	<b>EPOKA UNIVERSITY</b>				
	<b>DIRECTIVE “ON THE FUNCTIONING OF THE EXAM BOARD”</b>				
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## Section One

### Aim, Application, Basis and Definitions

#### Aim and Application

##### Article 1

The aim of the Directive is to determine the duties that the Exam Board should perform to ensure the quality of examinations.

This directive applies to Departments, Faculties, Exam Board, Permanent Commission on Quality Assurance and Academic Senate.

#### Basis

##### Article 2

The directive was drawn up in accordance with the Decision of the Academic Senate No. 09, dated 27.12.2017 “On the Establishment of the Exam Board and Appointment of the Chairperson and Members of the Exam Board”.

#### Definitions

**Article 3:** The following terms are defined as:

**Academic Senate:** It is the highest collegial academic decision-making body of the University.

**Additional Exam:** An examination arranged for Students that are at the graduation stage but who have FD or FF grades from a maximum of two courses and a CGPA below 2.00 despite having no failed courses.


**Decanate:** It is an executive collegial body of the respective main units/faculties.

**Expert for the study program or group of programs:** An academic staff member appointed by the Decanate to evaluate the quality of tests and exams.

**Final Exam:** An examination written or completed after the last day of classes as part of the final grade for the course. Final examinations include all forms of examinations due after the last day of classes.

**Fraud:** Any action (including plagiarism), omission or intention (including incitement) that partially or entirely impedes the rightful assessment of a person’s knowledge, insight, skills, attitude and reflection. Plagiarism, falsification, cheating, deceit and personalization are defined by Article 3 of the Regulation of EPOKA University “On Student Discipline”.

Drafting Unit	Controlling Unit	Approving Unit
Exam Board	Permanent Commission on Quality Assurance & Institutional and Legal Affairs Office	Academic Senate

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**Grade Distribution:** The number of students receiving each of the possible grades that can be awarded in each course.

**Midterm Exam:** An examination is conducted at the half-way point of a course or semester.

**Objections Concerning Exams:** The formal procedure through which the student submits a written request with regard to the grade appeal.

**Permanent Commission on Quality Assurance:** It is a collegial body, which perform functions in the areas set out in the Statute.

**Resit Exam:** An examination arranged immediately after the final exam for students with low grades.

## Section Two

### Duties of the Exam Board, Rapporteur and Expert for the Study Program

#### Duties of the Exam Board

##### Article 4:


The Exam Board is composed of a Chairperson and at least one representative from each Faculty. The members of the Exam Board are appointed by the Deans of respective Faculties. The Chairperson of the Exam Board is elected by the Academic Senate among the members of the Exam Board.

The Exam Board carries out its activities under the Permanent Commission on Quality Assurance.

The Exam Board carries out the following duties:

- establishes guidelines and instructions for the organization of midterm exam, final exam, resit exam and additional exam;
- monitors that the rules on the organization and invigilation of the exams are duly implemented by all involved staff members;
- monitors that the midterm exam, final exam, resit exam and additional exam are conducted in compliance with the exam schedule approved by the Decanate of the respective Faculty;
- monitors the quality assurance of tests and exams;
- evaluates the measures taken by Faculties in cases of fraud (Article 4 of the Regulation of EPOKA University “On Student Discipline”);
- evaluates objections concerning exams (grade appeals) and the decisions of Faculties (Article 23 of Regulation of EPOKA University “On Undergraduate Studies and Examinations”);

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- reviews the grade statistics and grade appeal statistics for the preceding semester based on Faculty reports;
- prepares an annual report of its activities.

### **Duties of the Chairperson of the Exam Board**

**Article 5:** The Chairperson of the Exam Board carries out the following duties:

- is responsible for ensuring the independent and proper functioning of the Exam Board;
- is responsible for and defends the policy and decisions made by the Exam Board;
- advises the Dean regarding the appointment of Exam Board members;
- prepares the meetings of the Exam Board together with the rapporteur;
- chairs the meetings of the Exam Board;
- approves the annual report of the Exam Board.

### **Duties of the Rapporteur of the Exam Board**

**Article 6:** The Rapporteur of the Exam Board carries out the following duties:

- prepares the meetings of the Exam Board together with the Chairperson and takes minutes for the meetings;
- prepares the Annual Report in collaboration with the Exam Board members and Chairperson;
- reviews proposed positions and decisions of the Exam Board against the legal framework of the University;
- on behalf of the Exam Board, collects the Faculty reports on the exam organization and assessment, grade appeals and investigation of the fraud cases;
- handles the correspondence of the Exam Board.


### **Duties of the Expert for the Study Program**

**Article 7:** The expert for the study program carries out the following duties:

For the quality assurance of tests and exams, the Exam Board requires from the Faculties to appoint one expert for study program or group of study programs. The expert should be appointed for at least two semesters. The members of the Exam Board should not be appointed simultaneously as experts.

The expert for the study program or group of study programs should assess the quality of examinations.

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The expert should assess at least one exam per semester for each study year. The assessment should be conducted for the midterm exams, the final exams and resit exams. The results should be delivered to the Exam Board by the faculty within four weeks after the deadline for entering the Resit exam grades as it is stated in the academic calendar. Hence two reports should be completed during the academic year.

The examiner should check if the exam meets the following criteria:

- The exam is designed in accordance with the course objectives;
- The exam reflects the materials delivered during lectures;
- The questions are formulated clearly and unambiguously;
- The evaluation criteria are formulated clearly and unambiguously;
- The weight of questions is mostly equally distributed in the exam;
- The percentage of the exam was stated in the course syllabus at the beginning of course;
- The course instructor has identified the students' mistakes in the exam paper in written form;
- Students are able to pass the exam (calculate the percentage of students with the grade over 60 points);
- For multiple-choice questions, several groups of exams are provided.

In case the alternative forms of examination such as take-home, jury, oral exams or projects are applied, the Faculty should set up the evaluation guidelines specific to subject areas and provide the report according to them.

### **Section Three**

#### **Meetings and Annual Report**


##### **Meetings of the Exam Board**

##### **Article 8: Timing of Meetings**

The general meetings of the Exam Board should be organized at least two times per year to evaluate the activities accomplished on a semester basis. The Exam Board may invite the Deans and Heads of Departments in order to discuss the semester-based results of assessments and to establish the specific examination policies (such as evaluation and assessment of the final projects, juries etc)

The four meetings during the semester should cover the organization of the midterm and final exams, the exams assessment and evaluation as well as reflection on the cases of fraud.

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- Two meetings should be organized one week before the start of midterm and final exams. The Exam Board should check the organization of the exams, such as the provision of the exam schedule by Faculties and announcement of the exam schedule and exam rules to students as well as the announcement on the appointment of invigilators.
- One meeting should be organized after the Final exams period.
- Two meetings per academic year (one meeting per semester) should be organized four weeks after the end of resit exam. Faculties should provide the report for each study program including the number of courses, number of exams being organized, forms of exams, the grade distribution, the quality assessment of the selected courses, number of fraud cases and decisions taken, number of grade appeals, cases of grade appeals and decisions taken.

## The Annual Report

### Article 9: Report

Each year the Exam Board should submit a report of its activities including:

- the overview of the appointed members of the Board with the specification of programs for which they are responsible;
- number of the meetings held during the year and the meetings' agenda;
- activities carried out to assure the exam quality;
- number of exams, forms of exams and grade distribution per program;
- number of fraud cases per program;
- proposals for the improvement of assessment quality.

## Section Four

### Final Provisions

#### Entrance into Force

##### Article 10:

This directive enters into force on the day of approval by the Academic Senate of EPOKA University.

#### Enforcement

##### Article 11:

The enforcement of this directive is ensured by the Rector of EPOKA University.

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