

REGULATIONS REGARDING CONTINUOUS ASSESSMENT AT THE CEU CARDENAL HERRERA UNIVERSITY

Approved by the Governing Council on 30th June 2008. Modified by the Governing Council on 20th July 2022. Modified by the Governing Council on 30th June 2023.

PREAMBLE

Since the introduction of new regulations for the continuation of studies and the implementation of active learning methods in order to comply with the requirements of the European Higher Education Area in 2005/06, the University has applied more or less systematically, on all campuses and study programmes, a continuous assessment system regarding student acquisition of relevant knowledge and skills.

The application of continuous assessment methods has been refined and standardized by means of various mechanisms. These Regulations have been created and approved in order to ensure that the different continuous assessment systems in use are applied consistently in general terms.

Article 1. Regarding the obligatory nature of continuous assessment

1. Continuous assessment is considered to be the best method via which one can measure the progressive acquisition of competencies (a combination of knowledge, skills and attitudes) by students. The monitoring of competency acquisition in this way requires the use of different assessment approaches as they may vary to suit the course content, the activity in question and the kind of competency to be assessed.

Several such approaches may be employed during the teaching of a course. The assessment system for each course will be designed to facilitate the measurement and appraisal of student progress in a continuous manner, as follows:

1. In the case of first-year courses, the lecturer responsible must design and implement a continuous assessment system. For courses belonging to later years, lecturers have the liberty to design an assessment system which they consider appropriate for each course. Such assessment systems must always be compatible with the assessment criteria established in the corresponding official degree report (*memoria de verificación*).
2. The specific assessment system for each course will be defined in the corresponding course guide. The system chosen must comply with these Regulations. If for any reason the assessment system detailed in the course guide is found to require modification once the academic year has begun, this should be explicitly communicated to students in writing.
3. Lecturers may require students to attend a minimum percentage of lectures and, in such a case, the lecturer concerned must record student attendance in order to be able to calculate the relevant percentage.

4. Lecturers may also establish an alternative method of assessment for those students who have been unable to pass the course via the continuous assessment system. This mechanism must be compatible with the provisions of these Regulations and must enable students to obtain the maximum grade at any of the official examination sittings. Such an alternative mechanism may take the form of:
 - a. An additional assessment test (being additional in the sense that students who follow the continuous assessment process are not required to perform this test). This may take place on the same day as the final examination or on a different day.
 - b. An assignment or piece of research which students must submit or present orally.
 - c. A series of practical tasks which the student must carry out.
5. When grading students during the extraordinary examination period, the lecturer may choose whether to take into account the marks achieved during the continuous assessment, while always ensuring that it is possible for the student to achieve the maximum possible grade.
6. It is at the discretion of the lecturer to determine the form of continuous assessment for first-year undergraduates. Therefore, first-year undergraduates will normally be assessed via the continuous assessment system. Nevertheless, there may be certain grounds (e.g., serious illness, employment, etc.) for exemption from the continuous assessment system: such students should apply to the relevant vice-dean or deputy director for such an exemption. It may, however, still be compulsory for the student to attend certain practical training activities.
7. Theoretical tests within the continuous assessment system may, at the lecturer's discretion, take place with or without test materials.
8. The course guides must clearly define the assessment criteria for students taking the course for the first time, and, where appropriate, also specify any specific conditions for:
 - a. Students who are exempt from continuous assessment (see point 6);
 - b. Students who are repeating the course.
 - c. Students being assessed during the extraordinary examination period.
9. The relevant dean's or director's office will create and publish, within the first month of the semester, an examination calendar for theoretical tests. The dates for such tests will not be included in the course guides. The lecturers will inform the dean's or director's office for the purposes of coordination and student communications.

Article 2. Components of continuous assessment systems

1. Continuous assessment systems will always consist of two components:

- a. The mark obtained from the final examination.
 - b. The marks obtained from the assessment tests undertaken during the course. These tests may take the form of individual or group assessments.
2. The marks from the assessment tests undertaken during the academic year will correspond to a minimum of 20% of the final grade and a maximum of 70%. This will be applicable in all cases except those in which, due to the nature of the courses in question, the proportion set aside for the assessment tests must be higher than 70%. Such exceptions must be approved by the vice-dean or deputy director responsible for the degree.

The remaining component of the grade to be awarded will derive from the final examination for the course. The final examination will always take place on the specified date in the official calendar for the faculty or campus in question. All courses must have a final examination which takes place on the designated date and whose value towards the final grade must be compatible with the criteria specified in the previous paragraph. A course may forego a final examination only if this is provided for in the official degree report (*memoria de verificación*).

3. The final grade will be the sum of “a) the mark obtained from the final examination” and “b) the marks obtained from the assessment tests undertaken during the course”, taking into account the weighting of these components as specified in the course guide. The lecturer may establish a minimum mark that students must obtain in the final examination (component “a”) in order for this to be taken into consideration when calculating their overall grade. In such a case, this must be explicitly stated in the course guide.

The lecturer may establish a minimum mark that students must obtain from the assessment tests taking place during the course (component “b”) in order for this to be taken into consideration when calculating their overall grade. In such a case, this must be explicitly stated in the course guide.

Article 3. Activity-based courses

The Governing Council, at the instance of the Dean/School Director, may agree to classify a particular course as an activity-based course (*materia proyectual*). An activity-based course is one for which, due to the nature of its educational content, it is not possible to provide an alternative assessment mechanism to students in addition to that of continuous assessment. Therefore, in the case of activity-based courses, students must attend the educational activities described in the course guide to enable assessment to take place. Students who fail to comply with this requirement will not be provided with an alternative means of assessment.

For those courses which are classified as activity-based, attendance at and participation in the relevant activities therefore becomes an essential requirement for assessment, as non-participation means that the target competencies cannot be assessed, with the student being unable to demonstrate possession of these competencies at ordinary or extraordinary examination sittings.

For a course to be classified as activity-based (*materia proyectual*):

1. The lecturer responsible for the course must submit a proposal to this effect to the relevant dean's or director's office.
2. The dean or director responsible for the degree may then submit to the Governing Council a proposal for the course to be classified in this way, due to the nature of the competencies involved and the manner in which they can be assessed.
3. If the Governing Council approves the classification of the course as activity-based, then its status as such will be indicated in the corresponding course guide.

Article 4. Prohibited characteristics of continuous assessment systems

1. Lecturers may not, as a general rule, hold examinations on theoretical content outside of the official examination periods which the student must pass in order to pass the course. Such examinations may, exceptionally, be authorized by the Governing Council, after due consideration of a written request to this effect from those responsible for the degree concerned.
2. A student's right to sit the final examination must not be conditional on passing the continuous assessment component overall, nor on passing one test or set of tests within it, without prejudice to the provisions of the previous article.

Article 5. Documentary evidence of student assessment

Any document in any format which is used to determine a student's final grade must be kept by the lecturer responsible for the course or the area of knowledge, in accordance with sections 4 and 5 of article 38 of the Student Regulations:

“4. The documents on which the students' final grade is based (written exams, recordings in general, practical work, etc.) must be kept by the lecturer responsible for the course or the area of knowledge until the end of the following academic year.

5. With regard to the continuous assessment of a course, where this is provided for in the course guide, and by extension to all those components which form part of the process and yet which are different from the final exam, the following will apply:

- a) Students will have five working days to challenge their grade after the communication of it for each of the exams/exercises/practical sessions they undertake;

to do this, they must state this in writing to the relevant lecturer.

b) After this period, the grades awarded for such assessed exercises during the teaching period will be considered to be final and no appeal against them will then be possible.

c) Students will be notified of these grades by means of the process established by the lecturer in each case, within the framework of the general principles laid down by the University for information of this type.

Regarding the incompatibility of earlier regulations

These Regulations and the provisions contained herein supersede any contradictory or incompatible provisions of the “REGULATIONS REGARDING CONTINUOUS ASSESSMENT AT THE CEU CARDENAL HERRERA UNIVERSITY. Approved by the Governing Council on 30th June 2008. Modified by the Governing Council on 20th July 2022”.

First concluding provision. Interpretation of these Regulations

The Office of the Rector of the CEU Cardenal Herrera University retains the exclusive right to interpret the content and applicability of these Regulations.

Second concluding provision. Effective date

These Regulations come into effect on the day following their approval by the Governing Council.

Alfara del Patriarca, June 2023