

Assessment regulations NT2 day courses (excluding Social Dutch)

Section 1 – General provisions

Article 1 – Scope of application

These regulations apply to all aspects of assessment of the NT2 day courses featuring open registration (excluding Social Dutch). 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.

Article 2.1 – Course structure

1. Day courses consist of nine (9) weeks of lessons, a catch-up or study week (Week 10), an assessment week (Week 11) and a resit week (Week 12).

Article 2.2 – Preparation for

1. A practice assessment will be held at least once during each course, so as to ensure that a student is aware of what is expected of them during an assessment.
2. During the practice assessment, the teacher will inform the students whether a dictionary may be used during the 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 assessment

1. A student may sit a final assessment for a course, provided that:
 - a. the course fee has been paid;
 - b. the student has achieved the mandatory attendance rate of 80%;
 - c. they are present at the times and on the days stipulated in the assessment timetable.

Article 2.4 – Assessment fees

1. The course fee includes sitting and re-sitting the final assessment, provided that the student sits the assessment at the times and on the dates stipulated in the assessment timetable.
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 € 40 per skill. These costs cannot be paid from a DUO loan.

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

Article 3 – Assessment schedule

1. Day course students are required to be available for assessment purposes from 9 am to 5 pm during Weeks 11 and 12.
2. By no later than in the final week of lessons the students will receive a detailed assessment timetable from their teacher, which will be published on Brightspace.
3. The assessment timetable will stipulate the order of the assessment components and the location of the assessment.
4. Unless there is a question of *force majeure* on the part of a student, it shall not be permissible to catch up an 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, the student must deregister by sending an email to our Service Centre (info@into.ru.nl) to become eligible to resit the assessment.

5. A student may sit an assessment or resit at some other time and at an additional fee of € 40 per skill in the event that they are unable to do so on the scheduled date because of any of the situations referred to in Clause (4). Radboud in'to Languages shall set a new date and time.

Article 4 – Order during assessments

1. A student is required to ensure that they are present at the time stipulated in the assessment timetable.
2. No student may leave the hall in which an assessment is conducted within half an hour of it starting.
3. There may not be a break between various parts of an assessment.

Article 4.1 – Latecomers during assessments

1. A student who arrives later than the time stipulated in the assessment timetable may be denied access to a speaking or listening assessment component in case this will disturb students who have already started the assessment.
2. A student who arrives late may sit an assessment at some other time and at an additional fee of € 40 per skill. Radboud in'to Languages shall set a new date and time.

Article 4.2 – Cheating during assessments

1. Radboud in'to Languages will adopt a number of measures to prevent cheating from occurring during an assessment. By sitting an 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 will themselves be responsible for bringing any item that they require which is stipulated in Article 4.3 (2) and (3).
2. A student is required to bring two pens or two pencils when sitting an assessment.
3. 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 assessment

In the event that any technical difficulties occur during an 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 assessment, arrangements will be made with the students, the relevant teacher and the course coordinator after the assessment as to whether and how the situation may be resolved.

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

1. Any student who anticipates difficulties when sitting or resitting an 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. A 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, resits and certificates

Article 6 – Results

1. Day course and evening course students will receive notification of their assessment results from the Radboud in'to Languages Service Centre by email one week after sitting an assessment.
2. No one is entitled to inspect their assessment.
3. A student may achieve any of the following assessment outcomes: pass, fail or borderline.
4. A student will be deemed to have passed an assessment in the following cases.
 - a. if they achieve four passes; or
 - b. should they achieve three passes and a 'borderline'.

Students who have been deemed to have passed an assessment are not eligible for a resit.

5. No one will be entitled to have their assessment marked twice. Should there be any doubt about an assessment result, the Radboud in'to Languages educational team will automatically conduct collegial consultations.
6. If a student is to repeat the course, they do not have to re-take assessment components for which they were awarded a passing mark. This pass will remain valid up to a year after the student sat the assessment the first time around.

Article 7 – Resits

1. The date of a resit will be announced simultaneously with the assessment timetable. No other date will be permitted for a resit. In the case of circumstances beyond one's control Article 3 paragraph 5 and 6 apply.
2. One may register for a resit by sending an email to the Radboud in'to Languages Service Centre. One may only resit one test item.
3. A student will be entitled to a resit in the following cases:
 - a. if they have achieved two passes and two 'borderlines'. A student may choose which borderline assessment to resit; or
 - b. where they have achieved two passes, a 'borderline' or a 'fail'. A student must resit the assessment which they have failed; or
 - c. in the event that they achieve three passes and a 'fail'. A student will have to convert the 'fail' into a 'borderline' at the very least.
4. In all cases other than those mentioned in Articles 6(4) and 7(3), a student will be deemed to have failed the relevant assessment and to have failed the course concerned.
5. A student will receive notification of the outcome of a resit from the Radboud in'to Languages Service Centre by email by no later than one (1) week after that resit.

Article 8 – 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 and resit results have been announced.

Section 4 – Other articles

Article 9 – Progress and repeats

1. A student 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. An assessment and/or resit will determine whether anyone may actually proceed to the next course.
2. A student 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 10 – Complaints procedure

1. A student who wishes to lodge a complaint concerning an 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.