

Pursuant to Article 104, paragraph 7 of the Law on Higher Education (“Official Gazette of RS”, No. 88/17, 27/18 - other law and 73/18), and Article 85, paragraph 2 of the Statute of the School of Computing, the Council of the School of Computing in Belgrade at the session held on January 31, 2019 passed

## **THE RULEBOOK ON EXAMINATION AND GRADING**

### **Article 1**

The Rulebook on Examination and Grading of the School of Computing in Belgrade (hereinafter: the Rulebook) regulates procedures related to organizing and taking exams, and matters related to issuing grade at the School of Computing in Belgrade (henceforth the School).

### **Article 2**

Methods of examination of individual courses are determined by the study program.

### **Article 3**

Topics of each examination needs to correspond to the plan and program of the corresponding course.

### **Article 4**

Teacher in charge of a course is required to inform students during the first class (either in writing or orally) about the course program and contents, ways in which the knowledge is going to be tested and final grades and final grade derived, and the ways in which the exam is organized.

### **Article 5**

Teachers or teaching assistants proctoring an exam are responsible for the organization of the exam and for maintaining order during the exam.

### **Article 6**

- (1) Performing duties related to organizing and maintaining order during exams is an important work obligation of the academic staff of the School.
- (2) The person proctoring the exam is checking the presence and identity of students that are taking the exam, and decides where each exam-taker has to sit.

### **Article 7**

- (1) Before the commencement of the exam, the person proctoring the exam needs to announce which supplemental tools students are allowed to use during the exam.
- (2) Use of any other tools, other than the ones accounted by the proctor, is considered as a serious breach of student obligations in terms of the Rulebook on Disciplinary Responsibility of Students at the School of Computing
- (3) A student that does not have necessary documents needed for her/his identification cannot take the exam.

### **Article 8**

Teacher in charge of a course needs to prepare, in advance, exam questions and print them out in as many copies as there are students that have registered to take the exam.

### **Article 9**

- (1) A student taking the exam cannot exit the examination room prior to submitting the exam solution.

- (2) Before accepting the exam solution from a student, the proctor needs to check the data on the submitted solution and compare it with the data from the official examination list (first and last name, student ID number, order number of that student in the list, examination group, etc)

#### Article 10

A student which has, during the exam, left the examination room without submitting the exam solution has automatically failed that exam.

#### Article 11

A student which is not satisfied with how the exam is organized or conducted, or considers that her rights are violated in any way, or that the proctor during the exam has made smaller or larger violations of the rules of conduct, can lodge a written complaint, within 3 day period after the exam. This complaint can be addressed to the teacher in charge of the course, to the head of corresponding cathedra, or to the Dean.

#### Article 12

A student has the right to take the final exam only after he/she has completed all of the pre-examination requirements specified by the study program of the particular course.

#### Article 13

- (1) Final exam is integral and can take the form of an oral exam, written exam, or practical work.
- (2) Written exam lasts no more than 4 (four) hours.
- (3) Exams are taken at the School's headquarter in objects listed in the work permit obtained by the School.
- (4) The School can organize examinations, also, outside of the School headquarter, if the character of the course for which such an exam is organized requires this.
- (5) Students take the final exam for a particular course right after the classes for that course are completed or, at the latest, before the commencement of the next school year.
- (6) The number of exam sessions in a given school year is six (6).
- (7) Exams are conducted in: January, February, August and September for the courses taught in odd-numbered semesters, and in June, July, August and September for the even-numbered semesters.
- (8) Last exam session in a school year has to be organized by September 20.

#### Article 14

Work calendar of the School may have one or more weeks dedicated solely to testing knowledge acquired up to that point in courses that are being taught that semester.

#### Article 15

- 1) Pre-exam obligations can be qualifying towards taking the final exam
- 2) Points earned in pre-exam work from one school year cannot be transferred to another school year.
- 3) Pre-exam obligations in a given semester need to be completed prior to the first scheduled examination session in that semester
- 4) Before taking a particular final exam, student needs to register to take it.
- 5) After registering for an exam, a student that has earned the right to take the exam is entered into the exam list for a particular examination session (see Article 13, paragraph 7)
- 6) If a student registers for an exam but does not take it, it is considered as if he/she took the exam and obtained the failing grade.
- 7) An exam can contain a qualifying way of grading.

#### Article 16

- 1) Teacher in charge of a course is required to post solutions to the written exam or organize public presentation of the solutions for the written exam no later than 24 (twenty four) hours after the exam.
- 2) Teacher in charge of a course is required to post the grades no later than 3 (three) days after the exam.
- 3) Students have the right to see their work after the grades are posted.
- 4) Teacher in charge of the course is required to provide the Student Services with the written report about the exam no later than 3 (three) days after the exam.
- 5) Failure to fulfill the obligations from paragraph 4 of this Article are considered to be serious violation of work obligations.

#### Article 17

- 1) A student that is unsatisfied after receiving a *passing* grade for an exam, can lodge, within 72 (seventy two) hours period after the grade has been issued, a request to the Student Services to cancel the results of the examination. She/he needs to immediately inform about this decision the teacher in charge of the course.
- 2) A student whose grade was canceled can retake the exam in the remaining exam sessions in the same school year.
- 3) Weekends and holiday are not included into the 72 hours period from paragraph 1.

#### Article 18

- 1) Students' success in fulfilling course requirements is monitored continuously throughout the semester and is expressed in points.
- 2) Completing pre-exam requirements and passing the exam, one can obtain maximum of 100 points. Of that, the maximum number of points for pre-exam requirements cannot less than 50 nor more than 70.
- 3) Pre-exam requirements include: regular participation in lectures and exercise sessions, homeworks and projects, seminar projects, colloquia (mid-term exams), tests etc
- 4) Pre-exam requirements are defined for each course (module) separately.

#### Article 19

- 1) Success in completing the course requirements at the exam is expressed with an integer numerical grade from 5 (five) to 10 (ten).
- 2) A student that has not demonstrated a satisfactory level of knowledge receives 5 (five).
- 3) Grades are entered into the student's dokument (Index), into the exam report, and into the student registry.
- 4) The number of points that a student earned is entered into the written exam report and into the student's Index.

#### Article 20

After completing an exam, final grades are issued as follows.

- 1) If the total number of points is 0-50, student receives grade 5 (five) – did not pass
- 2) If the total number of points is 51-60, student receives grade 6 (six) – sufficient
- 3) If the total number of points is 61-70, student receives grade 7 (seven) – good
- 4) If the total number of points is 71-80, student receives grade 8 (eight) – very good
- 5) If the total number of points is 89-90, student receives grade 9 (nine) – exceptionally good
- 6) If the total number of points is 91-100, student receives grade 10 (ten) – excellent

#### Article 21

This Rulebook comes into force on the 8<sup>th</sup> day after it is posted on the Announcements Board at the School of Computing in Belgrade.

Chair of the Teaching-Scientific Council  
Union University - School of Computing

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