

Ordinance No. 96/2017

of the Rector of Jan Kochanowski University in Kielce

of 29 September 2017

on the rules and procedures for conducting foreign language examinations at the University as part of language courses

Pursuant to Article 66(2)(3) of the Act of 27 July 2005 – Law on Higher Education (consolidated text: Journal of Laws of 2016, item 1842, as amended) and § 69(3)(5) of the Statutes of Jan Kochanowski University in Kielce, it is hereby ordered as follows:

§1

1. The final foreign language examination in first-cycle higher education programmes is conducted in written form for all eligible full-time and part-time students.
2. The foreign language examination in second-cycle higher education programmes is conducted in oral form for all eligible full-time and part-time students.
3. The foreign language examination in long-cycle Master's degree programmes is conducted in oral or written form for all eligible full-time and part-time students.

§2

1. The date of the written foreign language examination concluding the language course is set by the academic teacher conducting the course for the relevant group of students.
2. The academic teacher conducting the examination is responsible for supervising its proper conduct.

§3

1. Students holding external language certificates or other documents certifying proficiency in a given language may be exempted from the requirement to take an examination in that language.
2. The list of external certificates or other documents certifying language proficiency that entitle students to exemption from the final foreign language examination is specified in separate regulations.

§4

1. The final foreign language examination is a written examination.
2. The examination consists of components corresponding to the intended learning outcomes specified in the course description and assesses reading comprehension, vocabulary and grammar, listening comprehension, and writing skills at the level at which the examination is conducted.
3. The assessment of learning outcomes related to speaking skills is carried out during the final semester of the language course.

§5

The examiner's responsibilities include:

- 1) preparing examination tests;
- 2) preparing the documentation necessary for the conduct of the examination;

- 3) supervising the proper conduct of the examination;
- 4) marking examination papers;
- 5) entering examination grades in the examination records and signing them;
- 6) archiving all documentation relating to the examination.

§6

The final examination result is entered into the student's record of academic achievements/student record book and the examination record by the examiner who conducted the language course for the students taking the examination. If the examination was conducted by a language teacher who did not teach the language course to the students taking the examination, the final result is entered by the Head of the Language Team on the basis of the examination record.

§7

Before the examination begins, the examiner informs the candidates taking the examination of:

- 1) the organisational arrangements and procedures for conducting the examination;
- 2) the rules and regulations applicable during the examination.

§8

1. During the examination, a candidate may leave the examination room with the examiner's permission.
2. Before leaving the room, the candidate must hand their examination paper to the examiner.
3. The time at which the candidate leaves and returns to the examination room is recorded by the examiner on the candidate's examination paper.

§9

1. Where an oral examination is conducted, it is held with two or three candidates at a time.
2. Candidates prepare for the examination separately for a maximum of 15 minutes.
3. The maximum time allocated for candidates to answer in the oral part of the examination is 20 minutes.

§10

1. The use of mobile phones, electronic devices, reference materials, notes or dictionaries is prohibited during the examination.
2. The examiner shall exclude from the examination any candidate who, during the examination, receives assistance from another person, uses prohibited materials, assists other candidates, or otherwise disrupts the conduct of the examination.
3. The exclusion shall be recorded in the examination record and on the candidate's examination paper. Exclusion from the examination results in a fail grade.

§11

1. The examination tests for all languages are prepared in accordance with the description of examinations developed by the Foreign Language Centre: "Structure and scope of language examinations at Jan Kochanowski University in Kielce".
2. Description of the B2 examination for first-cycle higher education programmes is set out in Appendix No. 1.
3. Description of the B2+ examination for long-cycle Master's degree programmes is set out in Appendix No. 2.
4. Description of the examination for the Medicine programme is set out in Appendix No. 3.

§12

1. The examination is considered passed if 50% of the total available points plus one point is obtained.
2. The final examination grade is determined on the basis of the following marking scheme:

Points %:	Grade:
51-60	satisfactory
61-70	satisfactory plus
71-80	good
81-90	good plus
91-100	very good

§13

Detailed rules and procedures for introducing and applying alternative arrangements for students with disabilities when taking examinations are set out in Appendix No. 1 to the Regulations of Study.

§14

The student has the right to inspect their answer sheets within 7 days of the date of the examination, upon prior submission to the Office of the Foreign Language Centre of an application addressed to the Head of the Foreign Language Centre, specifying the examiner's details.

§15

1. Ordinance No. 74/2013 of the Rector of Jan Kochanowski University in Kielce of 10 October 2013 on the responsibilities of the University Committee for Language Proficiency Certification and the organisation of certification examinations at the University is hereby repealed, subject to paragraph 2.
2. Students who commenced their studies in the 2015/2016 or 2016/2017 academic years are entitled to take certification examinations in accordance with the rules set out in the ordinance referred to in paragraph 1 and in Ordinance No. 75/2013 of 10 October 2013 on the organisation of foreign language teaching at Jan Kochanowski University in Kielce.

§16

This Ordinance shall enter into force on the date of its signing, with effect from 1 October 2017.