

Assessment regulations NT2 evening courses (excluding Social Dutch)

Section 1 – General provisions

Article 1 – Scope of application

These assessment regulations apply to the final assessments of all NT2 evening courses with open registration; to both the evening courses that take place online and the evening courses that take place face to face. These regulations will be published on the Brightspace pages of all NT2 courses. Furthermore, these regulations also constitute part of the general terms and conditions.

Evening courses that take place online have an online final assessment. Evening courses that take place face to face can be concluded with an online assessment or with a an assessment taken on campus.

Article 2.1 – Course structure

1. Online day courses consist of nine (9) weeks of lessons, a catch-up or study week (Week 10), and an assessment week (Week 11).
2. Online evening courses consist of thirteen (13) weeks of lessons and an assessment week (Week 14).

Article 2.2 – Preparation for assessments

1. A practice assessment will be held at least once during each course, so as to ensure that a student is aware of what to expect during the assessment.

For evening courses that take place physically, the teacher must indicate in time whether the final assessment will be taken online or physically. If the final assessment is taken online, an online practice assessment will also be held. If a final assessment is held physically, this will also be practised.

2. During the practice assessment, the teacher will inform the students whether a dictionary may be used during the online assessment. The teacher will again draw the students' attention to the rules set out in these regulations during the practice assessment.

Article 2.3 – Prerequisites for sitting an online assessment

1. Students may sit a final online assessment for a course, provided that:
 - a. the course fee has been paid.
 - b. the student has achieved the mandatory attendance rate by attending at least 80% of the live online lessons.

- c. on the testing days, they are present at the times listed in Brightspace and agreed with the teacher. Presence is defined as the student having logged on to the Virtual Classroom.

Article 2.4 – Online assessment fees

1. The course fee includes sitting the online final assessment, provided that the student sits the assessment at the times and on the dates agreed with the teacher.
2. If, due to exceptional circumstances (see article 3.5), agreements are made with a student for a separate assessment, there are other fees involved, namely €120 per online assessment. These costs cannot be paid from a DUO loan.

Section 2 – Organisation, online assessment, and an appropriate state of affairs

Article 3 – Online assessment schedule

1. Online day course students are required to be available for online assessment purposes from 9 am to 5 pm during Weeks 11 and 12.
2. Online evening course students should be available to sit an online assessment during normal study hours in Week 14.
3. By no later than in the final week of lessons, an appointment for an online assessment will be made following consultation between teacher and student. The teacher will then publish a timetable for taking the online assessment on Brightspace.
4. Unless there is a question of *force majeure* on the part of a student, it shall not be permissible to catch up an online assessment or resit at a different time or on a different day. Radboud in'to Languages deems *force majeure* to refer to:
 - a. an unexpected admission into hospital.
 - b. reporting sick.
 - c. work- or studies-related duties coupled with a statement from one's superior and/or student advisor.
 - d. family circumstances (e.g. death or wedding).

Holidays are not considered *force majeure*.

In all cases mentioned above, students must deregister by sending an email to our Service Centre (info@into.ru.nl) to become eligible to resit the assessment.

5. Students may sit an assessment at some other time and at an additional fee of €120 per online assessment in the event that they are unable to do so on the scheduled date because of any of the situations referred to in Clause (5). Radboud in'to Languages shall set a new date and time.

Article 4 – Order during online assessments

1. Students are required to ensure that they are present at the time that was agreed upon and published on Brightspace.
2. If the assessment is administered by someone other than the teacher who was in charge of the course's lessons, each student is required to show a valid ID before the assessment commences.

Article 4.1 – Latecomers during online assessments

1. Students who appear online later than the time that was agreed upon and published on Brightspace lose their right to assessment.
2. Students who arrive late may sit an online assessment at some other time and at an additional fee of €120 per assessment. Radboud in'to Languages shall set a new date and time.

Article 4.2 – Cheating during assessments

A. Online assessments

1. Radboud in'to Languages will adopt a number of measures to prevent cheating from occurring during an online assessment. By sitting an online assessment a student will be deemed to have undertaken to abide by such measures. Those measures are as follows:
 - a. Students are not permitted to cheat during the online assessment.
 - b. Students may not enable other students to look at their work or cheat.
 - c. Students are alone in the room where they are taking the online assessment.If the teacher detects cheating, the online assessment will be declared invalid. A student will not receive a certificate and will not be able to proceed to a follow-up course as a result.

B. Physical assessment

Radboud in'to Languages will adopt a number of measures to prevent cheating from occurring during a physical assessment. By taking part in a physical assessment, a student will be deemed to have undertaken to abide by such measures. Those measures are as follows:

- a. students will be randomly assigned to the desks available in the hall. The relevant invigilator will assign places;
- b. all mobile phones must be turned off before the assessment and handed to the invigilator. The invigilator will place those mobile phones on a table in view of the students;
- c. no one may speak while the assessment papers are handed out, while the assessment is being conducted and while the assessment papers are collected;
- d. students may not look at or copy each other's work or cheat in any other way during an assessment;
- e. a student may not allow any other student to see their work or to cheat;
- f. if a student speaks during an assessment or the invigilator discovers that a student is cheating, the invigilator will issue no more than one warning. Should the invigilator notice that a student is cheating for the second time, that student will be excluded from completing the relevant assessment component. Neither will the student be permitted to resit the assessment.

Article 4.3 – Assessment requisites

1. Students are themselves responsible for the requisites listed in points 2, 3, and 4 of article 4.3.
2. Students for the online assessment must have access to a working PC or laptop with an active internet connection, camera, and microphone during the assessment.
3. Students must have pens and paper on hand to take notes with when needed.
4. Where a dictionary may be used during an assessment, students will themselves be responsible for procuring and bringing one. Radboud in'to Languages will not provide any dictionaries during an assessment.

Article 4.4 – Technical difficulties during an online assessment

In the event that any technical difficulties occur during an online assessment which are not caused by the relevant students themselves and as a result of which it is impossible for the students to sit or complete that online assessment, arrangements will be made with the students, the relevant teacher, and the course coordinator after the online assessment as to whether and how the situation may be resolved.

Article 5 – Sitting or resitting an online assessment with a limitation or disability

1. Any student who anticipates difficulties when sitting an online assessment because of some limitation or disability (physical or learning, e.g. dyslexia, impaired visibility or hearing, medical difficulties concentrating and so forth) must notify a teacher of this no less than four weeks before the scheduled assessment date. A student will be responsible for reporting such a situation.
2. The student and the relevant teacher will discuss solutions which may help remedy or improve the situation well before the assessment. The relevant teacher will report the situation to the group course coordinator along with a potential solution.
3. Radboud in'to Languages will do its best to assist with such a solution in so far as time, space and circumstances allow.

Section 3 – Results and certificates

Article 6 – Results

1. Online day course and online evening course students will receive notification of their final result from the Radboud in'to Languages Service Centre by email one week after sitting an online assessment. The final result is determined by two components: the results of the online assessment + the teacher's assessment (based on the student's performance, effort and motivation throughout the course).
2. No one is entitled to inspect their online assessment.
3. Students may receive either a 'pass' or 'fail' outcome for the online assessment.
4. Students will complete the online assessment if they achieve a 'pass'.
5. No one will be entitled to have their online assessment marked twice. Should there be any doubt about an assessment result, the Radboud in'to Languages educational team will automatically conduct collegial consultations.

Article 7 – Certificates

1. The Radboud in'to Languages Service Centre shall ensure that students receive their certificate by post. A certificate will be sent to a student by no later than eight (8) weeks after their assessment results have been announced.

Section 4 – Other articles

Article 8 – Progress and repeats

1. Students may register for a follow-up course through the Radboud in'to Languages website. Learners are themselves responsible for their registration. This does not happen automatically. The results of the online assessment will determine whether anyone may actually proceed to the next course.
2. Students may only do a course of the same level twice. A student may not register a third time for the same level at Radboud in'to Languages.

Article 9 – Complaints procedure

1. A student who wishes to lodge a complaint concerning an online assessment should consult the complaints procedure that can be found at http://www.ru.nl/radboudintolanguages/over_radboud_in'to/klachtenprocedure/.

Effective date

These regulations will come into effect on 5 September 2023