

**LIMITED LIABILITY COMPANY
"HIGHER EDUCATIONAL INSTITUTION
"AMERICAN UNIVERSITY KYIV"**

APPROVED

By the Academic Council
LLC «American University Kyiv»
Protocol No. 06 dated May 30, 2025

PUT INTO EFFECT

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LLC «American University Kyiv»
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**REGULATIONS
ON THE ORGANIZATION AND CONDUCT OF CURRENT
AND FINAL CONTROL OF LEARNING OUTCOMES
APPLICANTS FOR HIGHER
EDUCATION AMERICAN
UNIVERSITY KYIV
(new edition)**

Kyiv, 2025

1. GENERAL PROVISIONS

1.1. The Regulations on the organization and conduct of current and final control of students' learning outcomes in the Limited Liability Company "Higher Educational Institution "American University Kyiv" (hereinafter referred to as the Regulations) (hereinafter referred to as the Regulations) have been developed in accordance with the Laws of Ukraine "On Education", "On Higher Education", regulations and documents of the Ministry of Education and Science of Ukraine, the Charter of LLC "Higher Educational Institution "American University Kyiv" (hereinafter referred to as the University); Regulations on the organization of the educational process in LLC "Higher Educational Institution "American University Kyiv".

The Regulation regulates the requirements for the organization and conduct of current and final control of the learning outcomes of higher education applicants and determines the procedure for the elimination of academic debts.

1.2. To stimulate the systematic work of applicants for higher education who study at the university at the appropriate level of higher education in order to obtain the appropriate degree and qualification and acquire appropriate competencies, to ensure the objectivity of assessment, to introduce competition between applicants in education, to encourage them to active, purposeful learning, independent mastery of knowledge, to identify and develop their creative abilities, self-realization of the individual on the basis of academic freedom of participants in the educational process, the rating system for evaluating learning outcomes (RSO) is applied

1.3. Control of the learning outcomes of applicants for higher education of the University is a component of the educational process, which is carried out in order to establish the compliance of the acquired competencies with the requirements of educational programs for the training of higher education applicants. Control measures include current and final control of the knowledge of higher education applicants.

1.4. Assessment of learning outcomes is carried out on the principles of objectivity, systematicity and systematic, planning, unity of requirements, openness, transparency, economy, accessibility and clarity of assessment methods, taking into account the individual capabilities of students.

1.5. The forms of current and final control of the learning outcomes of higher education applicants in the educational component and the criteria for their assessment are determined by the syllabus of the educational component, formed on the basis of the curriculum.

1.6. Assessment of students' knowledge is carried out by summing up the points for current training, final control. These forms of control are closely interrelated and are organized in such a way as to stimulate effective independent work of students during the semester and provide an objective assessment of their educational achievements.

1.7. To assess the learning outcomes of a higher education applicant, the 100-point scale of the University is used, which is converted into the national scale and the ECTS scale and the Grade Point Average (GPA) Tab. 1.

Table 1 – Scale of assessment of learning outcomes of higher education applicants of the first (bachelor's) level of higher education

ECTS score	Score in points	GPA	The meaning of grades
A	93-100	4.0	Excellent (high level)
A-	90-92.99	3.7	Excellent
B+	87-89.99	3.3	Very good (high level)
B	83-86.99	3.0	Very good
B-	80-82.99	2.7	Very good (below average)
C+	77-79.99	2.3	Satisfactory (upper-intermediate)
C	73-76.99	2.0	Satisfactory
C-	70-72.99	1.7	Satisfactory (below average)
D+	67-69.99	1.3	Enough (upper-intermediate)
D	63-66.99	1.0	Enough
D-	60-62.99	0.7	Enough (below average)
F	0-59.99	0	Unsatisfactory

Table 2 – Scale for assessing the learning outcomes of applicants for higher education of the second (master's) level of higher education

ECTS score	Score in points	GPA	The meaning of grades
A	90-100	4.0	Excellent
B	80-89.99	3.0	Good
C	70-79.99	2.0	Satisfactory
D	60-69.99	1.0	Enough
F	0-59.99	0	Not enough

Grade I (Incomplete): temporary assessment. The student completed most of the course successfully, but for good reasons could not complete the final tasks. Work is usually no more than 75 days to complete, but no later than admission to certification.

2. ORGANIZATION OF CURRENT AND FINAL CONTROL

2.1. The content of the educational component, the types of mandatory individual work, the forms of current and final control of the learning outcomes of higher education applicants and the criteria for their assessment are determined by the syllabus of the educational component.

2.2. The lecturer is obliged to bring to the attention of higher education applicants at the first training session information about the content of the educational component and about the mandatory types of tasks (works) provided for by the syllabus, as well as about the RSO of learning outcomes.

2.3. The system of assessment of learning outcomes provides for determining the quality of all planned types of educational work performed by the applicant for higher education and the level of acquired knowledge and skills by evaluating the results achieved during the current and final control.

2.4. The main types of control of the learning outcomes of higher education applicants are incoming, current, final control and certification.

Incoming control is not mandatory and is carried out in order to determine the level of training of higher education applicants in those educational components that were studied before studying a certain educational component, or the general level of training of a higher education applicant for the previous period of study.

Current control is carried out by scientific and pedagogical staff in the form of oral communication with applicants for higher education, written, test express control at lectures, laboratory, practical, seminar and individual classes and is aimed at checking the degree of assimilation of certain educational material, as well as the level of mastery of skills and abilities.

Intermediate control is the control of knowledge and skills of higher education applicants after studying a certain part of the educational component. It is carried out by performing control work, which can take the form of test, analytical tasks, etc.

The final control is carried out in order to assess the results of training at its final stage. The final control is carried out in the form of an exam or a differentiated test in the amount determined by the curriculum of a specific educational component, within the terms established by the academic calendar.

The exam is a form of final control of the assimilation by a higher education applicant of theoretical and practical material from a separate educational component for the academic period, which is carried out as a control measure. The presence of a higher education applicant at the exam is mandatory.

Differentiated credit is a form of final control, which consists in assessing the assimilation of educational material by a higher education applicant in a certain educational component based on the results of individual tasks (calculation and graphic work, projects, etc.) and certain types of work in practical, seminar or laboratory classes.

The final rating score is defined as the sum of the final scores (in points).

2.5. A higher education applicant who has not completed individual tasks (work) provided for by the syllabus of the educational component (at least one type) before the beginning of the PC is considered not certified from the current control.

2.6. Current control of knowledge, which is aimed at checking the level of preparedness for performing specific work and helping to increase the motivation of

higher education students for systematic active work throughout the entire period of study at the appropriate level of higher education, is carried out during laboratory, practical and seminar classes.

2.7. Current control of the systematicity and activity of students' work on the study of disciplines is defined as the sum of points for the assessment of the relevant forms of control, which include: attendance at lectures, assessment of the level of preparedness for practical classes with the obligatory presence of completed practical tasks.

2.8. Current control is carried out in the form of surveys and/or verification of the results of certain types of individual seminars and practical classes by higher education applicants, testing, express control, checking the ability to publicly or in writing submit certain material (presentation).

2.9. The task of the current control is to check the understanding and assimilation of the educational material, the ability to independently work out the educational material of the normative and advanced levels, the ability to comprehend the content of the topic or section of the discipline, the developed skills of conducting calculation work, the ability to publicly and in writing present the results of independent work.

2.10. Current control of the level of knowledge is carried out throughout the entire period of study of the academic discipline. Objects of current control:

- systematicity and activity of work in seminar (practical) classes;
- quality of tasks for independent study;
- quality of control tasks.

2.11. The forms of current control are:

- Oral surveys at lectures and practical classes on control program issues of current and previous topics;
- rapid testing by key aspects of the course topics, which can be carried out at the beginning, during or at the end of the practical lesson;
- assessment of the level of written homework;
- checking the practical skills of solving situations acquired by students in the process of studying the discipline;
- assessment of the degree of activity of students and the quality of their speeches and comments during discussions at seminar classes.

2.12. The assessment of current education is subject to:

- assessment of students' knowledge in practical or seminar classes (test survey, oral survey) with the obligatory marking of classes.

The assessment is recorded in the Learning Management System (LMS) Canvas. An obligatory element of the current assessment of students' knowledge is independent work. The objects of control are:

- the nature of the results obtained in the process of performing tasks for independent study (independent study of topics as a whole or individual issues) and published at seminar classes;
- the level of preparation and presentation of abstracts, reports, messages, essays;
- the quality of preparation of notes of educational or scientific texts;
- the quality of performance of tasks of a research and applied nature.

2.13. The main forms of control are:

- assessment of the level of performance of written tasks, independent study of topics as a whole or individual issues, taking notes of educational and scientific texts;

- assessment of the content, depth, quality of reports, messages, essays, checking the depth of processing of individual tasks of a research and applied nature;
- checking compliance with the schedule for the implementation of tasks of an educational, research and applied nature.

2.14. In case of detection of facts of academic dishonesty or non-independent performance of individual tasks by a higher education applicant during the current knowledge control procedure, it is considered that the higher education applicant has not passed the current knowledge control in the appropriate form.

2.15. The final assessment for each educational component, where the final exam is provided, consists of an assessment of the current control of learning outcomes during the semester and an assessment of learning outcomes during the final control as a control measure.

2.16. For the educational component, where the final differential test is provided, the final assessment provides for the assessment of the student's assimilation of educational material from a certain educational component on the basis of the results of all types of planned educational work during the semester: classroom work during lectures, practical, seminars, laboratory classes (etc.), independent work during individual educational and research tasks, final control work. The differential test is set if the student has completed all types of educational work determined by the syllabus of the educational component, and received positive final marks for each of the content modules.

2.17. Final exams are taken in accordance with the curriculum of the educational program during the final control according to the academic calendar.

2.18. The exam schedule and the classroom fund used during the sessional control of knowledge should create the necessary prerequisites for the preparation of higher education applicants for its passage and the implementation of effective control over the conduct of exams.

2.19. The final exam can be conducted in the form of open answers on control tasks, as well as in the form of computer testing (using technical means and information platforms). The task of the exam is to check the student's understanding of the program material as a whole, the logic and relationships between individual sections, the ability to creatively use the accumulated knowledge. The object of the final control of knowledge is the results of the implementation of open answers or test tasks.

2.20. The distribution of points between exam questions, test questioning, solving problems at the final control (exam) is carried out in accordance with the syllabus and is entrusted to the consideration of the teacher.

2.21. The content of the questions of the set of exam tests should fully cover the program of the educational component or its part, which is submitted for final control, and ensure the verification of all knowledge and skills provided for by the syllabus of the educational component, meet the requirements of content and functional validity.

2.22. When conducting an exam in the form of testing, the test should contribute to a comprehensive control of students' knowledge:

- to serve to test both theoretical knowledge and practical skills and abilities of students;
- be standardized according to the training procedure;
- be characterized by the design of the technology of processing and analysis of results.

In addition, the compiled test as a system of parallel tasks of a specific form must meet the following requirements:

- meaningful and functional validity;
- reliability;
- practicality;
- ease of use;
- adequacy to the existing norms for evaluating both each task and the entire test, depending on the structure of the answer.

2.23. The criteria for evaluating the answer of a higher education applicant should take into account, first of all, its completeness and correctness, as well as the student's ability to: summarize the knowledge gained; apply rules, methods, principles, laws in specific situations; analyze and evaluate facts, events, interpret schemes, graphs, diagrams; to present the material clearly, logically, consistently. The criteria for evaluating the answers of higher education applicants are brought to their attention before the final exam.

2.24. During the examination session, before the start of the final exam in the academic discipline, the examiner conducts a consultation for higher education applicants, during which he brings to their attention the rules of the exam, evaluation criteria, gives answers to the questions of higher education applicants, and also indicates the number of points of current control in the academic discipline scored by each higher education applicant.

2.25. In the case of carrying out separate control measures in the form of tests, it is allowed to conduct this test in several attempts (the maximum number of attempts is 3), as a result of which the student is given the maximum score that the student received after passing all test attempts.

2.26. Repeated passage of control measures is not carried out. In case of valid reasons, during the student's passing control measures, the teacher may allow students to take the exam at another time. Particular attention should be paid to the fact that the offer of retaking the control measure by the student is fair in relation to students who are not given such an opportunity. Instructors must offer a different version of the exam when retaking the test measure, unless offering an identical exam creates an unfair advantage for students retaking the exam.

2.27. The examiner receives the results of the exam in the (LMS) Canvas on the day of the final control. The results of the final control are entered by the examiner into the record of progress in the Student Information System (SIS).

2.28. The examiner is responsible for the reliability of information, correctness and timeliness of filling in the records of academic performance.

3. PROCEDURE FOR CONSIDERATION OF APPEALS

3.1. The Appeal Commission is established in order to protect the rights of persons to appeal against the grade in discipline obtained during the final control. The Appeal Commission works on the principles of democracy, transparency, objectivity and openness in accordance with the legislation of Ukraine. The procedure for filing and considering an appeal is made public and brought to the attention of students and teachers before the start of the final final control. Unsatisfactory grades obtained in case of absence from the exam/test without a valid reason are not subject to appeal.

3.2. The Appeal Commission is created by the order of the Rector in case of receipt of a written application of the student to appeal the result of the final and final control in the discipline. The Appeal Commission consists of the Chairman, the Deputy Chairman, members of the Commission (at least 2), the Secretary of the Commission. The Dean of the Faculty is appointed as the Chairman of the Appeal Commission. The Chairman of the Appeal Commission shall be personally responsible for the organization of the work of the Appeal Commission, timely and objective consideration of appeals. The dean of the faculty where the student studies is appointed as the Deputy Chairman of the Appeal Commission, the members of the commission are: the head of the department to which the discipline is assigned, the teacher of the department who did not participate in this final control, and the representative of the student self-government council of the faculty. On the 3rd day of the members of the Appeal Commission, the Secretary of the Commission shall be elected.

3.3. The application is submitted in person on the day of the announcement of the results of the final assessment to the dean of the faculty where the student studies. An appeal submitted not within the established time limits is not subject to consideration.

3.4. The appeal shall be considered at the meeting of the appeal commission no later than the next working day after its submission. The student has the right to attend the meeting of the appeal commission. During the consideration of the appeal, the secretary of the appeal commission keeps a protocol, where he writes down all the comments of the commission members and the relevant conclusions.

3.5. During the written examination (test), members of the appeal commission, guided by the evaluation criteria for this educational component, study and analyze in detail the written materials of the final control. Repeated or additional questioning of the student by the appeal commission is prohibited. During the oral exam (test), the student is given the opportunity to retake the final control of the members of the appeal commission on a new ticket, which he takes from the set of tickets for the discipline. For objectivity and transparency, the ticket for which the student first took the final control is removed from the set.

3.6. The results of the appeal are announced to the student immediately after the end of the consideration of his work (discussion of answers), about which the student personally makes a corresponding record in the minutes of the meeting of the appeal commission. Decisions of the Appeal Commission shall be adopted by a majority of votes of the total composition of the Commission. In case of an equal number of votes "for" and "against", a decision is made, which was supported by the chairman of the commission. In case of absence of a student at the meeting of the appeal commission, the secretary of the commission makes a corresponding entry in the minutes of the meeting of the appeal commission.

3.7. The result of the appeal consideration is the adoption by the appeal commission of one of two decisions: – "the preliminary assessment of the student's knowledge at the exam (test) corresponds to the level of quality of the student's knowledge in this academic discipline and does not change"; – "the preliminary assessment of the student's knowledge at the exam (test) does not correspond to the level of quality of the student's knowledge in this academic discipline and deserves a different assessment (a new grade is indicated in accordance with the current scale of assessment of the results of the final control at the university)", but not lower than the one obtained at the exam.

3.8. If, as a result of the consideration of the appeal, the appeal commission decides to change the previous results of the final control, a new assessment of the student's knowledge

is set in accordance with the national scale and in ECTS points, first in the protocol of the appeal commission, and then corrected in a corrective way in the examination work, in the statement of the final control of knowledge and in the student's record book.

3.9. The decision of the Appeal Commission is final and cannot be appealed.

4. LIQUIDATION OF ACADEMIC DEBT

4.1. Academic arrears for current studies and exam sessions arise as a result of the fact that the student did not score enough points during the study of disciplines in the semester for all forms of the educational process. As a result, the student is given the opportunity to re-study the discipline.

4.1. The student has the right to liquidate academic debt for current studies and the exam session if he did not fulfill the academic load for a valid reason (illness or other) and provided the teacher with an official document confirming this reason. The teacher agrees with the student on the terms of liquidation of academic debt and puts the grade "I" (incomplete) in the exam sheet.

4.2. Extension of the date of completion of the delivery of academic arrears for current studies and the final session after the specified deadlines (more than 6 weeks) requires the approval of the dean of the faculty where this discipline is taught.

4.5. After the student submits the academic debt for the current study and the final session, the teacher must submit an electronic request form for changing the grade. If the Grade Change Request Form is not submitted before the expiration date, the "I" (Incomplete) grade will be changed to an "F" grade.