

## ORGANIZATION OF EXAMINATION DATES, ASSESSMENTS OF STUDY, AND THE USE OF A – F GRADING SCALE AT FSV UK

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| <b>DIRECTIVE S_SO_002</b>   |  |  |
| Version: 001  |  |  |
| Issued by Dean's Measure: 17/2023   |  |  |
| Date of issuance: 19.09.2023  | In effect from: 01.10.2023                     | Validity: Indefinite period of time                  |
| <b>Related regulations and documents:</b><br>Rules for Organization of Studies at FSV UK<br>Study and Examination Regulations of Charles University   |  |  |
| <b>Repealed regulations:</b><br>OD 55/2012 Definition of the regulations on examination dates and recording of results of examinations / classified course credits, and organisational guidelines<br>OD 17/2018 Using A-F Grading Scale at UK FSV<br>OD 20/2019 Amendment to the Dean's Measure no. 17/2018 Using A-F Grading Scale at UK FSV |  |  |
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| <b>Appendices:</b>  |  |  |
| <b>Brief summary of the regulations:</b> This Guideline regulates the organization of examination dates, assessments of study, and use of the A-F grading scale at the Faculty of Social Sciences of Charles University.  |  |  |
| <b>Discussed with AS FSV UK:</b><br>12.9.2023   | <b>Approved by AS FSV UK:</b><br>Not requested | <b>Discussed with trade unions:</b><br>Not requested |
| <b>Discussion with or approval by another body:</b> Not requested   |  |  |
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| <b>Issued by:</b> PhDr. JUDr. Tomáš Karásek, Ph.D., Dean of the Faculty   |  |  |

### Part I – Information about the Regulation

#### 1. Reasons for and Explanation of the Changes

| Content of the change  | Point |
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| Directive S_SO_002_Organization of examination dates, assessments of study, and the use of A – F Grading Scale at FSV UK – version 001 |       |

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| Transformation of the regulation into a directive   |     |
| The Directive merges and updates provisions previously contained in several measures of the Dean.                     |     |
| Further specific changes:   |     |
| – Modification of the definition of the boundary of the necessary condition for the fulfilment of the sub-assessments | 6.4 |
| – Introduction of the specification of the right to 1 retake for the sub-assessments                                  | 6.5 |
| – Introduction of conditions for setting a higher number of retake examination dates                                  | 6.6 |

## 2. Purpose and Scope of the Measure

This measure issues a new Directive - Organization of examination dates, assessments of study, and the use of A - F grading scale at FSV UK.

### Part II – Basic Terms and Roles

#### 3. Definition of Terms and Roles

- 3.1. A candidate for study becomes **a student** on the date of enrolment. Enrolment takes place at the faculty that implements the respective study programme within the time limit set by the Dean of that faculty. A person whose studies have been interrupted becomes a student on the date of re-enrolment. A person ceases to be a student on the date of termination of studies in accordance with § 55 para 1 and § 56 paras 1 and 2 or interruption of studies in accordance with § 54 of Act No. 111/1998 Coll., Act on Universities and on Amendments and Supplementations to Other Acts (the Act on Universities). For the purposes of this Measure, students also include participants in Lifelong Learning and students of the University of the Third Age.
- 3.2. **The Study Information System (SIS)** is a centrally operated study information system for all faculties and other units of Charles University. The system serves students, teachers, student services offices, and other groups of users. The web part of the system is intended primarily for students and teachers.
- 3.3. A supplement to the Study and Examination Regulations of Charles University in accordance with Article 19 paras 2 and 3 is understood as **the Rules for the organization of studies at FSV UK**. The Rules establish the requirements of study programmes implemented at the Faculty of Social Sciences and regulate the details of the organization of studies at the Faculty.
- 3.4. **The Guarantor of the course** is responsible for implementing the stipulations of this directive.

### Part III – Organization of Examination Dates and Assessments of Study

#### 4. Examination Dates

- 4.1. The dates for the completion of courses, the number of announced examination dates, the dates for recording the grades and regular examination dates and retakes for block-taught courses are regulated in Article 6 of the Rules for Organization of Studies at UK FSV.

- 4.2. Teachers may, at their discretion, set a date (date and time) in SIS UK for the end of registration for the examination and for cancellation of registration for the examination.
- 4.3. The possibility of a second retake before the Board is regulated by Article 11 para 4 of the Rules for Organization of Studies at UK FSV.
- 4.4. The student takes the second retake of a repeatedly enrolled course by oral examination in a compulsory or compulsory elective course before an examination board consisting of at least two examiners.

## **5. Assessments of Study**

- 5.1. Course enrolments and assessments of study are governed by the Rules for the Organization of Studies at UK FSV.
- 5.2. If the student fails the exam, the teacher must record a failing grade (F) and only then is it possible to retake the exam (a classified course credit) in the next examination date; improving grades is not allowed.
- 5.3. If a student does not appear for an examination without any prior justification, the teacher will enter a failed attendance of "-" (not a grade of "F") as the examination result. If a student subsequently excuses his/her absence for unexpected medical reasons, the teacher will not enter any examination result.
- 5.4. In the case where a student has started to complete the partial activities set for the course in SIS UK and has failed to attend the examination during the entire examination period, the teacher will record a failing grade (F) on the last day of the examination period. If the student has not even started to fulfil the study obligations, the teacher will record a failed attendance of "-" as the result of the examination.

## **Part IV – Examinations/Course Credits/Classified Course Credits, and the Use of A-F Grading Scale at UK FSV**

### **6. Conditions for Examination/Course Credit/Classified Credit**

- 6.1. The conditions for obtaining a course credit or classified credit are set by the teacher after approval by the course guarantor. The conditions may include attendance at classes, successful completion of tests (midterm, final), submission of protocols or written reports, completion of assignments within deadlines, active participation in class, presentation of a paper, etc.
- 6.2. The conditions for obtaining the examination are set by the teacher after approval by the course guarantor. The conditions may include attendance at seminars or practical classes, successful completion of tests (midterm, final), submission of protocols or written reports, completion of assignments within deadlines, active participation in class, presentation of a paper, etc. Attendance at lectures may not be part of the requirements for the examination.
- 6.3. Sub-activities may not be set for the first days of classes, after which students have the right to preregister for the course and cancel their registration. The registration period for courses is governed by the academic calendar.

- 6.4. All parts contributing to the final assessment must be assessed separately and must be part of the final overall assessment, which is determined as the sum of the individual sub-assessments. The conditions for completing the course may include the necessary conditions for the performance of the course, but only within the logic of para 7.2 of this measure; thus, the boundary for the necessary condition for the performance of a sub-assessment, if set, is set at exactly 51 %. If the teacher sets such a necessary condition for the performance of a continuous assessment (being not a requirement), then the teacher must allow for the continuous assessment retake in the amount of one retake.
- 6.5. In case of courses resulting in a course credit, classified course credit, or examination, the number of retakes for continuous assessments is zero except in the case where the assessment includes a test. In this case, the student is entitled to one retake for the failed test.
- 6.6. The teacher may, with the consent of the course guarantor, set a higher number of retakes for sub-assessments; the teacher will post this number no later than during the first week of classes in the semester on the website of the respective course in SIS UK. The teacher may, with the consent of the course guarantor, replace the retake of the same activity of a sub-assessment with another activity within the scope of the original sub-assessment; the teacher will post this option no later than during the first week of classes in the semester on the website of the respective course in SIS UK.
- 6.7. In the case that the course results in examination or a course credit, the teacher will evaluate the student at the level of 0% to 100%. When the assessment consists of several sub-assessments (e.g. continuous test, seminar paper, final test, activity in the seminars), the teacher assesses the individual parts and sets the total score as a percentage. All parts that contribute to the final evaluation must be evaluated and included in the final evaluation.
- 6.8. The teacher will post the weights of sub-assessments and other elements of the assessment no later than in the course of the first week of classes in the semester on the website of the respective course in SIS UK.

## 7. Use of A – F Grading Scale at FSV UK

- 7.1. In accordance with the Study and Examination Regulations of Charles University (6th full version with effect from 1.10.2023) and the Rules for Organization of Studies at UK FSV (with effect from 1.10.2020), the A-F grading scale has been used at UK FSV for classified course credits and examinations.
- 7.2. A-F grading scale of the total result in accordance with the preceding paragraph and using rounding up to the full percentage, is determined as follows:

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|-------------|----|---|
| 91 % and up | => | A |
| 81-90 %     | => | B |
| 71-80 %     | => | C |
| 61-70 %     | => | D |
| 51-60 %     | => | E |
| 0-50 %      | => | F |

- 7.3. Basic interpretation of the A-F grading scale is as follows:

- A – excellent (outstanding performance with only minor mistakes)
- B – very good (above average performance with some mistakes)
- C – good (overall good performance with a number of notable mistakes)
- D – satisfactory (acceptable performance with significant mistakes)
- E – sufficient (performance fulfils only minimum criteria)
- F – insufficient/failed (more effort needs to be made).

- 7.4. Where a procedure other than that referred to in chapter 7 is required under an accredited double-degree or joint degree study programme, the procedure agreed by the consortium of the corresponding double-degree or joint degree study programme will apply.