsatisfactory" and/or unexcused absence and/or unpassed from two interim tests of the course.In the above mentioned cases the student is not given a credit from the course, and it is registered as the relevant rating point of "untested" and U letter point as a final mark in the record /see Table 10/.
- If the student has not provided a passing threshold of 51 points before the final test by calculating the assessment components.
- ✓ The student who got "untested" from the final test of the course, has the opportunity to retake it in the period of the liquidation not keeping the points that he scored.

- ✓ At the time of liquidation, the student submits the whole material of the semester and can be rated at most 51 points /letter point C /.
- **Final exam**
- ✓ Is the final result of mastering quality of the course by the student, which is held during the 18-20 weeks of the academic semester according to the approved timetable.
- ✓ The head of the educational department coordinated with the deans of the chairs and faculties submits the timetable of the final exam to the Rectorate for approval, after which the rector's order is given for the performance of timetable and the reporting results.
- ✓ The examination courses end with a final exam, without interim testings and the final point is formed according to Table 2.
- ✓ Student is allowed to take part in the exam if he / she scores at least 25 points from the components of the exam course /attendance, activity, independent work/ during the semester.
- ✓ The presence of the student is mandatory for the final exam.
- ✓ The final exam is held orally, in written form /by test version or written form/, combination of written-oral forms, by practical skills testing.
- ✓ The student has the right to change the exam ticket only once, but it reduces the final score by 1 point.
- ✓ The final exams are held by the lecturers of the given chair.
- ✓ The control over the final exams is held by the dean of the faculty, the head of the educational department, the head of the chair.
- ✓ The content of the final part of the final exam, the form of examination, the questionnaires and the timetable as well as the evaluation criteria are provided to students in advance (during the first two weeks of the semester).
- ✓ The final exam is considered to be passed if the student has received a positive score according to Table 5.
- ✓ The final exam summary is filled in on the day of the exam in paper version in the chairs . From the moment the mark is published, the student has the right to appeal the dean of the faculty on the same day, who makes preparation for the appeal /see point 5 of this Order, Ratings' Appeal/.
- ✓ The student is not allowed to take part in the final exam in case of unexcused absences of 30 percent and more of the course's semester hours.
- ✓ The final exam is considered unpassed
 - unexcused absence and exclusion from the exam,
 - to get "unsatisfactory" from final test,
 - in case of not overcoming the minimum threshold (51) from the calculation of the assessment components after the final exam.
- ✓ The student who did not take the final exam has the opportunity to retake during the liquidation not keeping the points he scored.
- ✓ During liquidation the student submits the whole material of the semester and can be assessed at a maximum of 51 units /letter characters C/.

➤ Independent individual work

Is a component of assessment, which is done by the student during the semester and includes the following components according to Table 7.

The requirements for the individual work and presentation have been specified.

- ✓ Individual work- 9-11 printed pages / A4 format /
 - Page 1: cover page,
 - Page 2: content,
 - Pages 3-8 (3-10): introduction, purpose, problems, general material, conclusion,
 - The last page: list of the used references or the links of Internet sources,
- ✓ Preparation of the presentation consisted of 9-11 slides/through PowerPoint, PDF or other programs/
 - Page 1: cover page,
 - Page 2: content,
 - 3-8 (3-10) pages: introduction, purpose, problems, general material, conclusion,
 - The last page: the list of used references or the links of Internet sources,
 - 10-15 minutes are provided to a student to present the presentation.
- ✓ Participation in the student scientific research and/or student conferences within the framework of the training program as a talk.
- ✓ Other types of assignments, for example practical skills for clinical subjects (collection of anamnesis, medical history supplement, modeling of treatment methods, etc.).

3. STUDENT'S ACADEMIC RECORD

- 3.1. To document the results and performance indicators of the student's learning activities during the entire study period a computer specific program is being developed by the Quality Assurance Department of the University. From the moment the student is admitted to the University the Dean's office conducts the academic record, where immediately after each exam session student-acquired trainings and learning modules, earned credits, and the received productive assessments are recorded according to educational modules and semesters. The record reflects the volume of educational work done by the student and the average qualitative rating /AQR/.
- 3.2. The credits earned by the students are recorded and gathered in his/her academic record and remains in effect throughout his/her study regardless of learning interruption or future possible changes in the curriculum.
- 3.3. The final data that summarizes the student's progress in the given semester and the current time of study is mentioned in the academic record for summarizing the results of the student's learning progress, which includes the following 4 quantitative indicators;
 - ✓ Quantity of total credits,
 - ✓ Number of assessed credits,
 - ✓ Rating points,

✓ Average quality score.

3.4. The total credit (C) is the sum of the credits earned by the student in order to meet the graduation requirements of the educational program.

3.5. Rated credit (RC) is the part of total credit, which is assessed by digital switching units;

$$RC = \sum \text{Credit}_i :$$

3.6. Rating point (RP) is the sum of the student's assessments for each credit, which is calculated as the sum of the outputs of individual training (modules) and their assessments.

$$RP = \sum \text{Credit}_i \times A_i ,$$

where $A_{res.}$ is the productive assessment from the training module.

3.7. Average quality rating (AQR) is the average of weighted assessed credits, which is calculated by dividing rating points into assessed credits (the result is rounded to 1/100 accuracy);

$$AQR = \frac{RP}{RC} :$$

3.8. Semester (calculated for a separate semester) and effective rating scores (calculated for the given period of study) and AQRs are recorded and registered in the academic journal.

4. FINAL ATTESTATION

- The final attestation is the test of knowledge, skills and abilities of graduates in final oral exam form.
- The questionnaires of the final attestation are made by the specialized departments, approved at the Rector's session and provided to graduates no later than three months before the final certification.
- Qualifying Summary Assessment is made on a 10-point scale /see Table 9/.
- Those graduates are permitted to take part in the final attestations, who finished full course of training from the basic professional education program and passed all the tests and examinations provided by the curriculum and accumulated relevant credits.
- The final attestations are conducted by the Final Attestation Commission according to every professional education program implemented by the University.
- The examination board assigns graduates to qualify and submit a certificate of higher education according to final results of final attestation.
- The final attestation is implemented according to the 1282-N order of the Minister of Education and Science of RA made in 07 November 2017 on "The final certification of the graduates of higher professional education institutions of RA " and the Order of "Final Certification of the graduates of UTM".

5. ASSESSMENT APPEALS

Each course in the educational programs at the University is organized by mid-term and final testing. All courses end with mandatory assessment. Interim examinations, final exams and final attestation are a subject of appeal by the student, if the student does not agree with the mark and has reasonable and sufficient grounds for appeal.

The appeal procedure is as follows;

5.1. In case of complaint, the student applies to the dean.

- In case of *interim testing and oral exam*, an application is filled out immediately after the student's examination, without leaving the exam room, the dean makes a commission and a dean's representative, the appeal is made with the head of the chair. Student assessment can be raised, if he/she substantiates and proves that he/she has given complete answer to the question or a subjective approach has been provided, otherwise the mark remains unchanged.
- In case of a *written or a test*, the appeal shall be made within two working days attaching the student's written work to the appeal.
 - ✓ The mark can be raised, if it turns out that it has been checked mistakenly otherwise it remains unchanged.

As a result of the appeal the final mark is approved by the members of the Appeals Committee and is fixed in the register.

- As a result of the appeal the changed mark is not a subject to repeated appeal.

6. RE-EXAMINATION

The repayment of the academic debts is carried out after the completion of the semester's tests and exams, in two stages of re-exam, according to the approved schedule. Academic debt is formed on the basis of the final unit of account of the course.

After summarizing the results of the semester (including the two re-examinations of the semester), the educational part compiles a list of students with a maximum of 12 credits of academic debt, making it available to students and the chairs.

After summarizing the results of the semester (including the two re-examinations), the student is expelled from the university if he/she owes more than 12 credits.

Students with current poor performance (in probationary status) are eligible to repay academic credits of up to 12 credits twice immediately during the two phases of the re-examination period of the following semester.

The student has the right to repay the academic debt of the course at most twice.

Regardless of the amount, the academic debt left after two re-examinations during the two rounds of re-examination period of the next semester, is not subject to re-assignment and is the basis for expelling a student from the University.

Re-examination is organized when the final rating score is equal to "D" for the exam or "U" for the test. That is, it is less than 51 points in numerical value.

The student who received a positive grade during the re-examination, without even scoring the passing 51 points with the sum of the other components, is considered to have passed the subject (the corresponding credit is given).

- In case of the course ending with a test, the following students have the opportunity of re-examination:
 - ✓ with 30% and more absences,
 - ✓ who has got "unsatisfactory" from two mid-term tests, and/or unexcused absence, and/or not taking the one and not being present for the second one,
 - ✓ the student who passed one mid-term test and did not accumulate the minimum / 51 / score,
 - ✓ during the re-examination, the student submits all the material of the semester course and can be evaluated with a maximum of 51 points / letter S /, canceling the previous points.
- In case of an examination course, the following students have the opportunity of re-examination:
 - ✓ not allowed for the exam / 30% and more than unexcused absences of the semester allocated time of the course/,
 - ✓ who got "unsatisfactory" in the final exam,
 - ✓ not being present at the examination for an unexcused reason,
 - ✓ not exceeding the minimum threshold for the calculation of assessment components after the final examination.
- During the re-examination, the student submits the whole material of the semester and can be evaluated with a maximum of 51 points / letter C /, canceling the previous points.
- The results of the re-examination are recorded in the academic records.
- In case of availability of relevant legal documents (references: medical, police, embassy, military commissariat, which must be submitted before the end of the examination period), students who did not take the final exam during the re-examination period for excused reasons, have the opportunity to pass the exam in a general manner, retaining the points previously collected. This is considered as an exam and not a re-examination, and in case of "unsatisfactory" mark the student has the possibility of two re-examinations.
- In case of not passing the test of the internship, it is considered an academic debt and the student is not given the appropriate credit.

The student is given the opportunity to complete and pass the test of internship before the beginning of the next academic year.

- The academic debt from the internships of the graduate students must be completed and submitted before the beginning of the summer examination period of the given academic year.

7. LEARNING PROGRESS

- According to academic achievement, students are classified as progressive, probationary students and subject to expulsion.
- A student is considered progressive if:
 - has an average academic load of 30 credits per semester (10% allowable deviation),
 - has collected the credits of all the obligatory courses defined by the curriculum for the given semester,
 - provided the minimum threshold of the semester GPA set for the given degree (program).
- A student is considered to be on probation if he/she does not meet any of the three conditions mentioned in the previous paragraph.
- A student with probationary status is given the opportunity to correct deficiencies and omissions and to enhance academic achievement in accordance with the minimum requirements of the program.

The duration of the probationary period is determined by the university.

- A student in probationary status becomes subject to expulsion if he or she does not withdraw from that status within the prescribed period.
- The student is considered to be expelled due to insufficient academic progress in case of academic debts amounting to more than 12 credits at the end of the semester.