

REGULATION OF ASSESSMENT OF KNOWLEDGE AND SKILLS - **EXAM SEASONS**

NOVA School of Law
NOVA University, Lisbon



REGULATION 357/2020

The Pedagogical Charter approved by the Pedagogic Council at its meeting on 6 November 2019 recommends to professors of the School that systems of assessment of a curricular unit are not limited solely to assessment through a final examination. Without prejudice to this recommendation, it has been decided to combine into one document all existing rules applicable to the scheduling and registration for the exam seasons existing in this School. This Regulation has been approved by the Pedagogical Council of NOVA School of Law, under the provisions of paragraph b) of the Article 16 of this School's By-Laws.

Regulation of Assessment of Knowledge and Skills - **Exam Seasons**

ARTICLE 1

Scope of application

This Regulation applies to all knowledge and skills assessment procedures through final examination of the curricular units in the 1st and 2nd cycles of study in operation at NOVA School of Law.

ARTICLE 2

General provisions

- 1.** The final assessment of curricular units in the 1st and 2nd cycles of study in operation at NOVA School of Law consists, as a rule, of a written examination lasting a maximum of three hours, on an anonymous basis, designed to assess the extent to which students have achieved the curricular goals and learning objectives of the respective curricular units.
- 2.** The regulations of each study cycle define the curricular units which, given the specificities of their curricular goals and learning objectives, are subject to distinct assessment methods.
- 3.** Provisions of this regulation do not exclude the complementary use of other forms of assessment as long as they are announced to students orally and in writing at the beginning of the semester.
- 4.** If a professor opts for complementary approaches to assessment of learning, the resulting grade must be announced appropriately in the period between the end of classes and before the start date of the exam season immediately following.
- 5.** The professor cannot do away with the final written examination as a method of assessment for all or some of the students nor may they change its date and time, although they can create a general rule whereby those who achieve a certain threshold in other assessment methods may be exempt from the final exam.
- 6.** In addition to that aforementioned in paragraph 2, any alterations to the final assessment exam to be applied to all students enrolled in a curricular unit is the responsibility of the Scientific Council acting on request of the professor. These requests must be presented to the relevant School before the beginning of the semester.

7. Requirements with regard to students with special educational needs and other such cases are the responsibility of the Dean, who shall decide on the basis of justifications from the person concerned, submitted no later than 20 working days before the start of the examination season or seasons to which it relates.

ARTICLE 3

Grading scale

- 1.** Final exams are assessed according to the Portuguese classification scale: a numerical whole scale from 0 to 20, rounded up to the nearest whole number. Students who obtain a grade of 10 or more will be approved.
- 2.** Classification systems resulting from the application of quotas by level or any form of statistical distribution are not allowed.
- 3.** Achievement of curricular goals and learning objectives established for a curricular unit should correspond to the allocation of a maximum mark of 20.

ARTICLE 4

Rights of students

- 1.** Students have the right to assessment of knowledge and skills carried out in a fair and impartial manner, recognizing and valuing merit consistent with the methods of teaching-learning and the programmes implemented during the semester, and with prior knowledge of the rules and objective criteria on which assessment is based.
- 2.** Students have the right to be treated fairly and with respect, safeguarding their physical and moral integrity.
- 3.** In accordance with the previous paragraph, students cannot be prevented from going to the bathroom, although this right may be subject to restrictions, such as not allowing more than one student at a time to leave the room, and/or preventing any student from leaving in the final phase after delivery of the exam.
- 4.** NOVA School of Law offers students who are breastfeeding, as an alternative to the possibility of taking exams in a special examination season, the possibility to be absent from an examination room for a period to breastfeed a child under six months of age.

ARTICLE 5

Normal examination seasons

- 1.** At the end of each semester there is a normal five-week examination season for examinations relating to the semester, resit and grade improvement.
- 2.** Between the end of classes and the beginning of the normal examination season there must be at least a one-week break, which may be used for review classes and clarification of doubts, but not with substitution or compensation classes.
- 3.** The start and end dates of the normal examination seasons are included in the school calendar approved annually by the Dean after consultation with the Pedagogical Council, and are posted on the NOVA School of Law website until the end of March of the school year previous to the year in question.
- 4.** The examination calendar stating the distribution of examinations over the available working days within each examination season is the responsibility of the Dean after consultation with the Pedagogical Council. The first version of the calendar for approval by the Pedagogical Council should be presented by the representatives of the 1st and 2nd cycles to this Council in close collaboration with the representatives of all the study cycles in operation at NOVA School of Law, and in their absence, with the student union of NOVA School of Law.
- 5.** The examination calendar should be posted on the NOVA School of Law website and its publication should take place before the beginning of enrolments in the curricular units concerned.

ARTICLE 6

Registration

- 1.** Students enrolled in the curricular units taught in each semester are automatically registered for the respective final examinations in the examination season immediately following the semester.
- 2.** Registration in the resit and grade improvement examinations is at the initiative of the students, applicable only to curricular units not taught in the semester concerned.
- 3.** The registration period aforementioned is included in the school calendar referred to in Article 4(3).

ARTICLE 7

Special seasons

- 1.** After each normal examination season there is a special examination season with a maximum duration of one week, for semester, resit and grade improvement examinations.
- 2.** The start and end dates of the special seasons are included in the school calendar referred to in Article 4(3).

ARTICLE 8

Registration

- 1.** Registration for the special examination season is always at the students' initiative, applicable only to those students with right of access to the special season under conditions defined in the following Article 9.
- 2.** The registration period aforementioned is included in the school calendar referred to in Article 4(3).

ARTICLE 9

Students entitled access to the special season

- 1.** Final year students who are missing one curricular unit to complete their cycle of studies have the right to take the examination of this curricular unit in the special season.
- 2.** Students holding the position of association officer, whose status has been previously confirmed by NOVA School of Law, are entitled to take up to five exams per year in a special season.
- 3.** Student athletes of NOVA University of Lisbon whose status has been previously confirmed by NOVA School of Law are entitled to take up to three exams per year in a special season.
- 4.** Those students referred to in the aforementioned paragraphs must choose for each curricular unit a resit examination held in the normal season or in the special season immediately following the semester. This restriction does not apply to semester and grade improvement exams.
- 5.** High performance athlete students, whose status has been previously confirmed by NOVA School of Law, are entitled to take any examinations in a special season without limit, where dates for examinations in a normal season conflict with dates

for participation in the respective sports competitions or with the preparation period before those competitions.

6. Students whose spouse or cohabitant, relative or similar next-of-kin has died are entitled to take the examination in the special examination season where the date of death or subsequent five working days coincide with the normal examination season. In the case of death of a relative or similar who is not next-of-kin, it is two working days following the death.

7. Students who are pregnant, have recently given birth or are breastfeeding are entitled to take up to five examinations in the special examination season in the year following the birth of the child. They must state for each curricular unit whether they intend to take the examination in the normal season or in the special season immediately following.

8. Working students who attend the 1st cycle have the right to take up to five examinations per year in special examination seasons, applying the provisions of paragraph 4.

9. Students who are subject to hospitalisation or who are affected by medically proven seriously incapacitating illness or injury are entitled to take examinations in the special season without limit, where exam dates coincided in the normal season with their period of sick leave.

10. Students who find their right to take an examination in the normal period is compromised for any reason, namely due to the scheduling of examinations coinciding with or on adjacent dates, may be authorised to take the examination in question in the special season on request to the Dean.

ARTICLE 10

Coinciding and adjacent examination dates

NOVA School of Law seeks to organise examination times in such a way as to minimise the scheduling of examinations on coinciding or adjacent dates. When the exams are designated for the same students, there is no guarantee of coincidence or adjacency except in the case of mandatory curricular units which are part of the same cycle of studies and school year.

ARTICLE 11

Delivery of examinations

1. The exams are devised and corrected by the professor who has taught the curricular unit in the semester in which the examination takes place. If the

curricular unit has not been taught in that semester, the responsibility falls to the professor teaching that course in the previous semester or to whoever last taught it at NOVA School of Law.

2. The semester, resit and grade improvement examinations are supervised by the professor of the curricular unit, who must collect the attendance list, examination sheets - personalised and customisable exam papers - and other materials necessary for assessment from the Teaching Support Office, 15 minutes before the beginning of the examination.

3. If an examination requires the use of two or more classrooms, the division is made according to an equal distribution of students between the assigned classrooms. The Academic Division is responsible for allocating the personalised examination sheets. NOVA School of Law designates doctoral students as additional invigilators of the examination to assist the professor, or redistributes the students to another examination room taking place at the same time.

4. Identification of students for the examinations must be confirmed either at the entrance, at the time of the call, or later, in the room where the exam is taking place. Invigilators of the examination must distribute the personalised exam sheets before the distribution of the examination paper identifying each student by name.

5. Personalised examination sheets should be made available for use by students who need more than one sheet to answer the exam unless the professor has previously defined that the examination in question does not require such provision.

6. Students may not be admitted to the examination if their name does not appear on one of the personalised examination sheets. In the event that a student presents for the examination without a personalised sheet, they must immediately be sent to the Academic Division.

7. Students whose mother tongue is not Portuguese who choose to answer the exams in Portuguese are entitled to half an hour more, or alternatively may answer the examination in English or in their mother tongue if different from that authorised by the professor responsible.

8. Professors and invigilators of the examination should be informed in advance about any decisions by the Dean in accordance with the relevant legal and regulatory terms of alterations relative to the general arrangements following the request of students with special educational needs or similar.

9. On handing in the exam, the invigilator should check that the relevant information has been filled in on the header of the examination sheet, ensuring

absence of any reference that might compromise students' anonymity, and verify the students' identity from their identity card if they have not done so before, and ask the student to sign the attendance register, which serves as evidence that the examination has been handed in and not signed at an earlier date.

10. All personalised or customisable examination sheets as well as any unused sheets must be returned by the students before they leave the examination room. Students can take draft sheets they have used with them.

11. In the case of withdrawals, this must be clearly indicated on both the examination sheet and on the attendance list which the student withdrawing must also sign.

12. The detachable header to each examination sheet should be removed to ensure the anonymity of the exam paper. Only on presentation of this slip can the student later have access to a copy of their exam paper once it has been corrected.

13. Cases of fraud that professors or invigilators of examinations may detect during the examinations should be brought to the attention of the Dean for disciplinary purposes.

ARTICLE 12

Correction of examination papers

1. The deadline for posting final marks and delivery of all exam papers duly graded to the Academic Division, accompanied by the corresponding attendance list signed by the students and the professor, is of fifteen continuous days.

2. In the last week of each normal examination season the deadline referred to in the previous paragraph is reduced to ten days.

3. Whenever the delivery of examination papers does not respect such deadlines, this late delivery should be accompanied by a justification addressed to the Dean.

4. Grades are posted by the professor onto the information management system in the respective Restricted Area of the website.

5. Professors with more than one hundred exams to correct in the same exam season shall be granted an extension of the periods referred to in paragraphs 1 and 2. The calendar periods will be counted as working days, and professors may ask the Dean for the collaboration of another professor or doctoral student in the correction of examination papers exceeding this number, the professor assuming overall responsibility for assessment. The professor in charge must ensure fair and appropriate standardisation of criteria and sign next to the signature of the

support examiner in all the examinations where cooperation of an additional examiner has been sought.

ARTICLE 13

Loss or destruction of examination papers

- 1.** All those involved in the examination process must ensure the integrity of the examination process and delivery of examination papers.
- 2.** In the case of loss or destruction of examination papers, the professor or invigilator of the examinations who is witness to such must immediately report the occurrence directly to the Dean or through the Teaching Support Office.
- 3.** Students who note their grades have been omitted from the list of examination results have five working days in which to request the issue be resolved.
- 4.** In the case where the loss or destruction of examination papers cannot be resolved, the student will be assessed on the basis of an oral examination during which they will be asked to reconstruct their answers given in the written examination.
- 5.** If the oral examination referred to in the previous paragraph proves unfeasible because too much time has already elapsed since the examination in question, or because the number of exam papers affected is more than 10, a new written examination will be scheduled for the earliest available date, to be taken for all intents and purposes, as part of the examination season corresponding to the examination concerned.

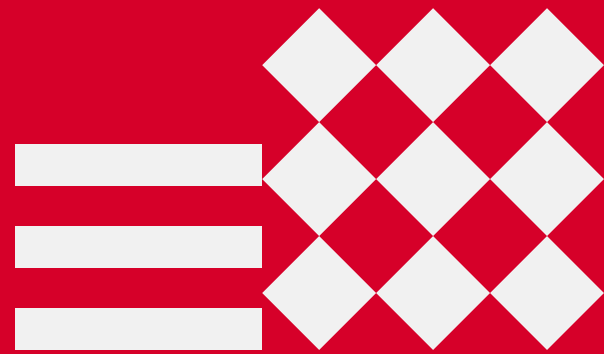
ARTICLE 14

Extraordinary circumstances

The Dean shall provide for revisions to the above rules to be made as appropriate in the face of extraordinary circumstances such as those relating to the suspension of in person teaching and non-teaching academic activities, determined by the competent authorities, and guarantee that such revisions ensure academic credibility of assessment and provide appropriate conditions for the demonstration of students' knowledge and skills.

Seen and approved by the Pedagogic Council on 13 March 2020.

24 March 2020. Dean - Mariana França Gouveia Sande Nogueira



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