

GUIDELINES FOR STUDENT ASSESSMENTS BY AN ASSESSMENT BOARD

1. The assessment of the study results of the students of the Estonian Academy of Music and Theatre (hereinafter the *Academy*) takes place in accordance with the procedure provided in the Regulation of Studies. These guidelines expand on the procedure and grading principles to be followed during examinations and assessments with an Assessment Board, including final examinations for Bachelor and Master studies and defence of the final theses.
2. If the learning outcomes are to be assessed by an Assessment Board, it must be reflected in the subject outline.
3. In a subject where an Assessment Board is not used as a rule, it will be set up to assess a specific student or a whole group as an exception, if
 - 3.1. a student's request to form an Assessment Board has been approved;
 - 3.2. the student is a close relative or spouse of the faculty member who taught the subject;
 - 3.3. the formation of the Assessment Board has been decided by the Rector in accordance with clause 84 of the Regulation of Studies.
4. As a rule, an Assessment Board consisting of at least three members shall be convened for an examination or assessment by the academic head of the subject group, and in the case of the Department of Drama, the Head of Department. The chairman of the Assessment Board is the head who formed the board or a person appointed by him/her. The composition of the final examination boards and boards formed as specified in clause 3 of these instructions shall be approved by the Rector.
5. An Assessment Board must have at least 3 members.
6. The composition of the Assessment Board is recorded in writing and submitted to the Registry and Student Affairs Department by the beginning of the exam or assessment at the latest.
7. The student's performance shall be assessed on the basis of at least three criteria, using a 20-point scale. The criteria may be assigned different weights. The assessment criteria and their weights are set out in the subject outline.
8. The threshold or minimum level at which the learning outcomes are deemed to have been achieved is 10 points.
9. During the exam or assessment, each member of the Assessment Board fills in a personal assessment form, which includes the names of all students who took the examination and the number of points awarded to each student under each criterion (0–20, only whole numbers).
10. In the case of differentiated assessment, there is no coordination of the points or final score between the members of the Board.
11. At the end of the examination or assessment, members of the Board submit their completed assessment forms to the Chairman of the Board.
12. The Chairman or a person authorized by them calculates the average score per criterion for each student.

13. If the points given by a member of the Board for a criterion differ from the average by 4 or more points, the highest points, the lowest points or both shall be excluded and the new criterion average shall be calculated on the basis of the points taken into account.
14. The final average number of points for each criterion is multiplied by the percentage weight of the corresponding criterion, and the results obtained are added. This gives each student an overall score on a 20-point scale.
15. Points are converted into an exam grade as follows (one decimal place):

Points	Grade
18.5–20	Excellent (A)
16.5–18.4	Very Good (B)
14.0–16.4	Good (C)
12.0–13.9	Satisfactory (D)
10.0–11.9	Sufficient (E)
0–9.9	Insufficient (F)

In the case of an assessment, it shall be considered passed, if the aggregate result is at least 10 points.

16. In the case of a non-differentiated assessment, it is permissible to omit point scoring if the members of the Board agree unanimously that the student's performance exceeds the set threshold.
17. The calculation of points and the entry of the examination results in the study information system must take place within 48 hours from the end of the examination (in the case of an examination lasting several days – from the end of the last examination day).
18. The personal assessment forms of the members of the board shall not be disclosed unless the Rector or the Vice-Rector for Academic Affairs and Research decides to do so in the event of a student contesting the grade.
19. The Assessment Board may hold a discussion on student performance and professional development. In the case of an examination open to other faculty members, students and faculty other than members of the Board may also be invited to participate in the discussion. Individual assessment forms are to be completed before the discussion.
20. The Chairman of the Assessment Board forwards the assessment forms to the Registry and Student Affairs Department, where they are kept for 3 months, and in the case of a final examination, for 10 years.
21. The Chairman of the Assessment Board is obliged to give students oral or written feedback on their performance. The Chairman informs the students before the start of the exam when and in what form the feedback will be given. The feedback must be given within one week of entering the results of the examination or assessment in the study information system and it must be based on the assessment criteria and the points awarded by the members of the Board on the basis thereof.
22. These guidelines will apply from the winter examination session of the 2020/2021 academic year.