

EVALUATION OF STUDENT LEARNING

Preamble

Adapting university degrees to the Bologna process implied a paradigm shift from a passive knowledge acquisition model to a student-centred model based on the development of skills and competences.

This paradigm shift had repercussions as regards the evaluation of student learning. There was the need to consider not only the work actually carried out by student when in contact with the faculty member, in its various forms, but also their independent work.

This Regulation is a recasting of the Evaluation Regulation approved in 2011/2012 in order to introduce some amendments which have proven to be necessary after applying the previous regulation. It should be applicable as from academic year 2013/2014. It is intended to favour the evaluation throughout the academic term rather than the single final exam.

Article 1

(Scope)

1. This Regulation shall apply to all degrees on offer at the University of Madeira, with the exception of open courses and those courses that are resulting from agreements with other institutions and have an evaluation regulation of their own.
2. Curricular units such (CU) as traineeship/ dissertation or supervised teaching practices are subject to specific regulation and therefore not covered by this regulation.

Article 2

(Definition)

1. Evaluation of student learning is the process by which are measured in a comprehensive and integrated way students' knowledge, skills and competences in relation to pre-established objectives of a CU without overlooking the general objectives of the degrees.
2. Students must be regularly enrolled in a given CU to undergo the evaluation process.
3. Learning Evaluation culminates in assigning a grade on a scale of integer figures between 0 and 20 to the result of the measurement of knowledge and skills.
4. It is considered:
 - a) "Passed" - the student who obtains a final grade in the range between 10 and 20;
 - b) "Failed" – the student who obtains a final grade in the range between 0 and 9;
 - c) "Not evaluated" - the student who has not complied with any of the mandatory evaluation components defined for the CU.
5. In parallel with the 0 to 20 scale it shall be applied the European scale of comparability of classification, whenever possible.

6. The choice of the CU evaluation models and elements is the responsibility of the faculty member in charge of it, insofar as it is not in conflict with other articles of this Regulation and complies with the following guidelines:
 - a) The Faculty member in charge for each CU must inform the President of the College or, in the case of degrees included in projects, its Coordinators, up to ten days before the beginning of classes, on the program, including:
 - i) The assessment model adopted, from the models set out in Appendix I;
 - ii) Weighting of the various evaluation elements;
 - iii) Dates for carrying out or submitting evaluation elements.
 - b) The faculty member in charge for the CU should also include the information referred to in the preceding paragraph in the course dossier that is available in the system of information and regulation of the activity carried out by faculty members (SIDOC).

Any subsequent amendment requires the approval of the President of the College or in the case of degrees included in projects, the approval of its coordinators, bodies responsible for setting the procedures to be followed at the beginning of each academic year.

Article 3 (Evaluation Seasons)

1. There are the following evaluation seasons:
 - a) Regular Season, this will be fully carried out during the academic term.
 - b) Appeal Season, this will be carried out in the last two weeks of each semester and during which can only be held appeal evaluation activities or grade improvement.
 - c) Special Season, to be held in September before the beginning of classes and which is intended to the cases provided for by law.
2. All Curricular Units shall provide for these seasons but access may be limited to specific evaluation conditions set by the faculty member.

Article 4 (Evaluation Components)

1. Evaluation components aim to assess:
 - a) The acquisition of theoretical and theoretical-practical skills and competences - theoretical / theoretical-practical Component;
 - b) The acquisition of practical skills and competences – Practical component.

Article 5
(Evaluation Regimes)

1. There are the following evaluation regimes:
 - a) Periodic evaluation;
 - b) Continuous evaluation.
2. Periodic evaluation is mandatory.
3. Continuous evaluation is optional. The adoption of this evaluation regime is at the discretion of the faculty member. This information must be included in paragraph iii) of subparagraph a) of item 6 of Article 2.
4. Periodic evaluation takes place during the academic term through the following evaluation elements:
 - a) Written tests;
 - b) Mini-tests;
 - c) Oral tests;
 - d) Assignments or reports;
 - e) Practical tests;
 - f) Projects.

It cannot be scheduled for the same day two or more evaluation elements from different course units within the same academic year of the same degree.

5. Continuous evaluation reflects the constant interaction between faculty members and students.
6. Continuous evaluation takes place during the academic term and comprise the following evaluation elements:
 - a) Attendance to learning activities;
 - b) Reasoned criticism during classes;
 - c) Interventions in discussion forums;
 - d) Clinical practices;
 - e) Practices in a working environment
7. Both evaluation regimes should provide for the acquisition of skills and competences set out in the Dublin descriptors, i.e.:
 - a) Knowledge and understanding;
 - b) Knowledge application and understanding;
 - c) Express opinions/decision-making;
 - d) Communication;
 - e) Self-learning competences.

8. During the academic term it must be carried out at least two periodic evaluation elements, none of which can exceed 50% of the final grade.
9. Access to certain evaluation elements may be subject to the attendance of a minimum number of classes, as long as it has been established in the evaluation model chosen by the faculty member (in accordance with subparagraph a) of paragraph 6 of Article 2 . °).
10. The faculty member can set a minimum grade for any evaluation component. If the CU has two evaluation components the faculty member can set a minimum grade for each element.
11. Access to any evaluation element during the academic term cannot be conditioned upon obtaining minimum grades in previous evaluation elements, except if these evaluation elements cannot be improved at the appeal exam season.
12. The theoretical/theoretical-practical component of a CU can be improved at the appeal exam season but, in the case of a CU be only evaluated by theoretical / theoretical-practical elements the evaluation at the appeal season may or may not correspond to 100% of the final grade, leaving this decision to the discretion of the faculty member.
13. The weighting established for the evaluation elements during the academic term cannot be changed at the appeal season.
14. The possibility of the practical component, which by its nature it has to be evaluated throughout the academic term, having an appeal season is at the discretion of the faculty member.
15. Wherever possible and no additional costs are added/ risks of damages the faculty member may allow working students to conduct practical evaluation outside normal class hours, however, these students are required to conduct exactly the same work as all other students.
16. Students with worker status are entitled to the benefits and privileges provided for in the law and are an exception to the provisions laid down in items 8 and 10 of this article, with regard to not being subject to the attendance of a minimum number of classes and being able to carry out the entire theoretical / theoretical-practical component at the appeal exam season.

Article 6 **(Evaluation Models)**

1. The Periodic Evaluation of each CU shall conform to one of the evaluation models set out in the Appendix 1 of this Regulation.
2. If the faculty member does not specify any evaluation model within 5 working days before the beginning of classes it will be selected by default the evaluation model B and the dates of the evaluation elements will be set by the President of the College or by the Coordinators in the case of the courses that are included in projects.

Article 7

(Evaluation during the academic term)

1. Colleges or in the case of degrees included in projects the respective Coordinators are responsible for the coordination of the tests Schedule, which are distributed throughout the academic term.
2. Evaluation tests, which are common to several degrees have priority in booking the time and place of the test and are coordinated by the Colleges.

Article 8

(Evaluation during the appeal season)

1. During the appeal period are conducted appeal or improvement exams of the evaluation achieved throughout the academic term.
2. Colleges, or in the case of degrees included in projects, their Coordinators are responsible for the coordination of the Exams Schedule.
3. Exams that are common to several degrees have priority in the scheduling of the time and place and are coordinated by the colleges.

Article 9

(Special Evaluation Season)

1. There is a Special Exam Season in September for the cases provided for by the law and for:
 - a) Students who, if passing the courses they have failed (up to three CU) complete their university degree in that academic year;
 - b) Students with worker status;
 - c) Students with High-performance athletes status
 - d) Students covered by social support measures to Student Parents;
 - e) Students in the Military;
 - f) Students with special educational needs, duly substantiated;
 - g) Students who actively represent the University of Madeira (students who develop extracurricular activities, acknowledged as relevant by the Rector, on the advice of the Students' union).
2. Students described in paragraph 1 of this Article are entitled to make the whole theoretical / theoretical/practical component of each CU leaving at the discretion of the faculty member responsible for the CU to carry out a special exam season for the practical component.
3. It is required to apply for the special exam season before the deadline set by the University.

Article 10
(Special Exams)

1. There are special exams, as provided for by the law and for:
 - a) Students elected to university governing bodies or for Pedagogic Councils;
 - b) Students elected as effective members of the social bodies of the Student Union;
 - c) High-performance athletes, as replacement of the evaluation test that they could not attend due to their participation in sports competitions.
2. Only students with special circumstances, duly justified, can take these exams.
3. The carrying out of these exams requires a positive opinion from the President of the College or in the case of degrees included in projects, from their Coordinators.
4. Students described in paragraph 1 of this Article are entitled to make the whole theoretical / theoretical/practical component of each CU leaving at the discretion of the faculty member responsible for the CU to carry out a special exam season for the practical component.
5. These exams can be taken at any time of the academic year, subject to the agreement of the faculty member. It cannot exceed five exams in each academic year in addition to the exams taken in the Regular, Appeal and Special Exam Seasons already provided for by existing legislation, with a maximum of two per CU.
6. Special exams are taken without interruption of the teaching activities.
7. Registration for special exams is required.

Article 11
(Grade Improvement)

1. Students who wish to improve their final grade, may be subject to additional exams, and, should, therefore, apply for it.
2. Application for grade improvement can be carried out only once for each Curricular Unit.
3. Grade improvement in a CU can be carried out at the appeal exam season or at the special exam season for students under the conditions laid down in subparagraph a) of paragraph 1 of Article 9 and for recent graduates students, or any time of the semester in which the CU function in the following academic year.
4. Grade improvement respects the syllabus and assessment criteria of the academic year in which it is required.
5. It is possible to improve grades in UCs that are no longer taught. In this case the academic year mentioned in item 4 of this article is the former in which the application is carried out.
6. UC obtained by equivalence cannot be the object of grade improvement
7. Between the grade obtained earlier and the one achieved in the improvement exams prevails the most favourable to the student
8. Recent graduates can improve their grade pursuant to the preceding subparagraphs of this article, before requesting the diploma.

9. If recent graduates want to improve their grade but require a certificate confirming the successful completion of the degree they have to fill in a statement, in accordance with Appendix 2, and submit it to the Academic Affairs Unit.
10. In accordance with the conditions laid down in the preceding paragraph, the certificate to be delivered to the student shall include the following information: "Given that the student stated its intention to improve his/her grade the final grade set out in this certificate can be maintained or raised, depending on the result".

Article 12

(Excused Absences)

1. When the evaluation methodology involves students' attendance, absences are excused for reasons duly substantiated, in the following cases:
 - a) Sickness or temporary disability, duly attested by a medical certificate;
 - b) Assistance to children and first-degree relatives in sickness, if justified by a document issued by competent medical authority;
 - c) Death of a spouse, first-degree relatives or related, up to five consecutive days, and second-degree relatives up to two consecutive days, duly justified by supporting certificate;
 - d) Days devoted to worship of different officially recognized religious denominations;
 - e) Young Associative leader, in the following cases:
 - i) Absences due to the attendance at meetings of the bodies to which they belong, where they coincide with school hours;
 - ii) Absences due to the attendance in acts of possible associative interest;
 - f) High-performance athletes during training and participation in sports competitions, upon delivery of a statement issued by the Institute of Sport;
 - g) Participation in the National University Championships or European University Championship, upon delivery of a statement issued by the Students' Union;
 - h) Absences due to the attendance at meetings of University bodies, where they coincide with school hours;
 - i) Absences due to the attendance at students' general assembly meetings, where they coincide with school hours, up to a maximum of two absences per academic year.
2. The excuse of absences is the responsibility of the degree director and the justification must be submitted within three working days after the end of the impediment.
3. The excuse of absences is valid only for attendance purposes and does not exempt from taking evaluation elements.
4. In case of coincidence between the period of impairment and the carrying out of the evaluation elements, the lecturer of the CU proposes an alternative that should be communicated to the degree director and the College or in the case of courses included in projects, to the Coordinators.

5. Regimes applied to pregnant students and mother or fathers whose children have up to three years old, and to high-performance athletes are defined in Law no. 90/2001, of 20 August and Decree-law no. 272/2009 of 1 October.

Article 13
(Student Contact Hours)

6. Weekly Student Contact Hours is disclosed by the faculty member within five working days before the beginning of classes and it must reported to the College or in the case of degrees included in projects, to the Coordinator. It must be also specified in the dossier of all CUs taught by the Faculty member in that year.

Article 14
(Deadline to post grades)

1. All Students enrolled in a given CU will receive an email from the University computer services letting them know about the public display of the results of each evaluation moment.
2. Public display occurs when the faculty member uploads the file with the results of each evaluation moment in the corresponding submenu from the menu item created in SIDoc. The results are available for reference in the Student Information System (InfoAlunos) in Menu Course, submenu Files.
3. The file upload with the results of each assessment element should take place within 30 consecutive days after its completion, including the date and time for the possibility of reviewing the exam, occurring within the deadline set out in paragraph 2 of Article 15.
4. Grades must be posted at least 72 hours prior to the appeal exam season
5. The maximum period for posting temporary grades of the exams taken during the appeal season is 20 working days.
6. After the posting of temporary grades the maximum period for posting the final grades is 10 working days.

Article 15
(Consult and review of evaluation tests)

1. After public display of the provisional grades students are entitled to consult their evaluation tests.
2. This posting should include the day, time and place where students can do this consult, with a minimum interval of 48 hours and a maximum of 7 working days after the display provided for in the preceding paragraph.
3. Students have access to their evaluation test and paper, evaluation criteria and rates from each of the questions, as well as the result obtained in each of them.
4. Students may request to the head of the course the review of the answers classification supporting their request.

5. Oral tests or any component referred to in paragraph 7 of Article 5 cannot be object of consult and/ or review.
6. Following appraisal of the request the provisional grades are turned into definite and displayed in accordance with the preceding article

Article 16

(Appeal concerning exams classifications)

1. Students may appeal the result of the review of evaluation elements provided for in Article 15, upon duly substantiated request, for which is due the amount provided for in the scale of legal charges and fees.
2. The appeal must be requested to the Academic Affairs Unit, in the two working days following the posting / display of the final grades.
3. To substantiate their requests students are entitled to request copy of the elements indicated in paragraph 3 of article 15 without additional costs to the amount referred to in paragraph 1 of this article.
4. Where requested the copies mentioned in the previous article it is given an additional period of two working days, on the availability of these elements to complete the grounds for appeal.
5. The Academic Affairs Unit sends the appeal request to the director of the degree within two working days.
6. Within twenty working days from the date of receipt of the request by the director of the degree, a decision by a jury made up of the degree director (jury chairman) and two faculty members from the same or related subject area shall be taken.
7. Whenever the lecturer responsible for CU is the director of the degree, the President of the College or the Project Coordinator, in the case of degrees included in projects, appoints a faculty member to chair the jury.
8. Students who have requested a formal appeal regarding tests classification and whose final classification will be subject to positive change (as requested by the student), it is returned the amount deposited on submission of the appeal request.

Article 17

(Measures to support Students with Special Educational Needs, physical disability or sensory impairment)

1. Students with Special Educational Needs who wish support measures have to provide evidence of their situation together with the medical certificates, upon registration.
2. Following the submission of the medical certificates the Academic Affairs Unit sends to the degree directors within a week, the list of students with special educational needs who have requested support, together with the medical certificates.
3. It is up to the degree director, taking into account the information provided by the Academic Affairs Unit, to request the faculty member responsible for the CU to introduce specific amendments.

4. If there is an agreement with the faculty member students with special educational needs may have the possibility to make audio recordings of classes, if used exclusively for educational and personal purposes.
5. If there is no consensus regarding the previous paragraph, the faculty member should, according to the type of disability, to provide in due time, elements referring to each class.
6. By mutual agreement between faculty members and students with special educational needs the evaluation ways and methods should be adapted to the type of disability and according to available means.
7. In carrying out written evaluation elements where the disability implies greater delays in reading and / or writing it should be granted to students with special educational needs an additional time period to perform this evaluation element.
8. The loan terms for domiciliary reading practiced by the Documentation and Archive Unit are extended to students with special educational needs with the procedures to be laid down by the responsible for the unit.
9. Where the weekly effort with students with special educational needs justifies it, the faculty member is entitled to make a justified accounting of it and request in writing its inclusion in the workload allocation distributed by the Competence Centre.

Article 18 **(Frauds)**

1. Any evaluation element must be carried out under conditions that safeguard:
 - a) Student Identity Verification;
 - b) Delivery confirmation of the evaluation element;
 - c) Detection of "academic fraud".
2. "Academic fraud" includes copying or plagiarism in evaluation tests.
3. It is considered copying when the student:
 - a) Resorts to materials not authorized by faculty members;
 - b) Resorts to unauthorised information provided by third parties;
 - c) Provides unauthorized information to colleagues.
4. Plagiarism is the use of ideas and/or other work produced by others omitting the information source.
5. It is considered plagiarism when
 - a) A part or the whole of a work contains unreferenced material, i.e. , students present someone else' work as their own without acknowledging the source;
 - b) A text written by someone else is transcribed word for word without providing clear acknowledgement of the original author;
 - c) an author is paraphrased but his/her identity is omitted;
 - d) A direct translation is carried out without acknowledging the source.

6. Whenever the faculty member detects a copying situation in the act they should immediately abort the test of the student in question and inform the degree director of such fact for appropriate procedure.
7. Where plagiarism is detected the faculty member must cancel the test of the student in question.
8. Whenever the faculty member has a suspicion of plagiarism or copying he/she must:
 - a) Confront the students concerned and retain their classification until full clarification of the situation; and/or
 - b) Make an oral test to the student in question if this is relevant to clarify the situation.

Article 19

(Infringements to the Evaluation of Student Learning Regulation)

1. Any infringement of this regulation is subject to complaint, upon reasoned application addressed to the President of the College or in the case of degrees included in projects, to the appropriate Coordinator.
2. Upon receiving the complaint mentioned in the preceding paragraph the College or Coordinator has ten working days to assess the situation and make a decision.
3. If the President of the College or the Project Coordinator finds evidence for disciplinary proceedings the case is forwarded to the competent body.
4. The decision on the appeal is addressed to the Rector of the University of Madeira.

Article 20

(Final Provisions)

1. Cases omitted by this Regulation, as well as possible difficulties encountered in its implementation shall be solved by the Pedagogical Council of the College or in the case of degrees included in projects by the respective Coordinator within its field of competence or submitted superiorly
2. Mid-term reviews of this Regulation may only be carried out at a meeting of the Pedagogical Councils specifically called for by 2/3 of its members or by the President of the College.

Appendix I

Evaluation Model A

Evaluation Element	Component to which belongs	Number	Elements' weight	Minimum Grade	How does the Appeal Exam Season works? Evaluation at the appeal season may or may not correspond to 100% of the final grade leaving this decision to the discretion of the faculty member.	Students with worker status

Tests	Theoretical/ Theoretical- practical	Maximum 3	To be defined by the faculty member	To be defined by the faculty member for each test or for the whole set, in accordance with paragraph 9 of article 5.	The classification of one or more tests may be recovered by means of an exam (written), maintaining the elements' weight used during the academic term.	May recover 100% of the total grade in the appeal or special exam seasons
Mini-tests and/or Assignments or reports and/or oral tests		Maximum 5	To be defined by the faculty member	To be defined by the faculty member for each test or for the whole set, in accordance with paragraph 9 of article 5.	The classification of one or more tests may be recovered by means of an exam (written), maintaining the elements' weight used during the academic term	May recover 100% of the total grade in the appeal or special exam seasons

Evaluation Model B

Evaluation Element	Component to which belongs	Number	Elements' weight	Minimum Grade	How does the Appeal Exam Season works?	Students with worker status
Tests	Theoretical/ Theoretical- practical	Maximum 3	To be defined by the faculty member	To be defined by the faculty member for each test or for the whole set, in accordance with paragraph 9 of article 5	The classification of one or more tests may be recovered by means of an exam (written)	May recover 100% of the total grade in the appeal or special exam seasons
Works or reports and/or oral tests	Practical	Maximum 6	To be defined by the faculty member	To be defined by the faculty member for each test or for the whole set, in accordance with paragraph 9 of article 5	May or may not be recovered in the appeal exam, leaving at the discretion of the faculty member	It shall apply the same rule applied to regular students.
Practical Tests		Maximum 3	To be defined by the faculty member	To be defined by the faculty member for each test or for the whole set, in accordance with paragraph 9 of article 5	May or may not be recovered in the appeal exam, leaving at the discretion of the faculty member	It shall apply the same rule applied to regular students.

The maximum number (total) of evaluation elements in this model is 8

Evaluation Model C

Evaluation Element	Component to which belongs	Number	Elements' weight	Minimum Grade	How does the Appeal Exam Season works?	Students with worker status
Works or reports and/or oral tests	Practical	Maximum 8	To be defined by the faculty member	To be defined by the faculty member for each work or report or test or for the whole set, in accordance with paragraph 9 of article 5	May or may not be recovered in the appeal exam, leaving at the discretion of the faculty member	It shall apply the same rule applied to regular students.
Practical Tests		Maximum 2	To be defined by the faculty member	To be defined by the faculty member in accordance with paragraph 9 of article 5	May or may not be recovered in the appeal exam, leaving at the discretion of the faculty member	It shall apply the same rule applied to regular students.
Projects	Theoretical/ Theoretical- practical OR Practical	Maximum 3	To be defined by the faculty member	To be defined by the faculty member in accordance with paragraph 9 of article 5	The faculty member may allow the appeal of some (or even all) projects	It shall apply the same rule applied to regular students.

The maximum number (total) of evaluation elements in this model is 10

Evaluation Model D

Evaluation Element	Component to which belongs	Number	Elements' weight	Minimum Grade	How does the Appeal Exam Season works?	Students with worker status
Projects	Theoretical/ Theoretical-practical OR Practical	Maximum 5	To be defined by the faculty member	To be defined by the faculty member in accordance with paragraph 9 or article 5	The faculty member may allow the appeal of some (or even all) projects	It shall apply the same rule applied to regular students.

Additional models, applicable to degrees in the field of Education Sciences

(1st Cycle of studies in Education Sciences and Basic Education and 2nd Cycle of Studies: Education Sciences - Educational Administration; Education Sciences –Senior Education; Education Sciences - Pedagogical Innovation; Education Sciences – Pedagogical Supervision; Preschool and Primary School Education.)

Modelo de Avaliação E
(Mestrados de Investigação)

Elemento de Avaliação	Pertence a que Componente	Número	Peso dos elementos	Nota Mínima	Como é que funciona o recurso?	Trabalhadores Estudantes
Trabalhos (Papers)	Teórica ou Teórico-prática	Máximo 2	A definir pelo docente	A definir pelo docente	Não há exame de recurso. O docente pode permitir a melhoria de um dos elementos, quando não atingido o nível mínimo	Aplica-se a mesma regra dos estudantes normais

Modelo de Avaliação F
(Iniciação às práticas profissionais e Prática de Ensino Supervisionada)

Elemento de Avaliação	Pertence a que Componente	Número	Peso dos elementos	Nota Mínima	Como é que funciona o recurso?	Trabalhadores Estudantes
Projectos Relatórios Trabalhos	Teórico-prática ou Prática	Máximo 3	A definir pelo docente	A definir pelo docente	O docente pode permitir o recurso de um ou mais elementos de avaliação	Aplica-se a mesma regra dos estudantes normais
Portfólios Práticas em contexto laboral	Práticas	Avaliação contínua	A definir pelo docente	A definir pelo docente	Não é recuperado em recurso	Aplica-se a mesma regra dos estudantes normais

Appendix 2

STATEMENT

I, _____, with identity/ citizen card/ passport no. _____, student no. _____ of the University of Madeira, having successfully completed, in this university, on ___/___/___, the degree in _____, and having, on this date, required a copy of the diploma and transcripts of completed courses and grades, hereby declare that I intend to take the grade improvement exam, which is why I accept a certificate with the information that the classification therein can be maintained or raised depending on the outcome of that exam. Upon completion of the procedure relating to the grade improvement I will submit a new application for obtaining the final certificate.

Funchal, _____ of 20 _____

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