

**UTENA UNIVERSITY OF APPLIED SCIENCES**  
**THE PROCEDURE FOR THE ASSESSMENT OF LEARNING OUTCOMES**

**CHAPTER I**  
**GENERAL PART**

1. The Procedures (hereinafter referred to as the Procedures) for the Assessment of Learning Outcomes at Utena University of Applied Sciences (hereinafter referred to as the University) is a document, which shall determine the principles of the assessment of learning outcomes, the procedure for organization, the responsibility of the persons participating in the assessment of the learning outcomes, their rights, and duties.

2. The assessment of learning outcomes at the University are assessed using a 10-point grading scale, in accordance with the Law on Higher education and Research of the Republic of Lithuania, in accordance with the Minister of Education, Science, and Sport of the Republic of Lithuania No. ISAK-2194, 24 July 2008 "On the approval of the evaluation system of the study results" (Žin., 2008, No. 86-3437), the recommendations of the Ministry of Education, Science, and Sport of the Republic of Lithuania for improving the evaluation of study achievements with the Description of Study Fields, the Description of General Requirements for Study Program, University's Statute, the University's Academic Code of Ethics, the Study Regulations, the Description of Study Program, by Order.

3. The purpose of the assessment of learning outcomes is to assess the level of student's achievement, listener; to provide the student, listener with feedback on the progress made.

**CHAPTER II**  
**PRINCIPLES OF ASSESSMENT OF LEARNING OUTCOMES**

4. In the University, the following principles are applied assessing the learning outcomes of students and listeners:

4.1. suitability and validity - the assessment must be linked to the objectives of the study program (module (subject)) and must measure the study learning outcomes of the study program.

4.2. reliability - the assessment results must be objective. Different evaluators must grant the same academic result.

4.3. clarity - the assessment system must be informative, understandable for evaluators and evaluated.

4.4. usefulness - the assessment carried out must be positively evaluated by the evaluators themselves and contribute to the objectives of the study program.

4.5. impartiality - the assessment methods used during the evaluation must be equally suitable for all being assessed.

5. Assessment of learning outcomes consists of:

5.1. assessment of knowledge and comprehension.

5.2. assessment of ability.

### **CHAPTER III**

#### **CUMULATIVE ASSESSMENT OF MODULE (SUBJECT) LEARNING OUTCOMES**

6. Learning outcomes achieved by the student, listener upon completion of the module (subject) are evaluated attributing them to the achievement level. There are three module (subject) achievement levels: **excellent** (assessment – **10 and 9**), **typical** (assessment – **8 and 7**) and **threshold** (assessment – **6 and 5**) (Appendix 1).

7. The studies of the module (subject) are completed with an exam or an evaluation of the independent work (project) by the student, listener, assigning to the excellent, typical or threshold level of study achievement levels.

8. To ensure the active work of students/listeners throughout the study semester and the objective evaluation of study achievements, the University applies a cumulative assessment. Its structure is defined in the description of the subject (module):

8.1. when applying cumulative assessment, the study achievements are evaluated by interim examinations.

8.2. certain study achievements provided in the program of the study subject are evaluated as components of the cumulative assessment.

8.3. the final evaluation is made from the interim examinations and the exam/project work evaluations.

8.4. the number of interim examinations and the weight of the components for the final evaluation depends on the subject and field of study.

8.5. if the student, the listener does not comply with minimum evaluation - the minimum mark of the specified number of interim examinations - considering the requirements of the study program description, the description of the field of study, the student, the auditor may not be allowed to take the exam/ defend the project work.

9. Evaluations for interim examinations are not rounded. The final evaluation of the module (subject) is converted into a score by applying the rounding system to the whole number following the mathematical rules (up to 0.5 - to the lower whole number, 0.5 and more - to the larger whole number).

10. When repeating the studies of a study module (subject), the cumulative assessment must be renewed.

11. The evaluation of the exam or project work must make up at least 50% of the cumulative assessment.

12. The achievements of the study results of the examination or project work, practice defense reports are evaluated by the suitable scores which are entered in accordance with procedures of Appendix 2.

### **CHAPTER IV**

#### **ORGANIZATION OF ASSESSMENT OF LEARNING OUTCOMES**

13. The organization of the assessment of learning outcomes consists of the stages of planning the assessment of learning outcomes, organizing the process of assessment of learning outcomes, conducting the feedback of the assessment.

#### **14. Planning the assessment of learning outcomes:**

14.1. the assessment of the learning outcomes of the module (subject) is planned by the teacher of the module (subject), considering the results of the study program. In the module (subject) description, provides information about the module (subject) assessment system.

14.2. the module (subject) description must indicate the assessment system, intermediate and final assessment methods, their percentage weight in the final evaluation, and describe the criteria for each intermediate evaluation and indicate the assessed study results.

14.3. depending on the study results of the module (subject), a different number of interim exams is possible.

14.4. the module (subject) description must indicate the planned assessment date of the

intermediate and final study results (the time may not be indicated on a specific date, but in the relevant period of the study process).

**15. Organization of the assessment process of Learning outcomes:**

15.1. during the first lecture, the professor of the module (subject) introduces the program of the module (subject) to the students and listeners, informs the students and listeners about the organization of independent studies, explains assessment, attendance structure and criteria, other requirements.

15.2. assessment of study results takes place in the classroom, remotely, at the place of practice or during other activities.

15.3. the exam session takes place according to the exam schedule approved by the dean of the faculty. There must be an interval of at least 2 days between exams.

15.4. the results of the assessment are published by the Studies Department in the Students' academic database no later than within ten working days from the day of the assessment.

**16. Assessment of learning outcomes. Learning outcomes are assessed by:**

16.1. the assessment of the learning outcomes of the module (subject) during the semester is done by the teacher of the module (subject), following the evaluation system provided in the description of the module (subject).

16.2. if the teacher who taught the subject or led the studies is unable to assess the study results due to illness or other important reasons, the dean of the faculty, on the proposal of the head of the department, appoints another teacher or forms a committee of specialists in that field.

16.3. the teacher has the right to ask the student, the listener to present a document confirming his/her identity upon arrival for the exam, to defend the practice report or project work.

16.4. when the exam is organized in a virtual learning environment, the student's authenticated connection to the virtual learning environment Moodle and/or the presentation of a personal identity document when connecting to the exam via video conference is considered as confirmation of the student's identity.

16.5. the Director of the University, the Deputy Director for Studies and Science, the Dean of the Faculty, the Head of the Department, the Head of the IT Learning Center, and the Academy Council member may participate in the assessment of the learning outcomes.

16.6. the final thesis is defended or/and the final exam is held with the Qualification Committee.

**17. Feedback:**

17.1. the results of all examinations are announced and discussed with students and listeners regarding the norms of academic ethics.

17.2. the results of interim examinations are announced and discussed by professors within a week after the interim examination, but no later than before the start of the exam session.

17.3. the results of the final examinations must be discussed before publication in the academic database.

## **CHAPTER V COLLEGIATE ASSESSMENT**

**18.** Collegial assessment is applied to ensure the objectivity of the assessment, to prepare the student, and listener for integration into the scientific, professional, or other community, and to provide an opportunity to develop communication skills. During the collegial assessment, students and listeners are examined by a committee of professors of a certain field of study.

**19.** Collegial assessment is applicable to study fields in which the study results are presented in visual, audio form, or oral examination, but in this way, it is appropriate to assess the study results presented in writing as well.

## CHAPTER VI

### RIGHTS AND OBLIGATIONS OF PROFESSORS, STUDENTS, AND LISTENERS DURING THE ASSESSMENT OF LEARNING OUTCOMES

#### **20. Obligations and rights of professors:**

20.1. to assess only those learning outcomes that are provided in the module (subject) description, regarding the established criteria.

20.2. to align the assessment tasks with the learning outcomes provided in the module (subject) description.

20.3. to ensure that assessments are linked and based on established assessment criteria.

20.4. to ensure timely confidential and informative notification of the student about the results of his assessment.

20.5. not to disclose the submitted tasks until the assessment, except in cases where the description of the module (subject) provides otherwise.

20.6. to assess only the knowledge, understanding, and abilities acquired by the student, and listener.

20.7. before the start of the assessment of the learning outcomes, inform the students and listeners about the sources and tools that are allowed and not allowed to be used during the examinations. Possession of unauthorized sources and tools during the examinations (final or midterm) is recognized as sufficient evidence that the student or auditor used these tools.

20.8. to respond to cases of dishonesty by students and listeners, such as plagiarism, falsification of data, exam or credit results, use of external help during assessments, presentation of someone else's written work as one's own, earning money by writing written work for other students, listeners, submitting one-course written work for payment for another course, bribery, etc.

20.9. to take measures to prevent academic dishonesty of students and listeners in assessing study results. The professor can:

20.9.1. to take unauthorized sources and tools.

20.9.1. to terminate the student's, auditor's interim or final examination.

20.9.1. to inform the dean of the faculty, in which the student is studying, in writing about the case of dishonesty or appeal to the Academic Ethics Committee.

20.10. not to provide data on the evaluation of the student's, and listener's knowledge, understanding, and abilities to persons unrelated to studies or its organization. The results of the student's and listener's learning outcomes assessments are confidential information processed in accordance with the procedure for processing students' personal data at the University. Without the individual's consent, the study results are disclosed only to the employees of the University, who are authorized to process this data according to their job functions.

#### **21. Obligations and rights of students, listeners:**

21.1. to achieve the learning outcomes foreseen in the description of the study program.

21.2. to participate in all modules (subject) examinations.

21.3. to take all examinations independently:

21.3.1. a written work is considered non-independent when it is fully or partially written by another author (reprinted another author's work or part of it without references, as well as exceeding the citation limits in a specific case allowed by the Republic of Lithuania Law on Copyright and Related Rights), the written work is in violation of copyright, the work was used in whole or in part for the assessment of another subject at the University or other higher education institutions;

21.3.2. other examinations are considered non-independent when unauthorized sources and tools are used.

21.4. to help the subject professor (examiner) clear suspicions if the subject professor (examiner) suspects that a student or auditor is using unauthorized sources or tools. The refusal of a student or auditor to cooperate is considered as proof of his dishonesty. Penalties for violations of academic honesty are applied by the procedure established in the University's Study Regulations.

21.5. can express an opinion on the teaching and assessments methods, form, and procedure of the module (subject), after the assessment.

21.6. A student or listener who disagrees with the module (subject) interim assessment score, module (subject) final assessment score, procedural violations of the module (subject) assessment, procedural violations of the organization of the final exam, and/or the defense of the final thesis within 2 working days of the evaluation results may submit a reasoned appeal, as set forth in the procedure for submission, investigation, and decision-making of Appeals of the Utena University.

## **CHAPTER VII FINAL PROVISIONS**

- Council.
22. The procedure is approved, changed, and supplemented by the decision of the Academic Council.
  23. The procedure takes effect from 1 February 2022.

**LEVEL OF ACHIEVEMENT OF STUDY RESULTS OF THE ASSESSMENT PERIOD  
DETERMINATION FORM**

<b>Excellent level of achievement</b>					
<b>Description of the level of achievement of study results</b>	<b>Criteria for determining the level of achievement of study results</b>	<b>Number of modules (subjects) in the assessment period</b>		<b>Number of modules</b>	
				<b>rated "10 and 9" at least</b>	<b>rated "8 and 7"</b>
A student, classified as having an excellent achievement level, who: knows the latest sources, theories, and principles of the subject (field) of study and can create and develop new ideas; able to apply knowledge and solve complex and atypical problems of the field of study or profession; can independently collect, evaluate, interpret data and make decisions based on it; can logically convey information, ideas, problems, and solutions when communicating with specialists in his/her field of study and other study fields; have learning abilities necessary for further studies and independent learning	A student is considered to have achieved an <b>excellent</b> level of academic achievement during the assessment period if <b>at least</b> four-fifths (80%) of the module (subject) grades are at an excellent level, and the rest are at a not lower than typical level	14	12	2	
		13	11	2	
		12	10	2	
		11	9	2	
		10	8	2	
		9	8	1	
		8	7	1	
		7	6	1	
		6	5	1	
		5	4	1	
		4	4	0	
<b>Typical level of achievement</b>					
<b>Description of the level of achievement of study results</b>	<b>Criteria for determining the level of achievement of study results</b>	<b>Number of modules (subjects) in the assessment period</b>		<b>Number of modules</b>	
				<b>rated "10, 9, 8 and 7" at least</b>	<b>rated "6 and 5"</b>
A typical level of achievement describes a student who: knows the most important theories and principles of his/her study subject (field) and can substantiate the essential achievements of the field of study; is able to apply knowledge in solving standard problems of his field of study or professional activity related to it; can independently collect, evaluate and interpret the data of his field of study, necessary for making decisions; is able to convey the usual information, ideas, problems, and solutions of the field of study; has learning abilities needed for further studies and independent learning;	A student is considered to have reached the <b>typical</b> level of study achievements of the assessment period if <b>at least</b> three quarters (75%) of the evaluations of the modules (subjects) are at the typical or excellent level, and the others are at the threshold level	14	11	3	
		13	10	3	
		12	9	3	
		11	9	2	
		10	8	2	
		9	7	2	
		8	6	2	
		7	6	1	
		6	5	1	
		5	4	1	
		4	3	1	
<b>Threshold level of achievement</b>					
<b>Description of the level of achievement of study results</b>		<b>Criteria for determining the level of achievement of</b>			

<p>A student who: knows the most important theories and principles of his study subject (field) is assigned to the threshold level of achievement; is able to apply knowledge in solving simple problems of his field of study; can participate in collecting, evaluating, and interpreting the data of his field of study, necessary for making decisions; able to convey essential information, ideas, problems of the field of study; have independent learning abilities.</p>	<p>A student is considered to have reached the threshold level of study achievements for the assessment period if he has settled for all modules (subjects), but his study achievements do not reach a typical level</p>

**EXTENDED DESCRIPTION OF ASSESSMENT OF STUDY RESULTS**

Passing the exams	Score and brief description of knowledge and skills*	Detailed description of knowledge and understanding	Detailed description of capabilities
Passed	<p><b>10 (excellent)</b> Excellent, exceptional knowledge, and skills</p>	<p>Excellent, exceptional, comprehensive knowledge and its application to solving complex practical problems. Independently studied additional material. Understands and uses concepts well and is able to analyze them in the wider context of the subject. Thinks originally and independently. Excellent analytical and evaluation skills, insights. Excellent preparation for further studies.</p>	<p>Excellent application of theoretical knowledge. Perfectly performs complex non-standard tasks. Impeccable, exceptional quality of performance. Excellent diction and presentation skills. Understands well what and why is done.</p>
	<i>All study results have been achieved</i>		
	<p><b>9 (very good)</b> Solid, good knowledge and skills</p>	<p>Solid, good, comprehensive knowledge and its application to solving complex practical problems. Independently studied additional material. Understands the studied material perfectly, uses concepts correctly. Thinks originally and independently. Very good analytical, evaluation and synergy skills. Very good preparation for further studies.</p>	<p>Very well applies theoretical knowledge. Performs complex typical tasks with ease. Very good performance quality. Very good diction and presentation skills. Understands what methods and techniques to use and why.</p>
	<i>At least 90% of study results were achieved</i>		
<p><b>8 (good)</b> Better than average knowledge and skills</p>	<p>Better than average knowledge and its application to solving practical problems. Familiarized with the mandatory material. Able to work independently with additional material. Understands concepts and principles and applies them appropriately. Argues well and supports arguments with facts. Good preparation for further studies.</p>	<p>Good application of knowledge. Correctly performs tasks of moderate and more difficult complexity. Good performance quality. Good diction and presentation skills. Knows what methods and techniques to apply.</p>	
<i>At least 80% of study results were achieved</i>			
<p><b>7 (average)</b> Average knowledge and ability, with minor errors</p>	<p>Average knowledge, with minor errors. Applies knowledge to solve practical problems. Familiarized with the main material. Understands and applies concepts and principles. Several essential parts are linked into a whole. Reasons well enough. Sufficient preparation for further studies.</p>	<p>Knowledge is applied following the examples provided. Good performance quality. Performs moderately difficult tasks correctly. Sufficient diction and presentation skills.</p>	
<i>At least 70% of study results were achieved</i>			



Passing the exams	Score and brief description of knowledge and skills*	Detailed description of knowledge and understanding	Detailed description of capabilities
	<p><b>6 (satisfactory)</b> Knowledge and abilities (skills) below average, with mistakes</p>	<p>Below average knowledge, with mistakes. Applies knowledge to solve simple practical problems. Familiarized with the main material. Satisfactorily understands the concepts and can describe the received information in their own words. While analyzing focuses on several aspects but fails to connect them. Satisfactory preparation for further studies.</p>	<p>Knowledge is applied following the examples provided. Satisfactory performance quality. Knows how to act by analogy. Performs easy tasks correctly but does not understand more complex ones. Satisfactory diction and presentation skills.</p>
	<i>At least 60% of study results were achieved</i>		
	<p><b>5 (weak)</b> Knowledge and abilities (skills) meet the minimum requirements</p>	<p>Knowledge meets the minimum requirements. Applies knowledge to solve simple practical problems. Simple naming of mastered concepts, retelling of the text. Answering focuses on one aspect. Minimum preparation for further studies.</p>	<p>Minimum sufficient ability to solve problems by following examples. Able to act by analogy. Satisfactory diction and presentation skills.</p>
<i>At least half of the study results have been achieved</i>			
<b>Failed</b>	<b>4</b>	<b>Unsatisfactorily</b> Minimum requirements are not met	Knowledge does not meet the minimum requirements
	<b>3</b>		
	<b>2</b>		
	<b>1</b>		
<i>Less than half of the study results have been achieved</i>			Abilities do not meet the minimum requirements