



Universidad de Navarra

Evaluation: Rules and Procedures - AMENDMENTS

Approved: April 2020

Given the need to administer examinations remotely in May and June 2019–2020, the following amendments have been made to the established Evaluation: Rules and Procedures.

Current Provision	Amendment
7. Oral examinations are public events: the subject professor is to be accompanied by at least one other teacher.	Oral examinations may be public events. The subject professor should be accompanied by at least one other teacher in the video conference. The oral examination should be recorded (Appendix no. 3).
9. Undergraduate students who have already passed the subject may apply to sit the re-sit examination in the same academic year. An application to do so must be submitted at least five days before the start of the re-sit examination period. The final grade for the subject will be the grade obtained in the re-sit examination, even if that grade is lower than the grade awarded for the subject in the ordinary examination period.	This provision remains unchanged.
12. Any change to an examination date must be approved by the management board of the School or Department, at least once month in advance of the set ordinary or re-sit date. Class representatives are to seek written approval from all students scheduled to take the examination, and submit the proposed change in date to the management board.	Approval by the management board of the School or Department is still required. The application period is reduced to two weeks.
17. Examinations are to take place in one of the university buildings; if possible, in the building where the students involved normally attend class or in another building nearby.	This provision is suspended.
18. Examinations may be scheduled from Monday to Friday between 08:00 and 21:00. Examinations in both the ordinary and re-sit exam periods may also be scheduled on Saturdays between 08:30 and 14:15. However, no other kind of evaluation should be programmed on Saturdays; the management board of	Examination schedules are to take into account the various time-zones of international students. Examinations may be scheduled for Saturday afternoons.

<p>the School or Department is to authorize any exceptions to this guideline.</p>	
<p>26. Once grades have been posted, professors are to make themselves available to students who wish to review their examinations, for a period of at least three days, allowing enough time for such reviews to take place. The purpose of the review is to check for specific mistakes and/or errors in the calculation of scores, not to call into question the professor's discretion in the assessment process.</p>	<p>Examination reviews are to take place via video conference, during time periods established by the professor(s) of each subject.</p>
<p>Appendix no. 3. In oral examinations, the professor ought to take some notes on the presentation and/or require the student to submit an outline of what is to be presented. Such synopses may be of use should a student wish to review their grade.</p>	<p>For both oral and written examinations, the professor may require all students to record themselves during the exam, using standard tools such as Google Meet, Zoom, etc.</p>