



CEU

*Universidad
San Pablo*

REGULATION 6/2020 OF THE EVALUATION TESTS AND THEIR REVIEW AT THE SAN PABLO CEU UNIVERSITY

Approved by the Governing Council at its meeting of 24 June 2020 and by the Board of Trustees at its meeting of 9 July 2020

Article 1. Purpose

The purpose of these Regulations is to regulate the performance, assessment and review of exams, as well as all kinds of assessment tests that are carried out at the San Pablo CEU University.

Article 2. Assessment tests

1. The teaching staff has the right and the duty to evaluate the student, to which effect it may conduct examinations, organize various tests throughout the course and arbitrate other procedures to achieve an adequate continuous evaluation of the students, without such tests being a cause of interruption or incidences in the teaching activity.

2. The evaluation tests will be adjusted in number, content and assessment in the final grade to what is determined by the teaching guides of the subjects and, therefore, they will be known by the student from the beginning of the semester in which they are given.

3. For the adequate knowledge by the students of the evaluation systems and their assessment, in the classroom, the teacher must, in the class presentation of his or her subject, give the basic aspects of the teacher's guide for the subject. Specifically, they should emphasize the calendar of the proposed test or trial period and the delivery dates of the work must also be immediately posted on the Virtual Campus.

Article 3. Dates for assessment tests

1. The continuous assessment tests will be established by informing the group coordinator, avoiding as much as possible the coincidence of tests from different subjects on the same date.

2. The tests corresponding to the ordinary and extraordinary announcements will be held in the periods established for this purpose in the academic calendar approved by the Permanent Commission of the Governing Council. The management calendar, which must be approved together with the academic calendar in the month of March of the previous year, will indicate the periods for examinations, the dates for the delivery of grades, for the holding of Evaluation Boards, for the publication of grades, for the review of exams and for the signing of proceedings.

3. The time and place of the examinations corresponding to the ordinary, extraordinary and end-of-degree convocations shall be made public by the Academic Secretary of each Faculty/School or Center at least three weeks in advance of the starting date of the corresponding examination period. As far as possible, the final exams of different subjects of the same course will be spaced out at least twenty-four hours. In any case, the student has the right not to have any final examinations coincide in date and time.

4. When due to force majeure, and in exceptional cases, it is necessary to modify the dates established in the exam calendar, this modification shall be approved by the Deanship/Direction of the School or Center, which shall arbitrate the appropriate solution to ensure the exercise of the students' right to the exam.

5. When there are sufficient causes duly justified, and upon request of the student, the date of the exam may be modified on an individual basis and always within the time limits set by the Deanship/Direction of the School or Center. In case of discrepancy between professor and student, the Deanship/Direction of the School or Center will adopt the appropriate decision.

6. The teaching staff must take into account the university regulations for students with special educational needs and adapt the examination mode, conditions and time to the specific circumstances of the students that justify being in this situation. The Unit for the Attention to Persons with Special Educational Needs will inform about the requirements that students must fulfill in order to benefit from these circumstances and the way in which they can be satisfied, in accordance with what is established in Title V of Regulation 3/2020 of Students of the San Pablo CEU University.

For the purposes of this Regulation, students with special educational needs are those enrolled at the University who accredit, according to the regulations in force in the field, the recognition of a disability or particular situation that impedes the normal development of their academic activity at the University.

7. At any time during the exam or evaluation test, the professor may require the identification of the students, who will be obliged to prove their identity by presenting their student card from the University or, in its absence, by their National Identity Document, Foreigner's Identity Card or Passport.

Article 4. Evaluation Boards

1. In order to achieve an adequate evaluation of the students, Evaluation Boards will be held for each degree in the ordinary and extraordinary calls. In these meetings there will be an individual and joint assessment of the work done by students and groups in all degrees taught, following the Protocol of Evaluation Boards developed by the Vice President of Education and the Unit of Statistics and Quality.

In those cases where it is necessary, the Evaluation Boards may be developed in a telematic way. When this system is used, the Protocol of Evaluation Boards will also be applied.

3. The group coordinators will provide each Evaluation Board with a report in which the global results obtained by the students will be gathered, including percentages of passed, suspended and other grades, as well as the proceedings of the meeting held with the group's teachers. Records of the meeting with the teachers of the group will be taken by the Academic Secretary.

4. The Evaluation Boards will have the technical support of the SOU (Servicio de Orientación Universitaria/University Orientation Service). After the Evaluation Boards, and received the reports of the same, the SOU will contact the students to work with them individually or in groups, paying special attention to first-year students in terms of the selective that must overcome to continue in their degree.

5. The attendance of the teachers to the Evaluation Boards will be compulsory. In the event that there is a coincidence between the class time and the Evaluation Board, the teacher will try to adapt the time to attend the Board. On the other hand, the professor who cannot attend for other reasons must justify it to the Dean/Director of the School or Center or the corresponding Grade Director.

6. Notwithstanding the provisions of the previous section, when a professor cannot attend the corresponding Evaluation Board, he/she must previously send the report of his/her group to the coordinator of the same.

7. Once the Evaluation Board has been held, if the teacher has not been able to attend, the coordinator of the group will inform him/her immediately of any decisions that have been taken in the same and that affect his/her subject.

Article 5. Publication of grades

1. The publication of the final grades of each call shall not be made until after the corresponding Evaluation Meeting has been held. The publication of these grades will correspond exclusively to the Academic Secretary of the Center, through the Student Portal.

2. The results of the continuous assessment tests developed throughout the course must be communicated to the students within ten calendar days of their completion, through the Virtual Campus.

3. At least five calendar days before the date of the final exam in the ordinary call, the student must have been informed of the final grade obtained in the continuous assessment corresponding to the subjects in which he/she is enrolled.

4. The publication of any grade will respect what is established in the current regulations for the protection of personal data. The publication of grades in lists displayed in the classrooms or in any other physical space is prohibited.

Article 6. Review of grades

1. Simultaneously to the publication of the final grades, the Academic Secretary of the Center shall publish the place, day and time of the review of the grades, leaving a period of at least two calendar days between the date of publication of the grades and the review date. The review will be conducted in the facilities of the Campus where teaching is given. Exceptionally, the professor may propose another location, but for this he must have the authorization of the Dean's Office/Direction of the School or Center and must announce it in advance.

2. Once the review has been made, the professor shall immediately notify the Academic Secretary of the Center in writing of any changes made to the official grade of the subject.

3. In any case, the student may ask the teacher to take the evaluation tests at a later date than the one established for their review, although the grade obtained cannot be modified.

4. In the external academic practices, the student who requests it will have the right to be provided with the reports of his academic tutor, as well as the one made by his tutor in the collaborating entity. If the student has not achieved the expected results according to the report or the teaching guide, the deficiencies observed will be indicated.

Article 7. Claims

1. If, after the review, there is disagreement between the student and the teacher regarding the final grade of the course, the latter may file a written and reasoned complaint with the Director of the Department to which the teacher belongs, within three working days from the date of the review.

2. For the purposes of the previous paragraph, the Director of the Grade, in agreement with the Dean/Director of the School or Center and after hearing the Director of the Department, shall appoint a Tribunal composed of a president, a member and a secretary, of which at least two

shall belong to the area of knowledge corresponding to the subject. The teacher who evaluated the student will not be able to form part of this Tribunal.

3. The Tribunal shall hear the professor, as well as the student, and, before making a decision, shall take into account any other accredited circumstances that may affect the resolution of the case.

4. The Court shall decide within a period of ten working days from the date on which the complaint was filed, taking record of the decision adopted and communicating it to the interested parties. Said record, with the approval of the Director of the corresponding Grade, shall be sent to the Secretary of the Center, so that he may proceed, if necessary, to make the appropriate modification in the student's file.

5. In case of disagreement with the resolution of the claim adopted by the Court, the interested party may file an appeal with the University Rector within five working days from the communication of the same, who will resolve it by informing the interested party, the Department and the Center involved. No appeal may be lodged with any other body of the University against the decision taken by the Rector.

Article 8. Conservation of written evaluation tests

1. Teachers shall keep the examinations or evidence on which they base their grades, including assessment tests, rubrics, mock-ups, or any other such purpose, for a minimum period of one year. Notwithstanding the above, in case a complaint or appeal has been filed, the aforementioned evidence shall be kept in its original support until its resolution is final.

2. If a professor leaves the University, he or she must provide the corresponding Department with the exams and other evaluation evidence corresponding to the last academic year for their conservation.

3. In the event that a degree is not taught during an academic year due to a lack of students, the exams and evidence of the students' grades corresponding to the last academic year completed must be kept until the accreditation of the degree is renewed.

4. Grade directors may ask teachers for copies in electronic format of all or part of the evaluation tests that have been taken.

Article 9. Disciplinary responsibility

In case of plagiarism, copy of the exam or any other fraudulent act in the development of an evaluation test, the regulations on academic discipline will be applied, according to what is established in Title I of Regulation 3/2020 of Students of the San Pablo CEU University.

Article 10. On Line or Distance Evaluation

1. In the event that it is necessary to resort to remote evaluation tests, when the competent authorities impose it either directly or indirectly, the provisions of the Protocol for the Conduct of Online Evaluation with Remote Monitoring Tools (proctoring) at the San Pablo CEU University will apply.

2. Likewise, it will be possible to resort to tests of remote evaluation when a professor or the corresponding area of knowledge considers it appropriate, being equally applicable what is

established in the Protocol for the Accomplishment of the Evaluation On Line with tools of remote surveillance (proctoring) in the San Pablo CEU University.

3. The On Line Evaluation will be developed applying the criteria and technical guidelines foreseen in the mentioned Protocol, as well as the revision of the remote surveillance reports related to exams or evaluation tests, when there are indications of plagiarism or fraud on the part of the student.

4. In case of disagreement of a student with his grade, it will be proceeded according to the provisions of Articles 6 and 7 of this Regulation.

5. The exams, evaluation tests and other evidence on which the teacher bases his On Line Evaluation grade, must be kept for a minimum period of one year. Without prejudice to the above, in case a complaint or appeal has been filed, the aforementioned evidence must be kept in its original format until its resolution is final. Likewise, to the effects of conservation of the evidences of the On Line Evaluation, it will be applicable what is disposed in the paragraphs 2 and 3 of the article 8 of these Regulations.

Article 11. Particularities of the oral evaluation tests

1. The oral evaluation tests must be included in the teaching guide of the subject if this is contemplated in the verification report of the corresponding degree, or in the quality reports approved by the Governing Council of the University.

2. The professors who teach a subject whose teaching guide establishes the taking of oral exams will prepare an evaluation section indicating the elements to be evaluated, as well as the percentage of evaluation of these elements over the final grade of the exam. This section, once completed in accordance with the oral test of each student, will serve as evidence of the completion of the test, along with the recording of it and will be incorporated into the rest of the evidence of the course.

3. The review of these tests, in the case that the student requests it, will consist of the communication of the deficiencies detected in their answers, as well as information on the structure, foundation, development of the oral presentation or work, along with other criteria that have been taken into account at the time of scoring, according to the sections of the rubric and what is recorded on the test.

4. If, after the review, there is disagreement with the final grade of the course between the student and the teacher, the latter may make a complaint in accordance with the procedure established in Article 7 of these Regulations.

First additional provision. Grading and review of the evaluations of the Bachelor Thesis and the Master Thesis Projects.

The grading and review of the evaluations of the Thesis and the Master Thesis Projects shall be governed by their specific regulations, and the provisions of these Regulations shall only be of a supplementary nature in the absence of such special regulation.

Second additional provision. Special Evaluations

The evaluation of practical credits of portfolios in Architecture and observational rubrics in Health Sciences Degrees, as well as the evaluation of Clinical Practices, including rubrics and

practice notebooks, will be governed by their specific regulations, and these Regulations will not apply to them.

Unique derogatory provision. Regulatory derogation

Regulation 6/2017 on the performance of evaluation tests and their review, approved by the Board of Trustees of the San Pablo CEU University in its session of 15 and 16 December 2017, is hereby repealed, as well as any other regulation of equal or lower rank that is contrary to the provisions of these regulations.

Single final provision. Entry into force

These Regulations will come into force the day after their approval by the Board of Trustees of the San Pablo CEU University.