APPROVED by
Vilnius Gediminas Technical University rector's order of November 30, 2020 No. 10.8-996

THE DESCIRPTION OF STUDENT FINAL ASSESSMENT FOR 2020-2021 AUTUMN SEMESTER AT VILNIUS GEDIMINAS TECHNICAL UNIVERSITY

SECTION I
GENERAL PROVISIONS

1. The description of student final assessment for 2020-2021 autumn semester at Vilnius Gediminas technical university (hereinafter referred to as Final assessment description) has been adopted to regulate arrangement of final assessment and final thesis defence procedure of students in bachelor, master and integrated studies.

2. Final assessment description is an annex to the Procedure description for student performance assessment and earning credits at Vilnius Gediminas Technical University, the Description of the final thesis preparation and defence procedure at Vilnius Gediminas Technical University (hereinafter VILNIUS TECH), laying down the necessary amendments to ensure student performance evaluation under circumstances of restricted physical and social contacts.

3. Terms used in the Calendar shall have the meaning given such terms in Lithuania's Law on Education and Research and VILNIUS TECH regulatory acts specified in Article 2.

SECTION II
ARANGEMENTS OF EARNING FINAL CREDITS

4. Online assessment of final credits may be carried out in the following mode:

4.1. Orally communicating with students by means of video conferencing applications. Such mode is time consuming and, therefore, is recommended where other instruments are not feasible or where the assignment is given to a small group of students; In such cases, strict timing of individual student evaluation must be set. To simplify this final assessment process, students may be asked questions, which they answer in the ZOOM program by writing short answers to the teacher in private messages, and then the teacher communicates orally with the student;

4.2. assignments are undertaken on MOODLE virtual platform under tutor supervision by means of video conferencing instruments. The mode is recommended for assignments given to a single group; screen share function is recommended to have an opportunity to observe student performance directly on their PC monitors. On completion of written assignments, the examiner may additionally give oral questions by means of video conferencing tools;

4.3. assessment assignments are placed on MOODLE virtual platform in advance. The mode is recommended where time limitation set for assignments is flexible (e.g., creative tasks. On completion of written assignments, the examiner may additionally give oral questions by means of video conferencing tools.

5. The tutor shall inform students on the mode of the forthcoming final assessment at least two days in advance (information must be provided on MOODLE virtual platform in clearly visible spot).

SECTION III
ARRANGEMENT OF FINAL ASSESSMENT

9. Final assessment described in Article 4.1 shall be made provided it is arranged for a single student or several students working on the same task. Participation of two examiners is recommended in the assessment;

10. Final assessment shall be done on the date set in the training calendar.

11. Final assessment described in Articles 4.1, 4.2 and 4.3 involving more than one group of students or more than 30 students may be done only in exceptional cases agreed with the head of department and the dean of the faculty that administrates the programme.

12. During the final assessment, the student must hold and, on demand, produce their identity document (student card, passport or ID card containing student's name, surname and photo and concealing other personal data).

13. During the final assessment, tutors shall be granted a video conferencing licence with no time limitation. Licences shall be distributed by Academic Support Centre in view of the need and availability. To ensure optimal distribution of licences, tutors planning their final examinations for the period from January 1 d. to February 15 d. and having no need for unlimited video conferencing licences must inform E-learning group of Academic Support Centre of the fact.

14. If due to technical difficulties the final assessment cannot be completed (it must be interrupted or stopped), the decision on the further course of the final assessment is made by the lecturer, informing the student (s) about the decision immediately.

SECTION IV
REMOTE ARRANGEMENT OF FINAL THESIS AND THE ORGANIZATION OF THESIS DEFENCE

15. Final theses (hereinafter - FT) shall be prepared following the schedule set.

16. The supervisors of FT consider the preparation of FT with special attention. The supervisors shall communicate with FT students on a weekly basis, shall provide consultations and assess students' progress in accomplishment of the assignments set out. If necessary, a FT supervisor can replace part of FT assignments with other, more tailored for remote FT preparation.

17. No later than 5 working days prior to FT defense day at the Degree Awarding Commission (hereinafter – DAC), a student shall upload the final electronic version of the FT to *Mano VGTU* information system and notify the Department.

18. All documents required for the FT defense at DAC (FT supervisor's statement on the FT that includes supervisor's report on the FT, reports of reviewers) shall be submitted to the Department in electronic form (by sending a document from the e-mail provided to the VILNIUS TECH employee) prior to the FT defense at DAC.

19. The documents required for the organization of FT assessment and that need to be signed shall be sent from the official VILNIUS TECH employee/student mailbox (for non-VILNIUS TECH employees from their official mailbox). Such documents shall be treated as signed documents.

20. The DAC meeting takes place using video conferencing facilities at a pre-determined time.

21. 1 day prior to DAC meeting and at the request of the Head of the Department, a student has to submit to the Department an electronic version of FT presentation which is forwarded to all members of DAC.

22. During the FT defense meeting, a student presents the FT and gives answers to the questions provided by the commission members.

23. The DAC meeting is recorded using audio and video facilities. The minutes of the meeting are sent by e-mail to all DAC members for approval. DAC members e-mail either about their agreement with the information provided in the minutes or submit written comments.

24. In exceptional cases, when the preparation of the FT requires longer-term experiments, the FT defense may be postponed with the permission of the Dean and after having informed the Academic Affairs Office.

25. The Department is granted a video conferencing license during the time of interim defense sessions, considerations for admission to FT defense and FT defense meetings. Licenses must be applied to the E-study group no later than 2 days prior to the event.

SECTION V
REQUIREMENTS FOR ONLINE ASSESSMENT VIA VIDEO CONFERENCING FACILITIES

26. Zoom program is used for online assessment via video conferencing facilities ("Microsoft Teams" can be used as an alternative, however, students shall be informed about it by a teacher). In order to maintain confidentiality, it is recommended to use additional security measures during the assessment procedure (login password, unique login address, closing the chat group, etc.). During the assessment procedure students shall connect to the video conferencing system via VILNIUS TECH (SSO) unified connection solution (recommendations for connection are provided in the VILNIUS TECH virtual environment MOODLE).

27. During the assessment, a student shall turn on video and audio transmission devices (video cameras, microphones, headphones or speakers) and be sure in advance that these devices are technically fixed.

28. Prior to the assessment a student shall get acquainted with the operating principles and possibilities of the programs used in the assessment.

29. Uninterrupted video and audio transmission shall be ensured during the assessment procedure (stable internet connection has to be guaranteed). The image and sound must be clear and undistorted. Audio and video devices can only be switched off with the permission of a lecturer.

30. The face of a student shall be clearly visible during the assessment procedure. When relevant the person supervising the assessment may request to turn the camera in the required direction. In order to increase the reliability of the assessment procedure, it is recommended that students attach a computer video camera not to the computer but to the side of the workplace so that the instructor can see the student taking the test and his workplace (computer screen, keyboard, desktop). If the video camera is built into the computer, the video conference can be streamed in parallel via another device (tablet, smartphone, etc.).

31. When relevant a person supervising the assessment procedure can request a student to share his/her computer desktop screen or the student's personal document by displaying it on the screen.

32. During the assessment procedure, no other people are allowed to stay in the same room with a student under the assessment, and there have to be no objects that can emit unwanted sounds.

33. During the assessment procedure, there shall be no other objects near the student under assessment, except for the necessary computer equipment and additional means specified by the tutor (if any).

34. During the assessment, a student can use the software tools and digital documents that are specified as necessary during the exam. All other software and digital documents shall be turned off.

35. No video or audio recordings are made during the assessment procedure (except for FT).

SECTION VI
REQUIREMENTS FOR ASSESSMENT TASKS CONDUCTED IN MOODLE VIRTUAL ENVIRONMENT

36. When designing assessment tasks for the virtual study environmentMOODLE, it is recommended to employ standard tools of this environment (test, task, database, etc.).

37. If test is employed for assessment, it is recommended to use different response formats (e. g., true/false, multiple choice, several correct answers, etc.).

38. When testing, it is recommended to create a large question bank and employ automatic question selection.

39. In case it is expected that the answers do not require much time for reflection, it is recommended to use the maximum response time limit. In this case, it is necessary to responsibly assess the time for reading, understanding and choosing the answer to the question.

40. It is recommended to present simple tasks in the form of a test so that a student, having been introduced to the task condition, could write in or choose the correct answer.

41. It is recommended to avoid tasks the answers to which are difficult to provide in electronic form or which require special equipment.

42. Before starting the assessment, teachers shall make sure that all the requirements and the assessment process are described and presented to students in the MOODLE virtual environment.

43. While under a test design process it is recommended to hide the tasks of final assessment from students (without waiting for them to be completed). This will prevent misunderstandings due to unforeseen student login.

44. During the assessment, a student can use the software tools and digital documents that are specified as necessary during the exam. All other software and digital documents shall be turned off.

45. The answers provided during the assessment procedure or tasks completed are stored in accordance with the procedure established by VILNIUS TECH.

46. It is prohibited to use any additional means during the assessment procedure, which may cause doubts about the examinee's integrity and autonomy in providing the answers.

SECTION VII
FINAL PROVISIONS

47. During the assessment, the student can use only those software tools and digital documents that are specified as necessary during the exam. All other software and digital documents must be turned off.

48. In order to ensure the reliability of the assessment process, it is recommended to use additional MOODLE functions, which block the student's attempts to use a web browser, additional devices or software connected to a computer during the exam.

49. The answers provided during the assessment or the performed tasks are stored in accordance with the procedure established by VILNIUS TECH.

50. It is forbidden to use any additional means during the assessment, which may cause doubts about the examinee's honesty and independence in providing answers.

51. Any technical questions about organization of remote assessment may be addressed to VILNIUS TECH E-study group by phone 2745035 (internal number 9035) or by e-mail esg@vgtu.lt .

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