

Ordinance No. 67/2021

of the Rector of Jan Kochanowski University of Kielce of 19 May 2021

on the tasks of the University Committee for Language Proficiency Certification and the organisation of certification examinations at Jan Kochanowski University of Kielce

Pursuant to Article 23(1) and Article 23(2)(2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2021, item 487, as amended), and § 28(1) and (2) and § 29(2) of the Statutes of Jan Kochanowski University of Kielce, it is hereby ordered as follows:

§ 1

1. The certification of language competences, in accordance with the standards set out in the Council of Europe document entitled the Common European Framework of Reference for Languages (hereinafter referred to as the CEFR), is conducted by the University Committee for Language Proficiency Certification (hereinafter referred to as the University Committee).
2. The University Committee shall be appointed by the Rector for a given academic year at the request of the Head of the Foreign Language Centre.
3. The tasks of the University Committee shall include:
 - 1) defining the standards of requirements concerning test formats and assessment criteria;
 - 2) supervising the certification process;
 - 3) analysing examination results;
 - 4) issuing certificates;
 - 5) developing and improving the quality of the certification process;
 - 6) performing other activities related to the proper conduct of certification examinations.
4. Certification examinations shall be held at least four times during an academic year.
5. Certification examinations shall assess proficiency in a foreign language at the levels specified by the CEFR.

§ 2

1. The University Committee shall consist of:
 - 1) a chairperson;
 - 2) members of individual examination committees (hereinafter referred to as the examination committees).
2. In justified cases, persons employed by the University under a civil-law contract may be appointed as members of the examination committees.

§ 3

1. The tasks of the chairperson of the University Committee shall include:
 - 1) coordinating organisational and administrative support;
 - 2) determining the schedule for the written and oral examination components;
 - 3) supervising the preparation of examination tests:

- a) appointing teachers of individual languages to prepare tests in written, electronic and audio formats (listening tests),
- b) determining deadlines for the preparation of tests;
- 4) appointing the members of individual examination committees;
- 5) preparing the documentation necessary for conducting examinations;
- 6) supervising the preparation of examination documentation by individual examination committees;
- 7) preparing reports on certification examinations conducted in a given academic year.

§ 4

The tasks of the chairpersons of the examination committees shall include:

- 1) supervising the examination, ensuring appropriate conditions for its conduct, and overseeing the work of the examination committee;
- 2) collecting examination materials and examination protocols from the Foreign Language Centre;
- 3) checking the quality of the audio material before the examination;
- 4) distributing examination materials to candidates;
- 5) assigning examination tests to designated committee members for marking;
- 6) delivering unused examination tests to the place designated by the chairperson;
- 7) submitting the protocols of the certification examination conducted and the marked examination tests to the chairperson of the University Committee.

§ 5

The tasks of the members of the examination committees shall include:

- 1) attending organisational meetings held before the examinations;
- 2) participating as members of the appropriate examination committee in the written and oral components of the certification examination;
- 3) supervising the proper conduct of the written component of the certification examination;
- 4) complying with the established examination procedure;
- 5) conducting the examination and assessing the candidate during the oral examination;
- 6) marking the examination tests from the written component of the certification examination;
- 7) entering the grades for the written and oral components of the examination in the appropriate protocols;
- 8) signing the protocol documenting the conduct of the written and oral components of the examination;
- 9) submitting the protocols documenting the certification examination conducted to the chairperson of the examination committee.

§ 6

- 1. The composition of the examination committees shall be determined by the chairperson of the University Committee.
- 2. An examination committee shall consist of at least two examiners for the written component and two examiners for the oral component.
- 3. The chairperson of the University Committee shall appoint the chairpersons of the examination committees.
- 4. All decisions of the examination committee shall be made by a simple majority of votes. In the event of an equal number of votes, the chairperson shall have the casting vote.

§ 7

1. One member of the examination committee shall mark the tests from the written component of the examination, while another member of the examination committee shall verify the correctness of the marking.
2. The protocol documenting the written component of the certification examination conducted shall be signed by at least two members of the examination committee, including the member who marked the written test.
3. The protocol documenting the oral component of the certification examination conducted shall be signed by at least two members of the examination committee who conduct the examination and assess the candidate.

§ 8

This Ordinance shall enter into force on the date of its signing.