

## **National Defence Academy of Latvia Regulations on the Assessment of Study Results**

### **I. General provisions**

1. The Regulations have been developed in accordance with the Law on Higher Education Institutions and the Cabinet Regulation of 13.06.2023 No. 305 "Regulations on the Standard of State Professional Higher Education".

2. The Regulations determine the assessment of study results achieved in the study course and are applicable in all study programmes of the Military Defence study field. The assessment of the State examinations of the study programme takes place in accordance with the procedure established by the National Defense Academy of Latvia (hereinafter - NDAL), which is governed by valid NDAL Regulations on State Examinations.

3. The Regulation determine:

- 3.1. procedures for assessing study results;
- 3.2. the type, form and process of the assessment of study results;
- 3.3. the rights and obligations of teaching staff in the process of assessing the results of the study course;
- 3.4. rights and obligations of students in the study process.

4. Terms used in the Regulations:

- 4.1. **academic debt** – non-fulfillment of the student's obligations provided for in the study course and/or failure to pass the examination in the term provided for it;
- 4.2. **responsible structural unit** – NDAL structural unit, which ensures the evaluation, application, implementation and updating of study courses;
- 4.3. **differentiated test** – a test at the end of the acquisition of a topic, study course or part of it, which is evaluated with "passed" or "failed" or by posting an assessment on a ten-point scale;
- 4.4. **lecturer**– academic staff who perform academic activities at the NDAL (delivers classes, performs methodical, scientific, organizational work);
- 4.5. **examination** – a final test at the end of the acquisition of a topic, study course or its part (module), for which an assessment is posted on a ten-point scale;
- 4.6. **exmatriculation** – expulsion/deduction of a person from the list of university students;

4.7. **test** – a test at the end of the acquisition of a topic, study course or part of it, for which a "passed" or "failed" rating is posted;

4.8. **ILIAS** – NDAL electronic e-learning information system;

4.9. **individual examination grade sheet** - a document for recording the results of the study course in the tests for an individual student who was not given a successful rating in the common examination grade sheet;

4.10. **credit point** – study accounting unit that corresponds to the student's 30 academic hours of work (for one study week);

4.11. **LUIS** – the information system of the University of Latvia, which stores NDAL student data, including students' results;

4.12. **teaching assistant** - a civilian or a soldier appointed by the head of the responsible structural unit, who helps the teaching staff by monitoring the conduct of written tests and practical classes;

4.13. **teaching staff** – representatives of NDAL academic staff, lecturer of the study course (soldier or civilian), who delivers classes in the specific study course;

4.14. **examination grade sheet**– a document for recording the results of the study course in the tests, at the end of the study course;

4.15. **examination** - a set of activities for evaluating the learning results of a study course during or at the end of the learning process of a study course or module, for which an assessment is posted on a ten-point scale or "passed" or "failed", or "passed" or "failed" with an assessment on a ten-point scale;

4.16. **study course** – a complex system of knowledge, skills and competences organized at a certain level and volume corresponding to the study direction and study programme with a specific number of credit points, formulated goals, tasks, content, goal achievement mechanisms and control of the achieved results;

4.17. **mid-term examination** – a test during the study course (test, report, colloquium, defense of a practical assignment, etc.) and at the end of each part of the study course, if the study course is studied over several semesters;

4.18. **interim examination grade sheet** – a document for recording the results of the study course in interim examinations at the end of the part of the study course, if the study course is completed over several semesters;

4.19. **assessment in the study course** – a summary evaluation of the study results, which is published at the end of the study course, taking into account the evaluations obtained during the study course, and which is recorded in the appendix of the diploma;

4.20. **assessing** - a procedure in which the compliance of the student's knowledge, skills and competences with the requirements specified in the study course is determined by posting an assessment on a ten-point scale or "passed" or "failed", or passed or failed with an assessment on a ten-point scale, and determining that a successful assessment is from for 4 points (almost satisfactory) to 10 points (with distinction) or "passed", or passed with a rating of 4 points (almost satisfactory) to 10 points (with distinction);

4.21. **assessment criteria** – a decisive, essential indicator, according to which the student's acquired knowledge, skills, competences are evaluated.

5. The way of evaluating the results of each study course is defined in the study plan and the study course description.

## **II. Examination forms**

6. The following examination forms are used in the NDAL study process:

6.1. written test, in which the teaching staff check and evaluate a written or electronic test task without the presence of the student;

6.2. oral examination in which the student's oral answers and explanations are assessed;

6.3. practical exercise, in which the performance and quality of the student's acquired practical skills and their physical performance are assessed;

6.4. combined test in which the student's oral answers and written tasks and/or practical exercises are evaluated, which are tested and evaluated without the student's presence. The proportion of oral and written or practical exercise parts in the test is determined in the study course description.

7. The study course description is prepared by the course lecturer (teaching staff), but approved by the NDAL Study Council (hereinafter - the Study Council).

## **III. Types of tests**

8. The following types of examination are used in the NDAL study process:

8.1. interim examination;

8.2. tests.

9. NDAL defines the following types of interim examinations:

9.1. written test;

9.2. test;

9.3. independent assignment;

9.4. practical assignment;

9.5. practical exercise;

9.6. report;

9.7. report;

9.8. another type of assignment depending on the specifics of the study course.

10. The interim examination in the study programme takes place:

10.1. during the study semester, at the end of the study topic or topics, within the deadlines set by the teaching staff in accordance with the study course

description. The last interim examination in the study course can take place no later than three days before the test;

10.2. at the end of each part of the study course, if the students study the study course over several semesters.

11. NDAL defines the following types of examinations:

11.1. examination, if the volume of the study course is more than 3 credit points;

11.2. test or a differentiated test if the study course is 1, 2 or 3 credit points.

12. Examinations (test, or a differentiated test) in study programmes are organized at the end of the study course.

#### **IV. Assessment of student performance**

13. The student's performance is assessed by the teaching staff of the study course. If the teaching staff of the study course cannot take the examination for objective reasons (being absent, the employment relationship has ended, etc.), the head of the responsible structural unit assigns another teaching staff to take the examination.

14. The teaching staff evaluates the amount and quality of the knowledge acquired in the study course, acquired skills and abilities as follows:

14.1. in the examination with one of the points on a 10-point scale, also writing a verbal transcript of the assessment, where a successful assessment is no lower than 4 points (almost satisfactory);

14.2. test - with the rating "passed" or "failed", where passed is equivalent to a rating from 4 points (almost satisfactory) to 10 points (with distinction) on a 10-point scale, but not passed - from 1 point (very very weak) to 3 points (weak) on a 10-point scale;

14.3. in the differentiated test - "passed" or "failed" and with a rating on a 10-point scale, also writing a verbal transcript of the rating, where a rating of no lower than 4 points (almost satisfactory) is considered successful.

15. The teaching staff submits the results of a written, practical exercise or a combined test to the methodologist of the Department of Study Planning and Support (hereinafter - DSPP) no later than five working days after the end of the examination.

16. The teaching staff, in accordance with the study course description approved by the Study Council, when posting the final assessment in the final examination of the study course:

16.1. in addition to the evaluation of the test, the evaluations obtained in interim examinations and independent assignment are also taken into account, if such are provided for in the description of the study course;

16.2. all interim examination assessments in the study course must be passed. If one of the interim assessments is unsuccessful, the final evaluation for the study course is unsuccessful.

17. In accordance with the study course description approved by the Study Council, the teaching staff in the final assessment of the study course or in the differentiated test has the right to post an assessment:

17.1. after the examination at the end of the study course;

17.2. without a special test at the end of the study course, guided by the summary of formative (routine) evaluation results posted during the studies.

18. The teaching staff has the right to ask the student additional questions in the oral examination to clarify the level of knowledge within the topics of the entire study course.

19. The teaching staff has the right to reduce the grade of the written examination proportionately, if the paper has significant language deficiencies or is written in illegible handwriting, which hinders the perception of its content.

20. The teaching staff has the right to reduce the assessment of the test proportionately if the test is taken repeatedly.

21. The teaching staff has the right to proportionately reduce or negatively assess the performance of a practical exercise if the student has violated the safety rules and made gross mistakes in the practical demonstration.

22. When posting the evaluation in points, "passed" or "failed" or passed or failed with the evaluation in points, the teaching staff uses the criteria specified in the regulations and the verbatim transcript of the points (Annex 1) for evaluation.

23. The evaluations of the examination, interim test and individual test are handed over by the teaching staff to the DSPPS methodologist within five working days after the test. The methodologist enters the evaluations into LUIS. The examination grade sheet with evaluations generated from LUIS is sent by the methodologist to the teaching staff for signing, incl. for an electronic signature.

## **V. Prerequisites for taking examinations**

24. Success, attendance of classes, performance of independent assignments and passing tests set by the teaching staff are mandatory for the student.

25. The student has the right to take the NDAL examination only if he/she has fulfilled all the requirements specified in the study course description.

26. A student who has not been able to take one or more tests on the dates set by the NDAL, if there are valid and objective reasons for this, is allowed to take them outside the time limit set for taking the tests, upon coordination with the teaching staff.

27. A student may be expelled from NDAL if, regardless of the reason, the student has not attended 25% of the total number of theoretical lessons of one study course or 10% of the total number of practical lessons of one study course. The head of the course can propose to the Study Council to decide on the student's possibilities to continue his/her studies.

28. If the number of missed classes does not allow the student to continue his/her studies according to the individual plan, the chairman of the Study Council immediately informs the rector of the NDAL.

## **VI. Examination procedure**

29. Students take the examinations according to the class schedule at LUIS.

30. Before each test, students may be given at least one consultation, the time of which is agreed upon by the student with the teaching staff.

31. Before each examination, the teaching staff introduces the main topics included in the test in student consultations, gives examples of question wording, outlines the requirements that will be raised during the test and informs about the aids allowed in the test.

32. Teaching staff of the study course shall sit in the examination.

33. The student writes his/her name, surname and course on all written examination sheets.

34. If the student has not fulfilled all the requirements of the study course, the teaching staff does not admit him to take the test, for which an entry is made in the examination grade sheet - "NA" (not admitted).

35. If the student has not arrived for the examination on the scheduled date, the absence is equated to a failed test, for which the teaching staff makes an entry in the test report - "A" (absent).

36. A teacher or his/her assistant has the right to suspend a student who disrupts the course of the examination during the exam and to expel him/her from the classroom, entering - "S" (suspended) in the exam protocol.

37. If the student uses unauthorized aids during the test, the member of the teaching staff stops the test at any stage, giving the student an unsatisfactory grade and making an entry in the examination grade sheet - 1 (very very weak) on a 10-point scale, or failed or failed with a rating of 1 (very very weak).

38. A representative of the NDAL Student Council is allowed to participate in the examination as an observer, after the permission has been agreed with the chairman of the Study Council.

## **VII. Retaking examinations and settlements of academic debts**

39. The DSPS methodologist counts the times of taking examinations according to the records in LUIS.

40. The student is allowed to retake the examination that was not passed in the planned time twice.

41. The student must retake the examination and/or interim examination if:

41.1. the score in the test is lower than 4 points (almost satisfactory) on a 10-point rating scale or is "failed" or is "failed" with a rating from 1 (very very weak) to 3 (weak);

41.2. the student has not come to the planned examination;

41.3. the student has been suspended from taking the examination;

41.4. the student was not allowed to take the examination.

42. Students with academic debts and interim examinations who have not passed them within the specified deadlines are allowed to take examination:

42.1. during consultations set by the NDAL teaching staff or at other times agreed with the teaching staff;

42.2. in other higher education institutions with which the NDAL has concluded cooperation agreements - during the examination period or in other procedures determined by the cooperating higher education institution.

43. When retaking any test, the student has the opportunity to receive advice from the member of the teaching staff, by agreeing on the time of the consultation in advance.

44. If the student does not pass the examination the first time the test is retaken, the student may be required to:

44.1. attend consultations agreed with the NDAL or another university member of the teaching staff;

44.2. to observe the study regime in accordance with the order of the head of the course.

45. The student settles academic debts according to the deadline set by the Study Council.

46. In the third (last) re-sit of the final examination of the study course (examination, test or differentiated test), the student takes the test at the commission.

47. According to p.46 the committee for re-examination consisting of three teaching staff members is approved by the decision of the Study Council. The committee is not entitled to be chaired by a teaching staff member who has taken the examination on previous occasions.

48. If the student passes the examination, the chairman of the commission notifies the result of the test to the DSPS methodologist, who enters the evaluation in LUIS, generates an examination grade sheet and submits it to the commission members for signature.

49. If the student does not pass the examination, the chairman of the commission notifies the DSPS methodologist, who enters the assessment in LUIS, generates an examination grade sheet and submits it to the commission members for signature. In the negative case, as a result, the chairman of the commission records the comments and explanations of the commission members in the examination grade sheet.

50. If the student does not pass the examination in the third (last) retaking of the examination, the student's success will be reviewed at the meeting of the NDAL Study Council, based on the DSPS methodologist's report.

51. A student may be expelled from studies at the NDAL, if the student has unsettled examination(s) or interim examination(s) - regardless of whether the debt is in the course of studies at the NDAL or another higher education institution, realized in accordance with cooperation agreements or another in accordance with the procedures established by the NDAL, as well as regardless of the number of credit points.

### **VIII. Student's rights and obligations**

52. Duties of a student:

52.1. attend the examination at the time and place specified by the NDAL;

52.2. during the examination, comply with the requirements of the teaching staff and teaching staff assistant, do not disturb the progress of the examination, incl. do not talk and turn off the mobile phone;

52.3. during the examination, use only sources of information and aids authorized by the teaching staff;



52.4. coordinate with the teaching staff an individual time for taking the examination at least three working days before it takes place, if the student has excusing circumstances that prevent him/her from taking the examination at the specified time;

52.5. attend all classes and consultations agreed with the teaching staff.

53. Rights of a student:

53.1. get a teacher's consultation before the examination;

53.2. use aids allowed by the teaching staff during the examination;

53.3. familiarize oneself with the corrected examination sheet;

53.4. receive the justification of the evaluation of the examination from the teaching staff;

53.5. contest the evaluation of the examination no later than within three working days after receiving the evaluation by submitting a justified written complaint to the vice-rector of NDAL;

53.6. receive advice from the teaching staff during the study course.

## **IX. Rights and responsibilities of teaching staff**

54. Responsibilities of teaching staff:

54.1. during the first lesson, the teacher:

54.1.1. introduces the students to the organization of the study course - the requirements set for it, the results to be achieved, the planned tests and their evaluation criteria,

54.1.2. informs students about the terms and types of interim examinations, if such are provided,

54.1.3. introduce students to the criteria for determining the final assessment,

54.1.4. to inform students about the conditions for permission to take examinations (it is forbidden to change the requirements during the study course);

54.2. organize consultations at the request of students;

54.3. attend consultations and examinations or tests at the appointed time;

54.4. before the examination (examination or course final test) during a tutorial:

54.4.1. introduce the students to the examination procedure,

54.4.2. indicate the permitted sources of information and aids used in the examination;

54.5. to receive a student list from the DSPPS methodologist before the start of the study course.

54.6. evaluate the student's performance in a timely manner and notify him/her within the following terms:

54.6.1. the results of a written, practical exercise or a combined examination - within five working days after taking the examination, if the examination takes place over several days - within five working days after the last

day of the examination, the evaluations being communicated to the students and the DSPS methodologist;

54.6.2. the results of the oral examination - no later than the next working day after the examination, if the examination takes place over several days - on the next working day after the last day of the examination, with the evaluations being communicated to the students and the DSPS methodologist;

54.6.3. to correct mid-term tests within five working days after submitting the paper, notifying the students of the evaluations and submitting them to the DSPS methodologist;

54.7. Sign the examination or interim examination grade sheet received from the DSPS methodologist, incl. with an electronic signature, within five working days from the day of receipt of the grade sheet;

54.8. ensure the objectivity and confidentiality of the assessment;

54.9. to provide the student with explanations about the assessment obtained in the examinations, if the student has made such a request;

54.10. to provide students with an additional examination until the beginning of the next semester or in its first week, if the additional examination is necessary to settle the student's academic debts;

54.11. all test and interim examination materials and worksheets, on the basis of which the evaluation is formed, shall be stored for two years.

55. The teaching staff has the right to:

55.1. according to the specifics of the study course, determine the requirements for attending classes and take them into account in the assessment of the student's performance;

55.2. in the oral test, ask questions to the student about the entire course of study to determine the assessment;

55.3. not admit or suspend the student from the examination in accordance with Sections 35 and 37 of these Regulations;

55.4. prevent a student from participating in the examination who has missed the start of the examination without a valid reason;

55.5. annul the evaluation of the examination, finding plagiarism or absolutely identical works for several students, drawing up a report on the detected violation and submitting it to the vice-rector of NDAL;

55.6. do not allow a student who has been found to have plagiarized in his or her academic work (essay, report, internship report, etc.) to take the examination.

## **X. Responsibilities of the methodologist**

56. Control the timely submission of study course acquisition results and compliance with deadlines.

57. Accept signed and examination and mid-term examination grade sheets only from teaching staff and control compliance with the deadlines for submission of signed examination and interim examination grade sheets.

58. Monitor the number of student attempts to pass the examination based on records in LUIS.

59. Upon receiving evaluations from the teaching staff, enter them into the LUIS system, print the generated report and give it to the teaching staff member to sign, or send it to the teaching staff by e-mail for signing with an electronic signature.

60. Ensure the storage of examination and interim examination grade sheets within five years, but after the end of the next accounting year, transfer them to the NDAL archive.

## **XI. Complaint submission and handling procedure**

61. The student has the right to submit a motivated written complaint to the vice-rector of the NDAL:

61.1. for the assessment obtained in the examination - no later than within three working days after the notification of the examination results;

61.2. regarding the conduct of the examination - no later than within three working days after the day of the examination;

61.3. for suspension from the examination - no later than within three working days after the suspension;

61.4. for non-admission to the examination - no later than within three working days after the non-admission.

62. NDAL vice-rector examines the submitted complaint within one month, evaluates its essence and discusses it with all involved parties.

63. The NDAL vice-rector shall provide the answer to the complainant in writing no later than one month from the date of the submission of the complaint.

64. The student can dispute the vice-rector's decision by submitting a complaint to the NDAL rector within three working days after receiving the vice-rector's decision.

65. At the request of the rector of the NDAL, the vice-rector of the NDAL submits all information related to the examination of the complaint to the rector of the NDAL within two working days. The NDAL rector examines the complaint within seven working days and provides the student with the decision.

66. The student has the right to challenge the NDAL Rector's decision in the NDAL Academic Arbitration Court within three working days after receiving the NDAL Rector's decision.

## **XII. Final provisions**

67. NDAL heads of courses are responsible for familiarizing students with these regulations.

68. To recognize as invalid the "Regulations on Evaluation of Study Results of the Latvian National Defence Academy", approved by the NDAL rector's order dated 24.08.2021. Order No. 117.

### Grading system in points

Points	Verbatim transcript	Explanation	Level of acquisition
10	<i>With distinction</i>	<p>Knowledge, skills and competence exceed the requirements of the programme or study course, student shows the ability to conduct independent research and deep understanding of problems.</p> <p><i>Demonstrates the ability to apply his/her knowledge to solving situations and tasks not included in the study course, is able to find alternative or non-standard solutions for typical tasks and situations.</i></p>	Very high
9	<i>Excellent</i>	<p>The knowledge, skills and competence fully meet the requirements of the program or study course, acquired skills to use the acquired knowledge independently.</p> <p><i>Indicates the ability to see and explain regularities without difficulty; ability to logically argue what is said, using learned concepts and theories; the ability to synthesize one's own knowledge and skills in order to draw correct conclusions that result from the conditions of tasks or real situations.</i></p>	
8	<i>Very good</i>	<p>Completion requirements of the programme or study course are fully met, however, there is not a deep enough understanding of certain issues to use the knowledge independently in solving more complex problems.</p> <p><i>Shows very good knowledge and skills, but allows some gaps and inaccuracies in his answer, due to a lack of deeper understanding.</i></p>	High
7	<i>Good</i>	<p>In general, the requirements of the programme or study course have been met, however, sometimes there is an inability to use the acquired knowledge independently.</p> <p><i>Indicates good knowledge and understanding of the subject of the study course: able to make logical judgments based on regularities and facts learned in the study course, knows concepts, laws, theories well and can explain them; sees regularities and problems, distinguishes the essential from the unimportant; is able to use knowledge well in solving typical tasks and situations, makes some mistakes, sometimes lacks understanding of certain less important questions.</i></p>	
6	<i>Almost good</i>	<p>Completion requirements of the programme or study course have been met, but at the same time insufficiently deep understanding of the problem and inability to use the acquired knowledge can be detected.</p> <p><i>Indicates an insufficiently deep understanding of certain larger problems, which creates partial difficulties in using the</i></p>	Average

		<i>acquired knowledge, detectable small gaps in the knowledge of theory, the ability to present it or relate it to practice.</i>	
5	<i>Satisfactory</i>	<p>In general, the programme or study course has been mastered, however, insufficient knowledge of some problems and inability to use the acquired knowledge can be found.</p> <p><i>It points to the knowledge of the main concepts, laws and theories, although an insufficiently deep understanding of several important problems and the inability to use the acquired knowledge can be detected, to be able to distinguish the essential from the non-essential, to solve typical tasks and situations, using only well-known cognitive methods.</i></p>	Average
4	<i>Almost satisfactory</i>	<p>In general, a programme or study course has been acquired, but insufficient understanding of some basic concepts can be found, there are significant difficulties in the practical use of the acquired knowledge.</p> <p><i>Indicates knowledge that is insufficiently deep, but sufficient for learning the Course, to the ability to solve only typical situations and tasks in which errors can be detected, but the degree and number of errors is permissible according to the specifics of the study discipline.</i></p>	
3	<i>Weak</i>	<p>The knowledge is superficial and incomplete, the student is unable to use it in specific situations.</p> <p><i>Evidence of partial learning of the subject matter: knows the main concepts and definitions, but knows the laws only approximately; weakly distinguishes the essential from the non-essential in the raised problem; able to solve only simple tasks and situations, making many mistakes; learned the subject matter poorly and does not know how to use it in practice.</i></p>	
2	<i>Very weak</i>	<p>There is only superficial knowledge of certain problems, most of the programme or study course has not been mastered.</p> <p><i>It indicates the learning of certain questions of the programme, the ability to solve only very simple tasks or situations according to the model, there are many gross mistakes, the majority of the subject has not been learned, there is a lack of knowledge and understanding of them, the presented problems do not distinguish the essential from the non-essential.</i></p>	Low
1	<i>Very very weak</i>	<p>There is no understanding of the basic problems of the subject, there is almost no knowledge of the study course or programme.</p> <p><i>It shows the inability to form theoretical answers, because the knowledge in the study course is practically absent, the task (situation) is not attempted to be solved, or it refuses to answer at all.</i></p> <p><i>The rating "very very weak" is also used if the student does not comply with the rules of the test, safety, uses unauthorized aids or the help of other people, as well as makes gross mistakes</i></p>	