REGULATIONS

on the evaluation of learning outcomes at Igor Sikorsky Kyiv Polytechnic Institute

Approved and put into effect by Order No. 1/273 of 14.09.2020

and amended by Order No. non/131/2022 of 03.05.2022

Kyiv – 2022

1. GENERAL REGULATIONS

1.1. Regulations on the system for evaluating learning outcomes at Igor Sikorsky Kyiv Polytechnic Institute (hereinafter referred to as the Regulation) defines the goal, main tasks, principles and mechanisms for implementing integrated learning assessment for higher education at Igor Sikorsky Kyiv Polytechnic Institute (hereinafter referred to as the University).

1.2. The regulation is developed on the basis of Standards and Recommendations for quality assurance in the European Higher Education Area, National standard of Ukraine "quality management systems", Regulations on Organization of the educational process, Regulations on the internal control system ensuring the quality of higher education and The Charter of Igor Sikorsky Kyiv Polytechnic Institute.

1.3. Assessment of learning outcomes of higher education students (hereinafter referred to as – Students) is carried out according to the rating system. The rating system for evaluating students' learning outcomes (hereinafter referred to as – RS) for a certain academic discipline (educational component) is based on postoperative monitoring according to certain criteria and on accumulation rating points for the students' versatile educational and practical training activities in the learning process.

1.4. The purpose of the rating system is to ensure the quality of training specialists by way of:

- increasing the students' motivation for active, conscious learning, systematic independent work during the semester and responsibility for the results of educational activities;
- establishing constant feedback with each student and timely adjustment of its educational activities;
- ensuring competitive and healthy competition in training;
- increasing the objectivity of evaluating the students' learning outcomes;
- reducing psychological, emotional and physical overload in the exam sessions.

1.5. The RS should disclose in detail the criteria for evaluating students' learning outcomes and inform them on the results in advance.

1.6. In this regulation, terms are used in the meanings defined by the educational standard glossary of the Igor Sikorsky KPI.

2. TYPES OF RATING SYSTEMS AND FEATURES OF THEIR APPLICATION

2.1. There are two types of RS at the University:

● RS of the first type provides the evaluation of the results of students' activities during a semester, i.e. completing certain types of work provided by types and ways of their progress monitoring (hereinafter referred to as – RS-1);

● The second type of RS consists of two components: the starting/initial component, which is the assessment of students' educational activities during the semester (completing certain types of tasks provided for by current types of control of their progress) and the final component, i.e. the assessment of the results of students' training program activities during the semester (evaluation of the results of performance of certain types of tasks) (hereinafter – RS-2).

2.2. Evaluation of learning outcomes is carried out on a 100-point scale with further converting to assessments according to the University scale (Appendix A).

2.3. The system for evaluating learning outcomes should be standardised and formalised. For each control measure the evaluation criteria are developed in accordance with the "quality learning outcomes-rating points" system, taking into account the importance, complexity and volume of a certain educational and cognitive activity and with defining certain levels of educational material and formation of skills.

2.4. The forms and types of control measures are determined by the curriculum and syllabus – the working program of the academic discipline (educational program component).

2.5. Regardless of the type of RS, the lower limit of the positive assessment of each control measure (question, assignment) must be at least 60% of the total amount of points defined for this control event (questions, assignments), while a negative result is estimated at 0 point.

2.6. If the student did not pass or did not show up for the control measure, his / her result is estimated at 0 point.

2.7. Incentive and demerit points are not included in the main RS scale, but their amount cannot exceed 10% of the rating scale for RS-1 and 10% of the starting scale for RS-2.

2.8. Incentive points may be awarded for performing creative work on disciplines (for example, participation in faculty and institute Competitions held within academic disciplines, etc.).

2.9. Demerit points can only be awarded for the overdue defence of a laboratory work or late completion of an individual project of semester assignment.

2.10. The initial information for building an RS is the education technology, control measures and the type of semester control.

3. EVALUATION OF ACADEMIC DISCIPLINE LEARNING OUTCOMES

3.1. A specific academic discipline or part of the academic discipline RS, except for what curriculum provides for semester control, (hereinafter referred to as – discipline) is a mandatory component of the syllabus-work program academic discipline (educational component).

3.2. The RS is brought to the students' attention at the first lesson and does not change during the semester.

3.3. A scientific-and-pedagogical worker responsible for the implementation of activities of continuous and/or semester controls (hereinafter referred to as the teacher), must regularly fill in the "monitoring progress" module in the automated control system named the **"Electronic campus" Information System** for timely informing the students about all received rating points resulted from current control measures, as well as the number of final rating points at the end of the semester.

3.4. The discipline RS specifies the criteria for evaluating the current year's activities control, rules for receiving incentive and penalty points, conditions of admission of the student to the test or exam (no arrears on laboratory work, computer workshops, from the semester individual task or minimum number of points), evaluation criteria of the students' answers on individual questions/tasks of a test card, a test paper or exam.

3.5. It is forbidden to assess the student's presence or absence in the classroom, including charging incentive or demerit points.

3.6. Calendar control is carried out according to the criteria established in the RS and the results of measures of current control of students, whose procedure is defined in the [Regulations on the current, calendar and semester monitoring of learning outcomes at the Igor Sikorsky KPI](#).

Credit

3.7. The discipline RS, whose semester control is provided in the form of credit for the correspondence education, is developed according to the RS-1 type and includes assessment of continuous monitoring of progress measures in the discipline during the semester.

3.8. The student's rating score consists of the points received by the student as a result of continuous monitoring of progress measures, incentive and demerit points.

3.9. The rating assessment is announced to the students at the penultimate class of a certain discipline in the semester.

3.10. Students who have fulfilled all the conditions of admission to the test and have a rating score of 60 or more points obtain the number of points according to their rating score without additional tests.

3.11. The students who fulfilled all the conditions of admission to the test and have a rating score of less than 60 points, as well as those students who wish to improve their rating score at the last scheduled lesson on disciplines in the semester can take a semester control in the form of a test paper or interview.

3.12. In order to increase the interest of students in quality performance of individual semester assignments provided by the individual curriculum of the student, the rating could be defined as the sum of points for the test control work and the points for an individual semester task. In this case, the size of assessment scale of test work can be lowered by the maximum value of points provided for the performance of a relevant individual semester assignment.

3.13. After completing the test work, if the score for the test work is higher than the rating, the student receives a rating for results of test work.

3.14. If the score for the test control work is less than the rating, one of the following two options is used (by the decision of the Department):

- 1st option: "hard" RS – preliminary rating of the student (except for points for the semester individual task) is cancelled and he/she receives the points based on the results of the test control work. This option forms a responsible attitude of the student to decision-making on the performance of test control work, makes the student assess the level of their training critically and prepare carefully for the test.
- 2nd option: "soft" RS – the student receives the highest of the grades obtained based on the results of the test control work or on the previous rating.

3.15. The register of the semester control points comprises the rating points, received by the student during the semester or by the results of the test control work, and the assessment based on these points (Appendix A).

3.16. The scheme depicting the specificity of functioning of the discipline RS having the semester control in the form of a test (for correspondence form of education) is provided in Appendix B (paragraph B.1)

Exam

3.17. The RS of the discipline, having the semester control in the form of an exam is developed according to the RS-2 type and consists of two components, namely:

starting one – designed to evaluate current control measures during the semester;

examinational one – designed to evaluate individual questions (assignments) during the exam.

3.18. The recommended size of the starting component of the RS is 40-50 points, and the exam component is 60-50 points.

3.19. Starting points are formed as the sum of rating points received by the student based on the results of monitoring of progress measures, incentive measures and demerit points.

3.20. After evaluating the student's answers at the exam (exam control work) the teacher summarises the starting points and the points for the exam, combines a rating score and converts it to the University scale (Appendix A).

3.21. The scheme of functioning of the discipline with the semester control in the form of the exam RS is provided in Appendix B (paragraph B. 2).

3.22. For correspondence form of study, whose semester control is provided in the form of a credit, in case the monitoring of progress measures is not enough to evaluate the learning outcomes, it is recommended to apply the second type of RS, which presupposes a mandatory component of the final evaluation.

4. EVALUATION OF THE COURSE PROJECT (COURSE WORK)

4.1. A special type of credit is the defence of a course project (course work). As the course project (course work) is a separate educational component, separate sections of RS are developed to evaluate the work of students.

4.2. The test is conducted in the form of an oral defence of the course project (coursework) in front of the committee responsible for semester control.

4.3. the course project (course work) RS is a component of a syllabus that is developed by the supervisor and is brought to the students' attention together with a task for a course project (course work).

4.4. Course project (course work) RS is compiled according to the RS-2 type and has two components, namely:

- starting one – characterises the quality of the explanatory note, text and graphic (illustrative) material: adherence to the established schedule of a project execution (course work), actuality and justification of decisions made, accuracy of the application of analysis and calculation methods, the quality of setting, compliance with the requirements of regulatory documents, the quality of graphic material and compliance with standard requirements, etc. The recommended size of the starting component is 40-60 points;
- defence component – characterises the quality of defence of a course project (course work): the quality of the report, the degree of proficiency in the material, degree of justification of the decisions made, ability to defend their opinion, answers to questions from the members of the semester committee control, etc.

4.5 Course project (course work) RS should explain the system and criteria for evaluating all the characteristics of the starting component and defence component.

4.6. After the course project (course work) defence, the committee summarises the points for the starting component and a component of defence, combines it to a rating and converts it to assessments according to the University scale (Appendix A).

4.7. The scheme showing the functioning of the course project (course work) RS is provided in Appendix B.

5. INTERNSHIP EVALUATION

5.1. A special type of credit is the defence of internship. Internship is a separate educational component, so to evaluate internship a separate RS is developed.

5.2. The credit is conducted in the form of an oral defence of the results of the internship in front of the committee for conducting semester control.

5.3. The description of the internship RS is a component of the syllabus – a working program of internship, which is developed by the head of the internship from the department and brought to students before starting the internship period.

5.4. Internship RS is composed by RS-2 type and has two components:

● starting component is intended for evaluation by the head of the internship on the part of the internship base of the student's activities during the internship;

● defence component is intended for evaluation of the defence of internship results by the committee for conducting semester control, which includes preparation of a report on internship, keeping an internship diary, presenting the results of the internship by student during the presentation, answering questions from the members of the committee for conducting semester control etc.

5.5. Based on the results of the defence, the semester control committee summarises the points for the starting component and the defence component, combines them to a rating assessment and converts them to assessments according to the University scale (Appendix A).

5.6. The scheme of functioning of the internship RS is shown in Appendix B.

6. EVALUATION OF CERTIFICATION

6.1. Certification of students is carried out in the form of a certification exam in certain disciplines (comprehensive certification exam) or/and defence of the qualification work.

6.2. The certification RS is developed by the department which offers degree programs separately for each form of certification (certification exam in each discipline, comprehensive certification exam, defence of the qualification work) and is brought to students' attention before the start of the internship that precedes the certification.

Certification exam (comprehensive certification exam)

6.3. The certification exam (comprehensive certification exam) RS includes the assessment of each exam question (assignment).

6.4. RS defines criteria for evaluating students' answers to individual exam questions (assignments).

6.5. When developing criteria for assessment of the certification exam (comprehensive certification exam), it is necessary to take into account the following:

- the maximum number of points awarded for completing a particular question (assignment, solution stage) should be based on the level of its importance and complexity;
- reducing the maximum number of points should take into account the most common mistakes of students when performing certain tasks;
- the lower limit of a positive evaluation of an individual question (assignment, solution stage) has to be at least 60% of the points value for the question (assignment, solution stage), and a negative result is estimated at 0 points.

6.6. In case of conducting an oral certification exam (comprehensive certification exam), every member of the examination committee evaluates the student's answer to each question awarding the points according to the assessment criteria. The quality of the student's answers to additional questions from the examination committee

members should be taken into account when evaluating the examination paper questions.

6.7. At the end of the certification exam, at a closed meeting of the examination committee, the average assessment score of each question is determined by the members of the examination committee. The sum of these average assessments is converted into assessments on the University scale according to Appendix A.

6.8. The scheme of functioning of the certification exam (comprehensive certification exam) RS is provided in Appendix D (paragraph D.1).

Qualification work

6.9. The qualification work RS includes the assessment of the following aspects:

- quality of qualification work, i.e. the quality of the explanatory note, text and graphic (illustrative) material (topicality and justification of decisions made, accuracy of the application of analysis and calculation methods, the quality of setting, compliance with the requirements of regulatory documents, the quality of graphic material and compliance with standard requirements, etc.) is evaluated;
- defence of the qualification work, i.e. the quality of defence of the qualification work (the quality of the report, the degree of proficiency in the material, the degree of justification of decisions made, the ability to defend your opinion, etc.) is evaluated.

6.10. The description of the qualification work RS should disclose the system and criteria for evaluating all characteristics, taking into account:

- validity of the relevance and originality of the topic;
- proper scientific and theoretical level of work content;
- the degree of independence of the conducted research;
- compliance with work registration standards;
- style of presentation;
- ability to convey the essence and results of research concisely and consistently;
- ability to defend their own ideas, hypotheses, and conduct scientific discussion in a reasoned manner;
- level of scientific discourse.

6.11. After the qualification work defence, each member of the examination committee summarises the points awarded for the quality component of the qualification work and for the defence component of the qualification work, converts them according to a rating assessment system, and then at a closed meeting of the examination committee, the average rating score is calculated and converted into assessments according to the University scale (Appendix A).

6.12. The scheme of the qualification work RS functioning is provided in Appendix D (paragraph D.2).

Appendix A. Compliance of rating points with University assessment scale

Student's rating assessment	University scale of the acquired competencies level assessments
95…100	Excellent
85…94	Very good
75…84	Good
65…74	Satisfactory
60…64	Enough
Less than 60	Unsatisfactory
Failure to comply with the conditions of admission to semester control	Not allowed

Appendix B. Schemes showing the functioning of the discipline RS

B.1. Scheme presenting functioning of the discipline RS having the semester control in the form of a credit (RS-1)
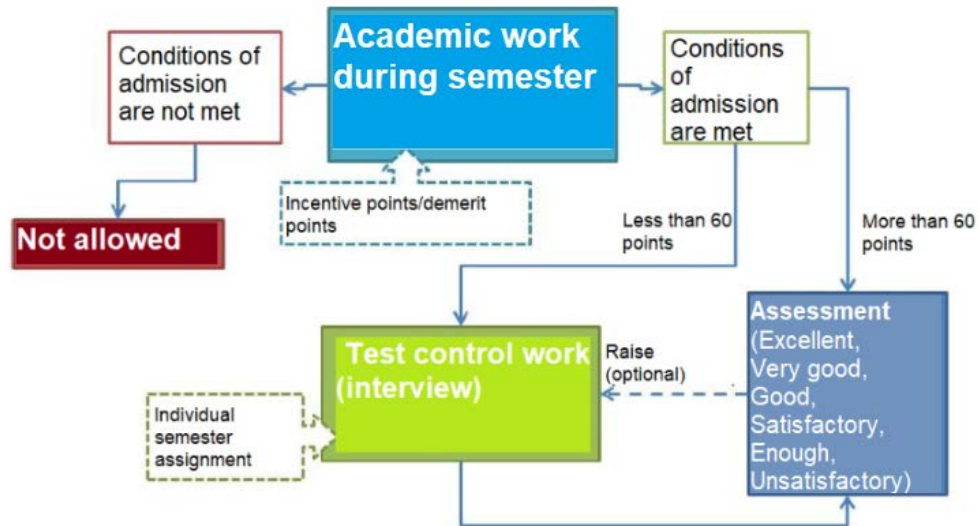
B.2. Scheme depicting the functioning of the discipline RS having the semester control in the form of examination (RS-2)
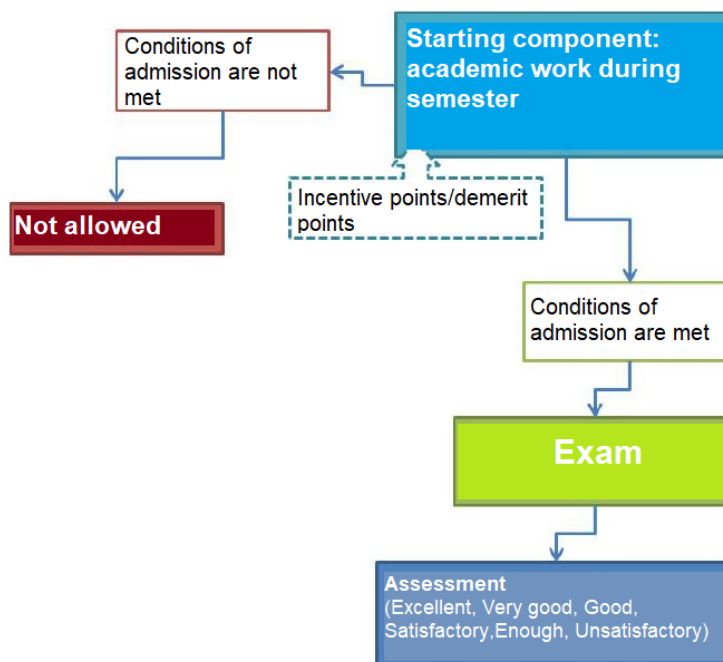
Appendix C. Scheme demonstrating the functioning of the course project (course work) and practice RS (RS-2)

Starting component:
 * the quality of the explanatory note, text and graphic (illustrative) material of the course project (course work);
* applicant's activities during the internship

Defence

Assessment
(Excellent, Very good, Good, Satisfactory, Enough, Unsatisfactory)
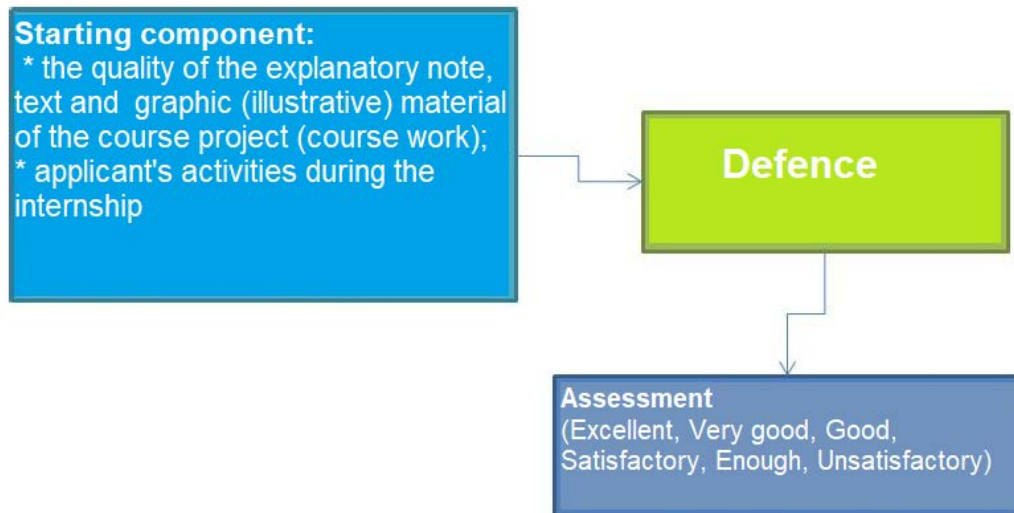
Appendix D. Schemes that show the functioning of the certification RS

D.1. Scheme of functioning of the certification examination (comprehensive certification examination) RS

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Examination              Evaluation of questions
questions                (assignments) by
(assignments)            members of the
                         examination committee

                         Average score of each
                         task (assignment)

                         Assessment
                         (Excellent, Very good,
                         Good, Satisfactory,
                         Enough, Unsatisfactory)
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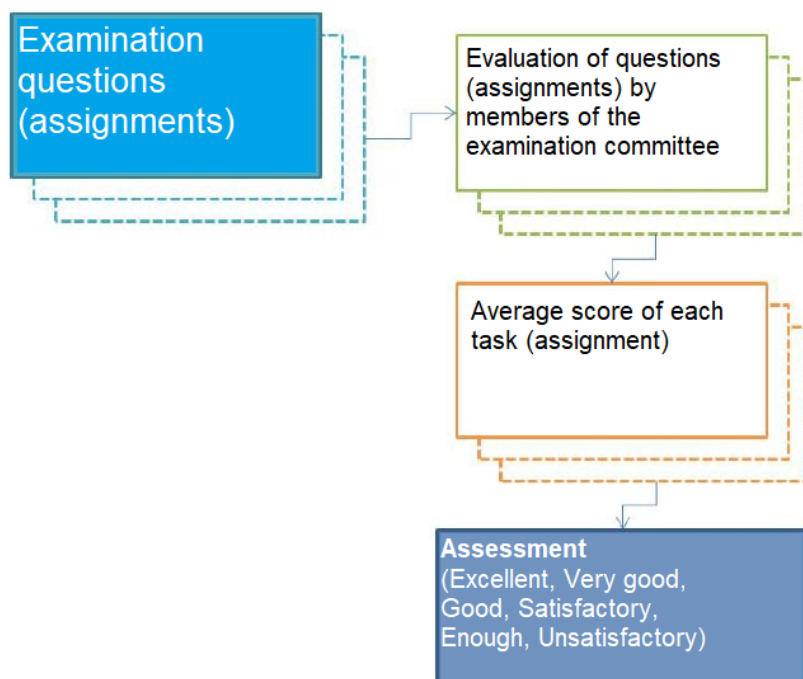
D.2. Scheme of functioning of the qualification work RS

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Quality of a qualification work        Evaluation by members
                                       of the examination
Defence of the qualification           committee
work

                                       Avarage rating score

                                       Assessment
                                       (Excellent, Very good,
                                       Good, Satisfactory,
                                       Enough, Unsatisfactory)
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