EXAM RESULTS POLICY

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1. SUBJECT MATTER AND SCOPE

Knowledge testing is performed by awarding credits for every form of activities during the semester, as well as on final examination when the final grade is determined. The structure of credit number must envision at least 50% of credits relating to the activities and knowledge testing over the semester. In the overall structure of credit number, the final exam may be rated with maximum 50% credits.

The final and make-up exams are performed at the end of each semester (fall/spring semester). They are conducted in order to follow up on the advancement on each individual student. According to that, each individual level of success will be determined if the student is eligible to advance to a higher level of study.

2. RELATIONS TO OTHER DOCUMENTS

a) Rules and procedures of the Student Affairs Office  
b) IBU Rules of Study for First Cycle Study  
c) Student register books  
d) Student record cards  
e) Student Index

3. WORK PROCEDURE

a) After completion of teaching and the final examination, the responsible teacher establishes the total number of credits and forms a final grade for each student. The total number of gained credits and the final grade is entered on a common list of students and submitted to the Student Affairs Office.

b) The Student Affairs Office checks the exam results for any inaccuracy such as the course title, course code, date of examination, name of the teacher responsible for that particular course, names and index numbers of the students etc.

c) In case of any mistakes, the Student Affairs Office must notify the relevant person to correct them in the shortest period of time.

d) After reviewing and verifying the regularity of the exam sheets, the Student Affairs Office makes a copy of the results; the Student Affairs Office then informs the students about the results by announcing them on the announcement board for each department.
e) Students that has failed certain courses on the final exam are able to enter the make-up exam, which must be conducted in the four weeks after the final exam.

f) Once again, the total number of gained credits and the final grade is entered on a common list of students and submitted to the Student Affairs Office. The exam sheet is copied, one is announced on the announcement board of relevant department and one is archived in the Student Affairs Office in a particular file intended for that specific purpose. It is important to note that the exam results must be announced within maximum 5 days from the date of examination.

g) Every exam result sheet, both final and make-up must be signed by the relevant professor and sealed by the International Burch University stamp.

h) The Student Affair Office classifies the exam results according to the:
- department
- year of study
- date and year of exam
- semester (fall/spring)
- is it final or make-up exam

i) The Student Affairs Office waits approximately one month before entering any data from the exam to the relevant student record. This is practiced in order to enable space to possible changes and or complaints regarding the exam results.

j) After the appeal period is final the Student Affairs Office enters the date from the exam to the Student Register Book, Record Cards and Indexes.

k) Data that is entered in the mentioned documents are:
- Course code
- Course title
- Exam date
- Grade
- ECTS

l) The exam results are archived in the Student Affairs Office in a particular file intended for that specific purpose.

4. RESPONSIBILITY AND AUTHORISATION

Student Affairs Office, Academic Personnel, Department Heads