

Approved at  
the Scientific Board Session  
of “Gyumri State Pedagogical Institute after M.  
Nalbandyan” SNCO  
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Head of the Board \_\_\_\_\_ V. Grigoryan

**PROCEDURE  
OF ASSESSMENT AND APPEAL  
ON BACHELOR’S FULL/PART TIME AND MASTER’S EDUCATION  
CREDIT - BASED ACADEMIC PROGRAMME OUTCOMES  
“GYUMRI STATE PEDAGOGICAL INSTITUTE AFTER M. NALBANDYAN”  
STATE NON - COMMERCIAL ORGANIZATION**

Assessment on learning outcomes of Bachelor’s Full/Part Time and Master’s Education credit-based academic programme is carried out in order to define students’ practical and theoretical efficiency in solving professional issues and tasks.

Institute assessment with regard to knowledge, skills and abilities is carried out as follows:

1. Mid-term Modules;
2. Final Modules.

Students are informed about the schedule of mid-term and final modules (oral and written) on the curriculum and the final results’ within three weeks at the beginning of the academic term.

Mid-term modules are paper-based (control work, test, individual work), exhibition (for the specialty of “Applied Arts”), hitting a qualifying standard (for the specialty of “Pre-Military and Physical Training”, “Physical Education and Sport”). Students are free from classes for 4 days for mid-term module preparation. Final modules are taken in line with the current curriculum. Written modules are to last 120 minutes.

The mid-term and final module questionnaires are compiled by the academic course teacher in line with the outcomes and are approved and verified by the Head of Chair.

By the Chair presentation and justification, the modifications due to dates, modes and order of mid-term and final modules are discussed at the Faculty Board and are further discussed and approved at the Scientific Board.

Mid-term and final module reorganization is realized on condition of excusable absentees by the Dean's presentation and Rectorate permission with sound documental justification. Testing can be extra-curricular after the mid-term module.

Testing questionnaires with relevant scores and sample exam cards and tests are handed to students at least 10 days before the modules.

Topics for individual work are handed to students within two weeks at the beginning of the academic term. During mid-term and final modules students must not exchange tests or exam cards, must not use cellular phones or other means of communication, must not copy or talk.

Students are informed about the mid-term or final module results within 3 days after the testing period. At an extra-meeting the teacher discusses and clarifies the results.

The entry of the above-stated results into the Academic Administration database is carried out within three working days after their announcement.

Academic resit is carried out in line with the procedure established by the curriculum for the final module. The final grade is replaced by the resit score with the same significance if the resit score is 40 or more.

At GSPI assessment score is 100 with the minimum of 40 points (see Appendix 1).

## **BACHELOR ACADEMIC PROGRAMME**

### **FULL TIME EDUCATION**

Taking into account the place of the subject in subject unit, mid-term and final modules adhere to the following order:

1. Specialized courses taken 4 hours or more weekly per academic term have 2 mid-term modules:

- Module 1 – week 9 of the academic term
- Module 2 – week 17 of the academic term

In the graduate years of study modules are taken within weeks 6 and 11 accordingly.

\*The students who get excellent marks (86 points or more) may not take part in the final module. The final module score is calculated on arithmetical average of 2 mid-term modules.

2. Specialized courses taken 3 hours or more weekly per academic term have 2 mid-term modules, the latter in the mode of individual work.

- Module 1 – week 9 of the academic term
- Module 2 – week 16 of the academic term

In the graduate years of study modules are taken within weeks 6 and 11 accordingly.

3. Specialized courses taken 2 hours weekly per academic term have one mid-term module. It is run within week 9.

4. Final testing\* for the general and specialized courses is run by taking 1 and 2 mid-term modules within a three-week examination period.

\*If the number of final modules surpasses 5, some of them are transferred to week 17. The procedure is controlled by the Dean.

First term final module is run from January 8 for a three-week period. Second term final testing is run from June 8 for a three-week period (with the exception of graduate term 8, its final modules set within week 12).

Final testing for midterm-module-free subjects in line with the academic plan may be taken on finishing the syllabuses or within week 17. The procedure is controlled by the Dean.

Graduate qualification examinations are taken from week 14 of the academic term for a three-week period.

First term resit examination period consists of two stages:

- Stage 1 – from February 10 through February 20;
- Stage 2 – from February 21 through February 28.

Second term resit examination period consists of two stages:

- Stage 1 – from August 20 through September 1;
- Stage 2 – from September 2 through September 10.

Multi-component (final) grade is based on three, four, or five components with their relevant significance (see “Assessment components and their significance”).

For the students reinstated and taking mobility courses a separate schedule is set approved by the Department of Education and Methodology.

## PART TIME EDUCATION

Part time academic year consists of 40 weeks, 10 weeks for educational studies, 30 weeks for extra-curricular classes and examinations.

First term curriculum is set from November 1 through November 30.

Consultation is held from January 20 through January 27.

First term examinations are taken from January 29 through February 10.

First term resit examination period consists of two stages:

- Stage 1 – from March 15 through March 30;

- Stage 2 – from April 10 through May 10.

Second term curriculum is set from April 1 through April 30.

Consultation is held from June 10 through June 17.

Second term examinations are taken from June 18 through July 1.

Second term resit examination period consists of two stages:

- Stage 1 – from October 15 through October 30;
- Stage 2 – from November 10 through December 10.

GSPI part time education is credit-based since 2012/2013. Learning outcome assessment is performed in the following way: multi-component (final) grade is based on two or three components in accordance with their relevant significance (see “Assessment components and their significance”).

Mid-term written testing is in the mode of control work or individual work. Topics for individual work are handed to students within the first two weeks of the part time education process. The delivery and presentation of the control work or individual work is taken within a two-week period before the examination period according to the approved schedule.

## **MASTER ACADEMIC PROGRAMME**

The following programme envisages one-off run of midterm testing within week 11 of the academic term.

In the first term final module is run from January 8 for a four-week period, in the second term - from June 8 for a three-week period.

In line with Master Academic Programme Graduation paper pre-defense is run from week 9 of the fourth graduate term. In demand pre-defence may be held in two stages presented by the Head of the Chair and the Dean’s decision.

According to Master Academic Programme multi-component (final) grade is based on three, four components with relevant significance (See “Assessment Components and their Significance”).

First term resit examination period consists of two stages:

- stage 1- from February 10 through February 20;
- stage 2 - from February 21 through February 28.

Second term resit examination period consists of two stages:

- stage 1- from August 20 through September 1;
- stage 2 - from September 2 through September 10.

## ASSESSMENT COMPONENTS AND THEIR SIGNIFICANCE

According to credit-based Academic Programme multi-component (final) grade is based on three, four or five components with their relevant significance.

### **Full-time education**

In case of three components:

- attendance - 10
- in-class activity - 20
- final module - 70

In case of four components:

- attendance - 10
- in-class activity - 20
- mid-term module - 30
- final module - 50

In case of five components:

- attendance - 10
- in-class activity - 20
- mid-term module 1 - 20
- mid-term module 2 - 30
- final module - 40

### **Part-time education:**

In case of two components:

- attendance - 10
- final module - 90

In case of three components:

- attendance - 10
- control work - 20
- final module - 70

For the students reinstated and taking mobility courses:

- final module - 100

### **Attendance**

The attendance percentage is based on in-class hours according to the relevant Appendix.

### **Mid-term activity**

The final score is calculated on arithmetical average of midterm in-class grades. Each student should have at least two grades in the register during each term (by the 100-point grade system).

All testing mode results are fixed in the register.

## **APPEAL PROCEDURE**

Students might make an appeal against mid-term and final module results.

Students might make an appeal against oral testing results on the same day of the examination - during the examination or after it (before leaving the examination room) presenting his/her appeal to the Dean. The teacher, the Head of the Chair and the Dean should be present at the discussion of an oral appeal. In case of disagreement with the appeal results a student presents a written appeal to the GSPI Rector. To discuss the written appeal a committee is gathered by the GSPI Rector's order. Obvious majority of the committee members makes a decision by open voting:

- not to change the grade;
- to give a higher grade;
- to give a lower grade.

A protocol is made on the accepted decision which is ratified by the committee members. In case of disagreement against the accepted decision by one of the committee members, his /her written review is attached to the protocol.

Students might make an appeal against written testing results to the teacher immediately after the results' announcement within one day.

\*In case of excusable absentees the appeal may be made within 3 working days in line with the student application.

An appeal against written testing results is made by the same principle as in case of oral testing result appeal.

## ASSESSMENT SCALE

Multicomponent system of assessment	Letter grade	Formal equivalent of the grade in number	GSPI grade
	A+	5+	96_100
	A	5	91_95
	A-	5-	86_90
	B+	4+	81_85
	B	4	76_80
	B-	4-	71_75
	C+	3+	66_70
	C	3	61_65
	C_	3-	40_60
	D	2	below 39

### Attendance

Student attendance percentage is determined by the following formula:

$$\text{attendance \%} = \frac{x-y}{x} 100\%, \text{ if } y \leq \frac{x}{2} \quad (\text{see Sample 1})$$

$$\text{attendance \%} = 0, \text{ if } y \geq \frac{x}{2} \quad (\text{see Sample 2}), \text{ where } x \text{ is in-class hours, } y \text{ is absence hours.}$$

Sample 1) syllabus hours - 64,

absence - 20,

$$\text{attendance \%} = \frac{64-20}{64} 100\% \approx 69\%$$

Sample 2) syllabus hours - 64,

absence - 40,

$$\text{attendance \%} = 0\%$$

/The absence surpasses 50% of the syllabus in-class hours, thus the attendance is 0 %./



## **PEDAGOGICAL/PRACTICAL AND ACADEMIC INTERNSHIPS**

According to full-time Bachelor Academic Programme the first pedagogical/practical internship is held from week 9 of academic term 6. The second pedagogical/practical internship is held from week 9 of academic term 7.

According to part-time Bachelor Academic Programme the first pedagogical/practical internship is held in the second term of the fourth academic year for a four-week period from February 15 to March 15.

The second pedagogical/practical internship is held in the second term of the fifth academic year for a four-week period from February 15 to March 15.

According to Master Academic Programme educational internship is held in the third academic term for a four-week period from September 15 to October 15.

Academic internship is held in the fourth academic term for a six-week period from February 10.

Pedagogical internships in line with Bachelor (full-time, part-time) and Master Academic Programmes are held in the Institute, Secondary Vocational Institutions, compulsory and High Schools.