

**MINISTRY OF EMERGENCY SITUATIONS OF REPUBLIC
OF ARMENIA**

THE CRISIS MANAGEMENT STATE ACADEMY



**CRISIS MANAGEMENT STATE ACADEMY REGULATION-
PROCEDURE ON STUDENTS KNOWLEDGE 20-POINT
SYSTEM CONTROL AND ASSESSMENT**

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CRISIS MANAGEMENT STATE ACADEMY REGULATION- PROCEDURE ON STUDENTS KNOWLEDGE 20-POINT SYSTEM CONTROL AND ASSESSMENT

1. Principles of System

1.1 Multifunctional system of frequent verifying and assessing the students' knowledge is operating in Academy, which Main goals of application are:

- To ensure the harmonious of the student's learning process.
- To promote learning motivation, to invest elements of competitiveness in the process of education.
- To obtain impartial and accurate information about student knowledge and professional training.
- To increase the efficiency of students and lecturers work.

1.2. The use of students' knowledge control and assessment of the 20-point system gives an opportunity:

- To take into accounting the process of assessing students' knowledge as the utilization of all components of the educational process so the efficiency of the individual work.
- To facilitate the adoption of provided material according to departments and components and organize learning effective process.
- To promote the norm expansion and improvement of the student's individual work during the learning.
- To personalize learning processes and create preconditions for the application of flexible curricula.
- To provide reasonable procedure of transition from one level of education to another.
- to create an effective system of students education

encouraging (learning Master's educational programs, job placement, etc.).

- To create a database for each educational outcomes assessment program.

2. KEY TERMS

The student's knowledge and level of professional training is evaluated in point /marks/ and credits, by which are calculated its rating scores and average score of qualification.

2.1. Criterion point is defined maximum point for a given subject or for its any component.

2.2. The actual point is the real point, which the student has got from the given subject or any component of the educational process.

2.3. Passing point is the minimum point, which is necessary for being assessed positively from the given subject or from any component of the educational process.

2.4. Effective subject point of the term is the sum of getting points of the given subject components during the term.

2.5. Effective point of the whole period of Education, Semester, Academic year is the arithmetic average of students getting points in semester, academic year and in the whole period of study.

2.6. Program Credits is the total credit of all those courses and training modules which are compulsory for the fulfillment of the given educational program requirements.

2.7. Credits of qualification is the sum of students earned credits from all disciplines (except tests), term papers, practices

(except educational) and final attestation.

2.8. Rating Point is the student's actual units(marks) and a certification and credit product for a given course from all disciplines (except tests), term papers, practices (except educational) and from the final grade attestation.

2.9. Effective rating points is the amount of qualifying credit rating scores, all courses included in the calculation achieved by students.

2.10. Average quality mark is the ratio of credit rating scores and final qualification.

2.11. Average quality mark of semester, academic year and the entire period of study is the student's average effective quality mark in semester, academic year and the whole period of study.

3. Unit Structure and counting

3.1. The courses included in the professional educational program according to the assessment form are:

- Examination.
- Test.

3.2. During the semester examination subject, course work, practice /except learning/ final, attestation, the maximum amount of the master's thesis student scores /standard unit/ is 20 points.

3.3. Subject standard unit includes the following components:

- The assessment of student participation in courses by the registration of attending lessons.

- Intermediate (full time education) and current (part time education) testing of appropriation of knowledge, (henceforth intermediate (current assessments) with the achievement of evaluation criteria (laboratory, practical, test work, extracurricular assignments, essays, seminars, modules performance and mastering check and assessment).
- Checking the appropriation of knowledge, by means of a final exam, course work, internships (except learning), report, final certification, conformity assessment standards for the defense of master's thesis.

3.4. The actual point of the subject is decided by number of components listed in 3.3 on the actual amount of points received by the student.

3.5. 20-point scale assessment system coordination with the different assessment system is made in accordance with 3.1. The transition from 5, 10 and 100 points system into 20-point system is done in correspondence range of the middle (rounded benefit student) points.

3.6. The student's semester, academic year, the whole study period is determined by the final score of the following terms:

$$S=(S_1 + S_2 + \dots S_m) /m,$$

Where $S_1 \dots S_m$ is the actual point of i subject of the given period of time (semester, academic year, the whole study period), m is the total number of the subjects in the given moment.

3.7. Semester, academic year, the whole learning period are averaged sum of the amount of 8-20 unit boundaries, according to the students' academic progress. The students' grade is made by final scores and qualitative assessment

according to the progress of the students.

Annex 3.1.

20 point system compliance to different assessing scales

Mark	Point 20 point system	Point 10 point system	Point 5 point system	Rating 100 point system	Digital of the credit system	The letter appointme nt of credit system
Excellent	20	10	5	95-100	4,0	A+
	19	9		87-94	4,0	A
	18	9		81-86	3,7	A-
Good	17	8	4	75-80	3,3	B+
	16	8		71-74	3,0	B
	15	7		67-70	3,0	B
	14	7		61-66	2,7	B-
	13	6		58-60	2,7	B-
Satisfactory	12	6	3	55-57	2,3	C+
	11	5		51-54	2,0	C
	10	5		46-50	2,0	C
	9	4		43-45	1,7	C-
	8	4		40-42	1,7	C-
Unsatisfactory	<8	<4	<3	<40	1,0	D
Failed to attend				-	0	F
Verified	-	-	-	-	-	S
Unverified	-	-	-	-	-	U

3.8. The effective rating unit (RU) is determined by the following expression:

$$RU = \sum_{i=1}^k \text{Credit } i \times EA$$

i and k are the corresponding number and the amount of all the subjects (except tests), course works, practice (except educational), research works and final attestation and the Credit i and EA is the credit of i course and the semester rating mark(unit) of the same course got by the student.

Ex. If the student from 5, 4 and 6 credit courses has got the corresponding 12, 16, and 19 units, then the student's scored rating unit from the group of those courses is:

$$RU = 5 \times 12 + 4 \times 16 + 6 \times 19 = 238$$

300 scored (5 x 20 + 4 x 20 + 6 x 20)

3.9. The Credit of qualification (CQ) is determined by the following expression:

$$CQ = \sum_{i=1}^k \text{Credit } i$$

3.10. The average quality unit is determined by the following expression:

$$AQA = RU / CQ:$$

Ex. The average quality unit accounted previous time for the group observed courses is:

$$AQA = \frac{238}{15} = 15,87 \cdot 20$$

4. FORMATION OF STANDARD UNITS ACCORDING TO THE FINAL CONTROL ELEMENTS

4.1. Subjects' (except tests), course works, internships (except educational) and master's thesis defense evaluation components are carried out according to standard distribution units in the following ratios.

- ***For theoretical courses, according to Annex 4.1 and Annex 4.2
Annex 4.1.***

Standard units of components of theoretical courses of Full time education

<i>N</i>	<i>Subject Component Of Assessment</i>	<i>Point</i>
1.	Participation in the course	2
2.	The first current exam/test of the course outcomes achievements by standards of assessment	4
3.	The second current exam/test of the course outcomes achievements by standards of assessment	4
4.	Final examination	10

Annex 4.2.

Standard units of components of theoretical courses of Part time education

<i>N</i>	<i>Subject Component Of Assessment</i>	<i>Point</i>
1.	Participation in the course	2
2.	Current test (laboratory, practical, test works, extracurricular assignments, essays, seminars, test and assessment of modules' implementation and realization)	8
3.	Final examination	10

- ***For Master's thesis and Coursework according to Annex 4.3.***

Annex 4.3.

Standard Units of Components of Master's Thesis and Coursework

N	Master's Thesis and Coursework Components of Assessment	Point
1.	Quality of Divisions performance	2
2.	Proportionality of work performance	6
3.	Assessment of thesis protection	12

➤ **For Practices (except educational) according Annex 4.4**

Annex 4.4.

Standard Units of Components of Practices (except educational)

N	Practice Test Components	Point
1	Regular attendance to practice	4
2	Practice work performance	6
3	Formulation of account and submission in notified time	10

Educational practice is summarized on the basis of verified/unverified system.

4.2. PA point of student's participation in the course is implemented in Annex4.5 according to the criteria given in scale:

Annex 4.5.

The Scale Standards of Student's Participation in the Course

Percentage of Participation (%)	Assigned Score
81-100	2
51-80	1
≤50	0

Ex. 1. If the student has 15 hours of absence from the 32 class hour course, then the participation percentage of the course will be $\left(1 - \frac{15}{32}\right) \times 100\% = (1 - 0,47) \times 100\% = 53\%$:

According to the annex the Assessment of the participation is PA = 0 point:

Ex.2. If the student has 12 hour of inexcusable and 4 hours of excusable absences from 64 class hours course, then the participation percentage of the course will be $\left(1 - \frac{12}{64 - 4}\right) \times 100\% =$

$$(1 - 0,2) \times 100\% = 80\%:$$

According to the table Assessment of the Participation` PA = 1 points.

- 4.3.The lecturer formulates the student's participation assessment point taking class hour course, the student's excusable and inexcusable absences from Dean office. At the end of each month, in the register each student's number of hours of excusable and inexcusable absences for the given subject is pointed by Dean Office.
- 4.4.The effective score of current testing is formed based on executed and delivered works anticipated by curricula in accordance with the outcomes' assessment criteria developed and agreed with the department of Education by the course running chair (laboratory, practical, test works, extracurricular assignments, essays, seminars, testing and assessment of implementation and adoption of the modules).
- 4.5.The assessment of knowledge from examination subjects is performed by middle/current and final exams.
- 4.6.The current effective point of the term for the examination subject is 8. Points are not defined for current tests and final exams.
- 4.7.The assessment schemes of examination subjects are given in annex 4.6 (full time education) and in annex 4.7 (part time education) where, on the second line are pointed corresponding criteria and current effective scores.

Annex 4.6.

Summary Form of examination subject of Full time education

Participation percentage of the course PA	The 1st Current Assessment point CA ₁	The 2nd current assessment point CA ₂	The final examination point FE	The effective point EA	Mark
2	4	4	10	20(≥8)	

Annex 4.7.

Summary form of examination subject of Part time education

Participation percentage of the course PA	The current assessment point CA	The final examination point FE.	The effective point EA	Mark
2	8	10	20(≥8)	

4.8.For Practice Work (except educational)the passing score is 8 points. The Practice Work account and Thesis defense is compulsory.

4.9.For components of Course work and Master’s thesis assessment pass scores are not defined (Annex 4.3). Pass score is 8 for Course work and Master’s thesis.

□Job execution symmetry□ component unit is formed by the commission which is created by the decision of the head of corresponding Chair according to annex 4.8 period of time allocated for the implementation of performance based on the results of 3 times implemented tests.

Annex 4.8.

Course work and thesis proportionality execution performance assessment form

Percent				%
	Points			
I	1	2	2	2
II	1	1	2	2
III	1	1	1	2

4.10. The knowledge of Test subject is assessed by Verified/not verified system, current (laboratory, practical, test works, extra-curriculum exercises, papers, seminars and modules implementation and development test and assessment) and final assessment.

4.11. The Test subject assessment scheme is given in annex 4.9.

Annex 4.9.

Test subject assessment scheme

Participation of the course	Current Test	Final Test	Mark
Ver	Ver	-	Verified
Ver	Unver	Ver	Verified
Ver	Unver	Unver. (absent)	Unverified
Unver.	Ver.	Ver.	Verified
Unver.	Ver.	Unver. (absent)	Unverified
Unver.	Unver.	Ver.	Verified
Unver.	Unver.	Unver. (absent)	Unverified

The current assessment criteria conditions of the test subject is decided by the Chair which is running the given subject agreed with the Education department.

By the end of the term in the case of satisfying standard conditions in the current test result is put verified, otherwise not verified.

The student is participating in final test when in cases of participation in hours allocated to educational courses is not less than 50% or has satisfied the current assessment requirements.

The student is not participating in final test when in cases of participation in hours allocated to educational courses is less than 50% or is not satisfying the current assessment requirements.

5. THE PROCEDURE OF CURRENT TESTING AND EFFECTIVE ASSESSMENT OF THE STUDENTS' KNOWLEDGE

5.1. The current (term) attestation of the Academy of Crisis Management and the procedure of assessment is spreading on the students getting full time and part time higher education.

5.2. The aim of the semester examination is to determine the correspondence of students' knowledge with the Ministry of Education of National Qualifications Framework and the requirements of their general descriptions to reveal the student's theoretical and practical readiness in the sphere of resolving the problems specified in state educational standards of the given course.

5.3. The current attestation of student knowledge /full time education examination subjects/ or ongoing /full time education test subjects and distance learning all subjects/ checking form, is carried out during and by the end of the semester, and the final assessment is set for tests and exams schedule by the

end of semester.

- 5.4. Tests and exams, including midterm/current assessment of controls are accomplished by the Dean's office in advanced prepared report for a given course. The report is signed by the Dean. The lecturer fills in the bulletin after finishing the exam/credit test and presents to the Deanery at the same day.
- 5.5. The current (internal examination subjects) exams/credit tests are held in 7-8th and 15-16th weeks of each term (except mentioned in sub-point 5.6), without interrupting educational courses. Their timetable of realization is suggested by Deanery, confirmed by vice-rector and the copies of confirmed schedule presents to Educational department and the Chairs.
- 5.6. The current exams/tests are not held in the 8th semester of Bachelor's educational program (internal education), as well as in Bachelor's and Master's external education system. In the bulletin corresponding column is registered by the lecturer from current exams/tests (laboratory, practical, test works, curriculums, papers, seminars, components of accomplishing and acquiring modules) as well as the student's collected effective point for the participation in the course.
- 5.7. The current exam/test of the examinational subject is conducted by the lecturer teaching the subject: in subject curricula allocated course time, as a rule, in written form and in advance are made examination papers by the Chair, which are included questions from the course of laboratory, practical, test works and curriculum exercises, papers, seminars, implementation and development of module components but which of them should not be repeated in the examination paper for the final examination of the subject.

On the days of current exams, the students are not exempted from classes. The control of exams is conducted by Deanery and the Department of Education.

5.8. Students' knowledge verification process of test subjects ends prior to examination period of academic week and for the implementation of it the lecturer gets the outline of the course from the Deanery, fills in the column of the course participation (attending to the lessons), verified the list of non-permitted students with the Dean, then the Dean makes a note of "non-permitted" and signs, after the lecturer conducts the Test in the corresponding classroom.

The bulletin filled and signed by the lecturer is returned to the deanery. The students who have debts, regardless of the number of debts are allowed to take examinations, Re-tests as an academic debt, carried out during the session and the resubmission of debts.

5.9. If the student received a zero scores for the given subject including class participation (attendance) and current test/exams, then in case of the examination subject he/she loses the right to take part in the session final exam and is assessed "unsatisfactory". In case of test subject, if the student hasn't done laboratory, practical, test works, has not handed extracurricular assignments, papers, modules and hasn't participated in seminars, then he can complete those during the test week and then participate in final test.

5.10. For valid reasons, with appropriate documentation, approved and permitted by the rector (or vice-rector), current test/exam, handing Course works, Practice accounts, as well as the student who didn't participate in final test or final exam, can pass the test/exam with a personal schedule according to

Rector's (Vice-Rector) order in the defined manner.

5.11. The format of current test/exams, final tests and final exams (as a rule in written form) and the content is determined by the Chair which teaches the subject.

In the beginning of the semester, the subject structure testing components, the content with corresponding units, the form and the time-table of implementation are necessarily provided to the students.

5.12. Without participating in final examination, the positive mark (satisfactory) get those student who have at least 8 points for participation (attendance) and current/midterm tests, have implemented all provided laboratory, practical, test works, extra curriculum exercises, papers, have participated in seminars, as well as have handed the provided course work of that subject.

5.13. The student is permitted to participate in final exam if has more than 0 points for participation (attendance) and current/midterm tests, and has implemented all laboratory and practical works, as well as has handed course work.

5.14. The student has the right to rise his/her session subject point by passing the final exam with the result of his participation in courses and current verified assessment.

5.15. The examination time-table is presented by the Faculty Dean, approved by Rector and given to the Chairs and Educational departments.

5.16. Examinations are held in advance allocated classrooms according to approved timetable.

5.17. The day of examination, the lecturer takes the exam bulletin, fills in the course participation column, verifies the list of not

allowed students, then dean writes «Not allowed» note in the corresponding column of the bulletin and signs, after the lecturer holds the exam in the corresponding classroom.

5.18. After finishing the exam, the exam bulletin which is filled and signed by the lecturer and in case of commission examination also by the head of commission presents to the Deanery the same day.

5.19. Without testing book presentation, students are prohibited acceptance of test/exam by the lecturer (commission).

5.20. After completion of the test and exam, the lecturer had to declare the results to the students, to complete the testing books and hand to students.

5.21. Starting from the announcement of the grades for current/midterm testing, course works and practices (except academic), testing and final exams, the student has the right to appeal the lecturer who has implemented the assessment or the examination committee, and in the case of discordance with the latter, the same day to apply the chairman of the department who has organized the course and then to the dean of the faculty according to «Appeal Procedure of Student knowledge assessment».

5.22. The session objective effective point of assessment is the sum of the scores from all test components got by the student.

5.23. Examination subject is assessed positive if the session effective point is higher or equal to 8.

5.24. The student is given the opportunity to take an exam including the repayment period of the debt, given not more than three times. Debt repayment period is set a deadline for the current semester 3rd week-end in accordance with the

instruction form.

- 5.25. The student is expelled from the Academy for presented unsatisfactory academic performance in a case for the repayment of debts is late from defined period or any subject is not graded positively.
- 5.26. Excellent student for the term is defined if the student has «Excellent» grades for all examination subjects, Course work and practice without resubmission.
- 5.27. Graduates final attestation (Master's thesis defense) is carried out in accordance with the Education and Science Minister's Decree N 1197-N dated on October 31, 2011 on «Order of final certification of graduates in higher education institutions».

