

Assessment Regulations

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Preamble

The goal of Triagon's Assessment Regulations is to promote fair, accurate, and meaningful assessments that support learning and help students to unlock their full potential.

The key goals are:

1. The Assessment Regulations are designed to encourage students to improve their performance and unlock their full potential. This includes providing constructive feedback and support to help students identify their strengths and weaknesses, and to develop strategies to improve their performance.
2. The Assessment Regulations shall facilitate high-quality assessments that accurately measure the students' knowledge and skills. This includes ensuring that the assessments are well-designed, valid, reliable, and fit for purpose.
3. The Assessment Regulations must ensure that all students are assessed on an equal footing, regardless of their background or circumstances. This means that all students will be assessed by the exact same standards and criteria and that no group or individual will be discriminated against in that process.
4. The Assessment Regulations ensure that lecturers, examiners, and schools can be held accountable for the quality of the education they provide, and include ensuring that the assessments are properly administered and that the results are used to improve teaching and learning.

§1 Citation and Interpretation

- (1) These regulations have been adapted from the EDUCATION ACT (CAP. 327) University Assessment Regulations, 2009, and shall be referred to as the Assessment Regulations.
- (2) In these regulations, unless otherwise indicated, (a) words importing the masculine gender include all other genders; (b) words importing the feminine gender include all other genders.
- (3) These regulations are to be read in conjunction with all other Statutes, Regulations and By-laws of Triagon.
- (4) In case of conflict of interpretation, these regulations shall be subservient to the Constitution.

§2 General Provisions

- (1) These regulations shall govern all assessments connection with obtaining any award from Triagon.
- (2) The assessments shall be those prescribed in the relevant regulations, by-laws, Module Handbooks, and each individual Module Description.
- (3) Examinations take place at the end of each module.
- (4) Unless in special circumstances and with the approval of the Examination Board, all students completing the same module shall be assessed using the same method/s of assessment. Supplementary Assessments shall have the same mode of assessment as the corresponding first assessment, provided that:
 - when all components of making up the Assessment are re-assessable, students shall only be required to re-sit the failed component/s; and
 - when it is not possible or practical for a failed component of the first Assessment to be re-assessed, the mark obtained in that component during the first sitting shall be retained and students shall be required to re-sit any other remaining component/s.
- (5) Attendance shall be no criterion of any method of assessment.

§3 Administration of Examinations

- (1) Examinations, other than oral examinations of dissertations and theses, shall be held on dates at the end of the module. These dates must be approved by the Examination Board before the start of each academic year.
- (2) Timeframe for holding examinations shall be Monday to Saturday, between 8.00 a.m. and 8.00 p.m.
- (3) The Examination Office is responsible for the administration of examinations as defined in the Constitution.
- (4) Where students have outstanding obligations towards Triagon, such as fees or monetary penalties, the Examination Office may direct that:
 - they are excluded from any assessment
 - the results obtained by them in any assessment are withheld or
 - they are removed from the course.

§4 Registration for examinations

- (1) Students are automatically registered for the examination upon enrollment in the respective module. This regulation also applies to re-examinations and for initially missed examinations.
- (2) For course work and other academic achievements that are not further regulated in this Assessment Regulations or the respective Course Handbook, withdrawal from the examination is possible up to two weeks prior to the examination date.
- (3) Withdrawal from written and oral examinations is possible up to one week prior to the examination.
- (4) A withdrawal notice must be sent to the Examination Office using the method publicly specified by the Examination Office. The communication method can be adjusted at the beginning of each semester.

§5 Duration of Written Examinations

- (1) For modules with an Examination as their main assessment method (weighted 80% or more) the following applies: a) modules worth up to four credits shall be examined by a paper of between 60 and 90 minutes, b) modules worth five to ten credits shall be examined by a paper of either 90 or 120 minutes, and c) modules worth more than ten credits shall be examined by a paper of either three or four hours.
- (2) When the Assessment of a module includes more than one component, one of which is a written Examination weighted less than 80%, the duration of the Examination shall be determined under consideration of the weighting it has for the total performance within the module.
- (3) The duration of written Examinations must be stated together with the method of assessment in the module description.
- (4) On the recommendation by the Examination Board, the President, may recommend that the Senate approves a different duration for an Examination if justified by the circumstances or nature of that particular Examination.

§6 Assignment Submission Dates

- (1) The submission date of any work assigned as one of the components of the Assessment before the end of a module shall always be before the date of the final Assessment of the module.
- (2) When the last component of the Assessment of a module is a take-home assignment, the submission date of the assignment shall be no later than four weeks after the date that the lectures of that module have ended.

§7 Language of Assessment

The language of assessment shall be English, or the language defined in the course handbook at the start of their studies except for areas of study involving a language.

§8 Examiners

- (1) The lecturer or Module Coordinator shall be responsible for the preparation of the questions, the marking scheme, and/or any other Assessment criteria as deemed appropriate. For modules taught by more than one lecturer, the Module Coordinator shall be responsible for coordinating the production of the Examination paper, including collecting questions from the individual examiners/auxiliary examiners, writing the rubric, and all other matters related to the proper production of the Examination paper.
- (2) The examiners shall:
 - ensure that the Examination paper is clear and unambiguous and that it addresses the learning outcomes of the module in question
 - ensure that the Examination paper is properly proofread and that the paper and mark scheme are free of errors and to the required standard
 - ensure that the marks allotted to each question are indicated on the examination paper
 - work through the paper him/herself to find any inconsistencies and discrepancies and
- (3) If the Examination Board finds that the nature of the examination paper, or the large number of students enrolled in the module, or any other valid reason calls for the appointment of an additional examiner to participate in marking, the Examination Board may appoint such an additional examiner at their own discretion.
- (4) When External Examiners are appointed to a written Examination with a weighting 60% or more, the Examination Office shall provide draft examination paper and marking scheme as guidance. External Examiners may suggest questions of their own.
- (5) The Examination Board may appoint auxiliary examiners to assist in Assessment procedures, including but not limited to the correction of scripts, to assist in the continuous Assessment of modules, or to participate actively in the creation of question for the respective modules. Such auxiliary examiners shall participate in the deliberations of the Examination Board, but that is the extent as their actual involvement is concerned.

§9 Assessment of Work Performed over a Period of Time

- (1) In the case of the Assessment of students' performance over a period of time (not assessed through a written Examination or written assignments), such as placements and other modules involving the assessment of a number of students over a certain period, where assessing all the students themselves is not possible or practicable for the Module Coordinator:
 - The Examination Board may appoint as many auxiliary examiners as necessary for conducting the Assessment
 - individual examiners shall assess students according to the criteria defined by the Examination Board to whom they shall submit a report on each student after assessment
 - the Examination Board may, at its discretion, review the grading of any student and bring in an additional examiner to reevaluate the grading and
 - final decisions shall be made by the Examination Board after consideration of the reports of the individual examiners and provided that any student as declared to have failed has been examined by at least two examiners.
- (2) The Examination Board shall be convened regularly to agree on the final results.
- (3) For Oral Assessments and any other form of Assessment that does not permit later review the examiner shall keep a written record of the proceedings with a brief description of each student's performance.

§10 Assessment of Dissertations

- (1) For modules involving the writing of a dissertation or similar, the Examination Board shall approve and appoint an internal or external examiner for each student. The students or the Executive Dean shall suggest suitable examiners.
- (2) The Examiner shall ensure that appropriate assessment criteria and procedures are used in the assessment of dissertations.

§11 External Examiners

- (1) The Examination Board may appoint External Examiners, either on a visiting or a non-visiting basis.
- (2) The formal notification of appointment and the invitation to visit Triagon shall be issued by the Executive Dean.
- (3) External Examiners may be requested to write a report to the Examination Board about the outcome of their evaluation, including information about the standards achieved by the students, the quality of the evaluation process and their opinion about the degree program in general pointing out any strengths and/or weaknesses that require attention, if any.
- (4) The Examination Board shall forward a copy of the report, or extracts thereof, to the Executive Dean and the Head of School.
- (5) Copies of the External Examiners' reports shall be kept at the faculty and made available for quality assurance purposes as well as to External Examiners who are appointed later.

§12 Eligibility of Examiners

- (1) No person shall be appointed as Examiner, as an auxiliary examiner or as a reviewer of any Assessment if:
 - He/she is related to a student by consanguinity or by affinity up to the third degree or
 - He/she has been, at any time during the academic year to which the Assessment refers, a guardian of a student or
 - He/she is in a dual or multiple relationship with the student or
 - for any other ethical reason which in the opinion of the Rector justifies the non-appointment of the individual as an examiner.
- (2) After consultation with the Dean of the concerned faculty, the Examination Board, shall appoint another examiner in place of the rejected candidate.
- (3) If, before or during an Examination, the Examination Board comes to the conclusion that an Examiner is unable to perform or to continue to perform his duties, the Examination Board shall, after consultation with the Dean of the concerned faculty, appoint another examiner.

§13 Absence from Examinations or Non-Submission of Assignments or Dissertations

- (1) Absence from any type of Assessment in a Bachelor or Master Program shall be governed by the Study and Examination Regulations for Bachelor and Master Programs.
- (2) Absence from any type of Assessment in a Doctoral Programs shall be governed by the Study and Examination Regulations for Doctoral Programs.

§14 Conduct of Students during Examinations

- (1) Students shall be admitted to the examination venue ten minutes prior to the start of the Examination, or as deemed appropriate by the proctor, and they shall be seated as directed by same.
- (2) For the duration of the Examination, students may be required to place their ID or Triagon student card on the desk in the examination venue. In case of reasonable doubt about a student's identity, the proctor may require students to produce further proof of identity.
- (3) Students who are unable to provide sufficient proof of identity may be permitted to continue the Examination under the condition that they undertake to produce satisfactory verification of their identity within a reasonable period, normally on the same day of the Examination. If they fail to provide, the matter shall be referred to the Examination Board that shall, at least, as a minimum, annul the particular Assessment and assign a mark of 0, unless the students can prove that they were prevented from complying with this regulation for reasons beyond their control.
- (4) Students shall not be admitted to an examination venue after the 30 minutes into the Examination unless the proctor can confirm that no other student has already left the examination venue, either temporarily or permanently.
- (5) When students are allowed to enter the examination venue after start of the Examination, they shall not receive additional time to make up for the time lost due to their tardiness, unless there are arrangements in place that have been approved by the Executive Dean in advance and are based upon special circumstances.
- (6) Students shall not be allowed to leave the examination venue, whether temporarily or permanently, during the first half hour and during the last ten minutes of an Examination, unless instructions in the rubric of the examination paper stipulate that students may not leave the examination venue before the end of the Examination at all.

- (7) Students may be allowed to leave the examination venue temporarily after half an hour from the start of an Examination and before the last ten minutes of an Examination; not more than one student shall be allowed to leave the examination venue simultaneously.
- (8) Students are required to write all answers and rough work on the stationery provided by Triagon. Answers must be written legibly. Examiners may be permitted by the Examination Board to refuse marking work which is reasonably considered illegible.
- (9) When the proctor announces the end of the Examination, students shall:
 - stop writing immediately and
 - remain seated in silence until permitted to leave the examination venue by the proctor.
- (10) During an Examination students shall not:
 - bring or have delivered any of the following items to the examination venue: any mobile phones, tablets, smart watches (including health and fitness watches/trackers), programmable calculators, laptops or similar equipment, books, dictionaries, notes or any other printed or written material or any other form of recorded material, any blank paper or any blank recording material, any pencil case or similar receptacle, any electronic device for mathematical calculations or any electronic data processor other than explicitly permitted to be used during that particular Examination and correspondingly indicated in the question paper rubric, nor any means of communication.
 - Visiting students who are not enrolled for a course leading to an award of Triagon may request and be granted permission to use a bi-lingual, English/ native language directory during an Examination.
 - bring their own belongings, including coats and bags, to their seat during an Examination. If allowed be allowed by the proctor, they may leave such items at a place designated for this purpose at the examination venue, and
 - allow any another person to take an Examination in their stead or take an Examination in lieu of another person (impersonation)
 - directly or indirectly give or seek to give assistance to any other student, or seek to obtain or accept assistance from any other student themselves

- by any improper means of any kind obtain or seek to obtain advantage in the Examination; give or seek to give assistance to other students by having or seeking access to unauthorized information or material, or by copying or attempting to copy from another student, or by communicating or attempting to communicate with an examiner or any other person during the time appointed for an Examination or with an examiner about the Examination before the publishing of the official results;
- write anywhere other than on the stationery which is provided by Triagon
- remove examination books or parts thereof from the examination venue
- act in any way that disturbs other students taking an Examination, in which case the Examiner may order the corresponding student to leave the premises where the Examination is being held
- communicate with any other student in an examination venue prior to, during, or at the end of the Examination on any matter or in any way whatsoever
- disobey the directions of a proctor and
- enter or leave the examination venue without the permission of the examination proctor

(11) In any form of assessment students shall not:

- engage in plagiarism, i.e., use someone else's work without attribution and passing it off as own work, regardless of if such work has been published. When the work by two or more students is substantially identical, this shall be deemed plagiarism even if the original source remains undetermined
- submit work or part thereof that has been previously submitted by the student himself or by any other student for the Assessment of another module, unless such reuse of one's own previously submitted work has been explicitly permitted by the examiner and the insertion of same is clearly indicated
- allow another student to submit one's own work for Assessment as the other student's own work
- make false declarations in connection with any work submitted for assessment
- in a practicum, field placement, or similar, fail to inform the examiners of one's own absence or by any means attempt to cover up one's own or anyone else's absence
- collude with other students to hide one's own or other students' breach of these regulations

- by any means act in any such way that the Examination Board may reasonably consider an act of cheating, or an attempt at cheating or an act intended to assist others to cheat in an Assessment
 - submit work which is not truly their own. In such cases, the student shall be called for an oral examination. If such oral examination confirms a substantial mismatch between the quality of work submitted and the student's performance during the oral examination, a report shall be made to the Examination Board.
- (12) Students shall follow any other additional instructions as may be applicable for particular Examinations due to their specific nature.
- (13) Students shall not make false claims of special arrangements in an Assessment with the intention of gaining an unfair advantage.
- (14) When students are accused of a breach of any of these provisions, the Examiner shall submit a written report to the Examination Board.
- (15) When students are accused of a breach of any of the provisions in a work submitted for modules of any weight, every case of plagiarism and/or collusion shall be investigated by the Examination Board. Depending on the findings, the Examination Board shall
- issue an oral or written reprimand and/or
 - reduce the mark of the Assessment or, if applicable of the relevant Assessment component to a worse mark, including the mark of zero with the possibility of a reassessment. For components with a weight of up to 20%, the mark of the relevant Assessment component down to a worse mark, including the mark of zero, with or without the possibility of reassessment.
 - The Examination Board refers any such case to the Head of the school where the assessment was conducted and they will have a personal disciplinary interview with the respective student.
- (16) The Examination Board may consider instances of collusion or minor plagiarism which occur within the first year of an undergraduate course as academic incompetence.
- (17) When students are accused of a breach of any of these regulations, after the result of the corresponding module has already been published or after an award has already been conferred, a report shall be submitted to the Examination Board. After due consideration, the Examination Board, may direct that the result of the module be annulled and/or that the award be withdrawn.

§15 Disciplinary Rules

- (1) The Examination Board shall have the power to summon before it:
 - a student against whom a complaint has been made and
 - for the purpose of giving testimony at any hearing, any student, any proctor, and any academic or administrative member of staff of Triagon.
- (2) The Examination Board shall impose penalties in cases where it is established that a breach of the regulations has been determined.
- (3) Penalties shall differ in severity depending on the extent and nature of the breach as is ascertained by the Examination Board, on any previous instances of cheating by the student, and on any extenuating circumstances.
- (4) The Examination Board may apply a penalty as it deems appropriate. Penalties may include any one or more of the following:
 - oral or written reprimand
 - reduction of the mark for the specific Assessment component down to a worse mark including the mark of zero with or without the possibility of a reassessment. If a reassessment is granted, students can achieve only the minimum pass mark in that component
 - reduction of the overall mark for the relevant module down to a worse mark, including the mark of zero, with or without the possibility of a reassessment. If a reassessment is granted, students can achieve only the minimum pass mark
 - suspension of studies for a duration of up to one academic year. During the suspension period, the student's right to enter or remain on any property or premises of Triagon may be limited or totally withdrawn
 - expulsion from Triagon. A student who has been expelled may only be readmitted with the permission of Senate and only the lapse of three years from the date of the expulsion
 - any one or more of the penalties listed above suspended for the duration of the student's studies at Triagon and conditional to the student not being found guilty of a breach of these regulations a subsequent time.

- (5) Triagon shall keep a record of any offence and the penalties imposed by the Examination Board in the student's transcript of academic record when the penalties involve one or more of the following:
- expulsion from Triagon
 - exclusion from a course
 - withdrawal of an award or
 - suspension from Triagon for three years or more.

Such information may be divulged to third parties upon their request after the student's consent has been obtained.

- (6) All other penalties imposed by the Examination Board shall be kept by Triagon in its records but shall not be divulged to third parties without the express permission of the student.
- (7) Students accused of a breach of the provisions of these regulations have the right to be heard and to bring any witnesses in their defense.
- (8) Students who fail to appear before the Examination Board without justification shall be deemed to have renounced the right to be heard.
- (9) Decisions taken by the Examination Board shall have immediate effect.
- (10) Students may appeal a decision of the Examination Board to the Senate.

§16 Procedure for entering an Appeal

- (1) A student shall submit a written letter to the Senate indicating the reasons upon which the appeal is based and not later than fifteen working days from the notification about the decision of the Examination Board.
- (2) Upon receipt of the written letter, the Examination Board shall make the necessary arrangements to have the Senate convene as far as practicable within twenty-five working days.

§17 Appeal Proceedings

- (1) The Senate shall, as far as practicable, decide upon the case expeditiously. In doing so, the Senate may confirm, amend, vary, or revoke the decision of the Examination Board.
- (2) The student shall appear before the Senate on the date indicated to him/her.

- (3) At no stage of the proceedings may the respective students and/or any other person on their behalf communicate with any member of the Senate or with any family members of such Senate members. Concerned members shall bring any such communication to the attention of the other Senate members.
- (4) When other formal proceedings on the same matter are pending before a competent Court or Tribunal established by law or both the proceedings before the Senate shall be suspended.
- (5) The student has the following procedural rights:
 - to summon witnesses
 - to produce evidence and
 - to bring forward arguments before the Senate, either orally or in writing.

§18 Appeals from Decisions of the Senate

The decisions of the Senate shall be final, and no appeal shall lie therefrom. In particularly serious cases students may request a final review by the President.

§19 Revision of Assessment Results

- (1) Subject to the provisions of any relevant regulations or to any procedural guidelines, including the payment of fees, made by the appropriate internal authority, a student may, not later than one week from the publication of the result of the Assessment, request that an examination paper or any other work submitted for Assessment be reviewed to ascertain that no error has been made in the award of marks. Students may additionally request that the decision of the revision be elaborated in a detailed report.
- (2) The academic judgement of the original examiner/s is not reviewable by the academic conducting the revision, and a recommendation to alter the result must be supported by objective criteria.
- (3) Revisions are excluded for cases where the result of a module or any of its components has been reduced or cancelled by the Examination Board as a penalty.
- (4) In the first instance, the revision shall be undertaken in the first instance by an examiner who has been appointed by the Examination Board and who had not participated in the marking of the original paper.
- (5) If the examiner conducting the revision agrees with the published result, the examiner shall draw up a report and submit it via the Examination Office to the Examination Board. From there. It will be forwarded to the student, if the student has requested a written report on the decision of the review.

- (6) If the examiner conducting the revision comes to the conclusion that there are objective grounds for changing the result upwards, the examiner shall communicate the findings to the Examination Board, who shall convene a meeting of the Board, including the examiner who conducted the revision, to discuss the paper. The Examination Board shall follow the procedures outlined in these regulations *mutatis mutandis*. Downgrading a mark is not possible.
- (7) When a written report is requested by the student, the report of the examiner conducting the revision shall inform the student about the quality of his/her performance in each item from the set comprising the assessment.
- (8) When the revision leads to an upward change of the Assessment result, all relevant records shall be amended accordingly.
- (9) Nothing in these regulations prevents students from discussing Assessment questions, including the type of expected answers, with the concerned examiner and/or the Head of Department. However, such consultation is not a prerequisite.
- (10) Appeals which questions the academic or professional judgement of those whom the Senate has entrusted with the responsibility for assessing students' academic performance or professional competence shall not be permitted.

§20 Material for Assessment

Any material, whether it is a dissertation, thesis, assignment, presentation, examination script, project, report etc., which is written, prepared or produced by a student for the purpose of assessment leading to the award of a certificate, diploma, degree or any other certification issued by Triagon, shall be physically or electronically retained by Triagon, provided that Triagon shall have discretionary powers to determine when one or more such materials may be physically returned to the student.

§21 Provisions for Students with a Disability

- (1) Assessment arrangements may be made for students with a disability to enable them to perform to the best of their ability and to be assessed provided that such students do not gain undue advantage from such assistance, and provided that the integrity and academic standards of the Assessments are not thereby jeopardized thereby.
- (2) The Examination Board may allow students with severe dyslexia to use a computer during their examinations with spell checker enabled unless the use of the spell checker would give them an unfair advantage over other students and provided that it does not affect the examination objectives in any way.
- (3) To allow adequate time for consideration of their needs and for making appropriate arrangements, if any, students with a disability should make their needs known to Triagon at the earliest opportunity, usually at the beginning of their course. Prospective applicants should make their needs known to Triagon six months prior to submitting their application.
- (4) Students who make a false claim to gain unfair advantage over other students shall be referred to the Examination Board.
- (5) The request for any Access Arrangements for Examinations or other assessments shall be made in writing to the Examination Board via the Examination Office and must include the necessary supporting evidence by a specialist in the relative field.
- (6) Upon receiving a request for Access Arrangements for Examinations, the Examination Office shall forward the request to the Examination Board that shall review the request and make recommendations. To that end the Examination Board may interview the student and/or requested further information or evidence as it deems necessary.
- (7) The Examination Board may have the student making the request assessed by a specialist nominated by the Examination Board.
- (8) The recommendations of the Examination Board, together with the supporting evidence, shall be sent to the Examination Office that shall proceed to ensure that the recommended Access Arrangements are made. If, for any reason, the Examination Board is not able to act upon a recommendation, the matter shall be referred to the Senate for a final decision. The Senate may review a recommendation by the Examination Board that is referred to it by the Examination Office.
- (9) When the Senate considers it appropriate, the Access Arrangements shall be included in the students' transcript of their academic record as follows:

- (10) "Access Arrangements were made to enable the student to be assessed. Details may be obtained from the Director of Administration."
- (11) In cases of temporary disability, the Examination Office may proceed to grant a request for access arrangements if he/she comes to the conclusion that the case justifies such measures and after obtaining all relevant information.
- (12) When there is the possibility of postponing the assessment to a date when the student has sufficiently recovered from a temporary disability, approving a request for Access Arrangement is no right of the student. In such cases, any expenses associated with making the requested arrangements shall be borne by the requesting student.

§22 Applicability

These Regulations have been approved by the Senate on 13th December 2022 and shall be applicable with immediate effect.

Marsa, December 13th, 2022.

Prof. Dr. Dr. Christian Werner

President