

# **Regulations on examinations and marks**

## **Foreword**

The UPC's Academic Regulations for Bachelor's Degrees detail the different regulations relating to student assessment for each course. Therefore:

- These regulations are not a stand-alone document, but instead a complement to the UPC's Academic Regulations for Bachelor's Degrees.
- These regulations will be subject to revision before the start of each academic year in order to adapt them, if necessary, to the Academic Regulations for Bachelor's Degrees that have been previously approved by the corresponding bodies of the UPC.

## **Information prior to enrolment**

Before the enrolment period opens each semester, the School will publish all course schedules and the calendar and schedule of the final examinations, as well as the calendar and schedule of the partial tests of initial stage and common obligatory courses that are scheduled outside of class hours.

Each semester, the course guide establishes the teaching plan for each course, including the objectives, the programme, the bibliography and the assessment method. The assessment method must detail the assessment criteria, the grading method and the weighting for the different tests.

Each semester, the School will determine a deadline for the course director to update the course pages in the course guide.

The School's Academic Committee for the Bachelor's Degree in Informatics Engineering (CAGEI) will check that the information entered complies with the current criteria. Once this is done, the director of studies will incorporate the changes into the course guide. Otherwise, the director of studies will inform the course director of the observations contained in the CAGEI for them to be taken into account.

## **Assessment during the semester**

The partial tests scheduled during the semester must take place during the teaching schedule of the courses, except in the case of initial stage and common obligatory courses, which will take place during the established schedule. Assessed practicals may take place either during or outside of the course's teaching schedule.

The course director must notify students of the assessment at least 7 days in advance by means of the instruments made available to them by the School. The announcement or notification must contain the following information:

*Time and date of the assessment*

Any applicable additional information regarding the announcement must be attached to it at least 2 days before the assessment:

*The classroom expected to be used*

*The distribution of students among the classrooms (if applicable) Additional considerations (use of notes, calculators, etc.)*

Students must receive the results of assessments during the semester a maximum of 15 working days after they take place and, in any case, at least 2 days before the final examination if the mark of the assessment is relevant for determining the option to sit part or all of the final examination (a final examination that forms part of a course that has had no previous assessments is in no case considered optional). To these effects, this document considers working days to be those that are not public holidays, Sundays, Saturdays, or any other day on which the UPC closes its buildings. The course director must publish the results of the assessments using the instruments made available to them by the School.

In compliance with personal data protection legislation, in no case may the results published display the student's national identification number alongside their name and surname.

The course director must publish the deadlines for submitting works and practicals, etc. at least two weeks in advance using the instruments made available to them by the School. Works or practicals that last less than two weeks are exempt from this.

## **Final examination**

For courses that intend to include a final examination as their assessment method, the School will send the course director a list of classrooms available for it to take place at least 15 days in advance.

The course director must notify students of the final examination at least 7 days in advance by means of the instruments made available to them by the School. The announcement or notification must contain the following information:

*Time and date of the assessment*

*Classrooms expected to be used*

*The distribution of students among the classrooms (if applicable)*

*Additional considerations (use of notes, calculators, etc.)*

Students must be informed of the estimated date of the publication of the results in the announcement of the examination, in its statement or via a notice published using the instruments made available to the academic staff by the School. In the latter case, the notice must be published the same day as the examination.

In compliance with personal data protection legislation, in no case may the results published display the student's national identification number alongside their name and surname.

## **Review of the marks**

All students have the right to request the review of the marks they obtained in a specific assessment.

In the case of the final examination, the course director must determine a mechanism that allows students to exercise this right before submitting the final marks to the School. Students will be informed of this mechanism, and in particular of any relevant dates, via the announcement of the examination, in its statement or via a notice published using the instruments made available to the academic staff by the School. In the latter case, the notice must be published the same day as the exam.

The examination must be reviewed at least 24 hours after the publication of the marks, respecting the deadline established by the School in its academic calendar.

In the case of assessments during the semester, a specific review mechanism must also be established if the results of the assessment are published after the end of the class period. Otherwise, no specific mechanism will be necessary as there is a consultation schedule that allows students to review their marks in person.

### **Definitive marks**

The course director must submit the final results to the School once the review has taken place, in accordance with the foregoing. They must be submitted in compliance with the deadlines established by the School in its academic calendar and it must be done using the instruments made available to them by the School.

The School will add the marks received to the students' academic records and send the course director a report that allows them to check that the marks entered are correct.

### **"Absent"**

In relation to marks entered as "Absent", the Academic Regulations for Bachelor's Degrees establish:

*A mark of "Absent", meaning that the student has not been assessed, is given when a student does not participate in any of the course's assessments, unless an alternative definition is given in the course guide for that course.*

Courses with a continuous assessment method may deem the literal application of the general definition established in the Academic Regulations for Bachelor's Degrees unsuitable. In this event, the course director must include a sentence in the assessment method that states these criteria. An example may be the following:

*A mark of "Absent" is given when the student has participated in a total number of assessments comprising no more than 20% of the final mark.*

The course director may propose, in the terms established to this effect, alternative text that respects the general spirit of the criteria.

### **Examination collection**

At the end of each semester and using the instruments made available to them by the School, the course director must send the School the partial tests with a minimum weighting of 20% of the course's final mark and the final examinations, as well as possible solutions for them if academically possible.

At the end of the semester, the School may collect all partial tests with a minimum weighting of 20% of the course's final mark and the final examinations for all courses. It may also collect the answers to the different tests, at the course director's judgement.

The School will send a copy of the collected exams to the Rector Gabriel Ferraté Library for them to be added to its archives and made available to students. They will also be published on the School's intranet.

This must occur within one month of classes starting.