

to Regulations for Interim and Ongoing Assessment
of Students of the National Research University
Higher School of Economics

**Ongoing and Interim Assessment Arrangements
at HSE International College of Economics and Finance (ICEF)**

1. General Provisions

1.1. Given that education programmes implemented by the International College of Economics and Finance of the National Research University Higher School of Economics (hereinafter, ICEF) jointly with the London School of Economics and Political Science (hereinafter, LSE) have special features associated with external international assessment of academic performance, interim assessment arrangements at ICEF have their own special features.

1.2. Examinations involving external international evaluation of academic progress (hereinafter, external examinations) include the following:

1.2.1. External examinations within ICEF double degree Bachelor programme. External examinations are examinations conducted by the University of London (hereinafter, UL examinations and UL respectively) or examinations conducted by another organisation and accepted by the UL for admission to its programme.

1.2.2. Examinations in the ICEF Master's programme "Financial Economics" conducted jointly with LSE external examiners.

1.3. For ICEF Master's students, the academic year is divided into semesters; for ICEF undergraduate students, into modules.

1.4. The lecturer responsible for the course organizes assessment of student performance (except for external examinations).

1.5. A schedule of final assessments and re-takes, containing each examination date and the names of appointed examiners, is approved by the academic head of the programme, as per the rules for external examination procedures. ICEF Bachelor programme study office and ICEF Master's programme study office (hereinafter, the study office) must communicate this schedule to the faculty and students no later than two weeks before the first scheduled examination. The schedule can be placed on the notice boards and websites of the Bachelor and Master's programmes as well as on ICEF Online. The study office must specify the exact time and location of the examination at least 3 days in advance.

1.6. The method of determining final grades; types of assignments counted towards the final grade; relative weights of these assignments; ways of rounding a weighted average of results of assignments; and rules for administering various types of assignments are specified in the following two documents: Guidelines for final grade determination in the ICEF Bachelor double-degree programme and Guidelines for final grade determination in the ICEF Master's programme "Financial economics".

2. Interim Assessment of Students of the ICEF Bachelor programme

2.1. Interim assessment of students of the ICEF Bachelor programme for courses not included in the UL international programme is conducted in accordance with the *Regulations for Interim and Ongoing Assessment of HSE Students*.

2.2. External examinations are conducted in accordance with the procedures, requirements, and regulations imposed by organisations authorised to administer them. Dates of external examinations are scheduled by the authorised organisations. Organisations authorised to hold external examinations during the first year of study include Advanced Placement Program, the College Board (Advanced Placement Tests) and an organisation officially authorised to conduct IELTS test in Moscow and selected by ICEF on a competitive basis. UL is responsible for external examinations during the second and subsequent years of study.

2.3. External examinations are held once a year in May-June.

2.4. Only ICEF students and representatives of the authorised organisation may be present during an external examination. Presence of other persons is strictly forbidden. By mutual agreement with the authorized organization, ICEF can monitor examinations and ICEF representatives may be present at examinations.

2.5. Retakes of external examinations, review of examination papers, and appeals against examination results are governed by regulations of the authorised organisations.

2.6. ICEF Bachelor students may retake examinations for courses of the HSE programme on the following conditions:

2.6.1. Examinations for courses not included in the international programme may be retaken. For courses included in the international programme, examinations may be retaken only if the external examination has been passed, while the final grade for the whole course is a “Fail”.

2.6.2. Students who failed the external examination and received a failing final grade for the course cannot retake the examination at ICEF. Such students must transfer to an individual curriculum and retake the course in full.

2.7. Students will have to transfer to an individual curriculum and retake the course in full, if they receive a passing grade for modules 1 and 2 of the course taught for a whole academic year, but their final course grade, after retakes, is a “Fail”.

2.8. Progression of ICEF Bachelor students to the next year of study takes into account requirements of the international programme and is governed by the *Regulations for Progression to the Next Year of Study and Studies Completion for ICEF Bachelor Students*.

3. Interim Assessment of ICEF Master’s Students

3.1. Some examinations within ICEF Master’s programme include external assessment by LSE examiners.

3.2. For courses that do not have examinations involving external examiners, interim assessment is conducted as per the *Regulations for Interim and Ongoing Assessment of HSE Students* and the present Appendix.

3.3. The list of external examiners is compiled by the Director of ICEF Project at LSE and approved by the ICEF IAC (International Academic Committee) for each examination period.

3.4. External examiners participate in the preparation of examination assignments, assessment of examination papers, and final grading.

The course lecturer prepares and sends to an external examiner for approval examination papers (tasks, answers and a marking scheme) no later than one month before the date of the exam.

3.5. Grading of examination papers and final grade determination

3.5.1. The lecturer of the course with external assessment submits the following documents to the study office within 6 working days from the day of the exam: 1) graded exam papers; 2) a table with grades *for each exam task* on the 100-point scale; 3) a table with results *for ongoing assessment* on the 100-point scale [e.g. class presentations, home assignments, essays] and results *for interim assessment* on the 100-point scale [e.g. mid-term tests] as well as *final grades* on both the 100-point and 10-point scales.

3.5.2. The study office receives all necessary documents from the lecturer and arranges the transfer of these documents to the external examiner within 2 working days. The external examiner receives graded exam papers and the tables (hard and electronic copies). The tables do not contain students' names but only their individual numbers that each student receives prior to the start of the examination period. The documents are presented to the external examiner in person if s/he is in Moscow. Otherwise electronic copies of the documents are emailed to the ICEF project administrator at LSE.

3.5.3. The external examiner grades the examination papers and returns them to the ICEF project administrator at LSE within 6 working days.

In case of the divergence between the grades assigned by the lecturer and the external examiner, the opinion of the external examiner prevails.

3.5.4. The final Course grade is recorded in an examination record sheet pursuant to the *Regulations for Interim and Ongoing Assessment of HSE Students*, and announced to the students.

3.6. Graded examination papers for courses with external assessment are not released to ICEF Master's students. Results of such examinations are not subject to appeal.

3.7. Progression of ICEF Master's students to the next year of study is governed by the *Regulations for Interim and Ongoing Assessment of HSE Students*.

4. Arranging re-sits at ICEF

4.1. At ICEF undergraduate programmes, retake examinations for modules 1-2 of the current academic year are held no later than February 15, and for 3-4 modules—no later than October 15.

Students who fail the first retake for the course taught for a whole academic year are allowed to continue studying this course in modules 3 and 4. For courses taught for a whole academic year, interim assessment results for module 3 or 4 may be recognized as the second (last) retake for modules 1-2.

For courses that end in module 2, the second (last) retake (with the Commission) is held in the period stipulated by the *Regulations for Interim and Ongoing Assessment of HSE Students*.

Final examinations (for modules 3-4) may be retaken by all students who have progressed to the next year of study in the international programme. Students who have a failing final grade for three or more courses (after retakes) shall be expelled on the grounds of poor academic

performance.

4.1.1. At the end of the academic year, the schedule of retakes for first-, second- and third-year bachelor students includes no more than two dates for retakes, for each course. Students who pass an external examination for a course included in the international programme but receive a failing final grade can have only one retake (with the Commission).

4.1.2. Fourth-year bachelor students can have only one retake (with the Commission) for final internal exams for courses included in the international programme.

4.2. Within ICEF Master's programme, the retake period for the first semester must end no later than March 01; for the second semester—no later than October 15.

A retake schedule includes one date of the retake for every course, and Master's students at ICEF can have only one retake with the Commission, in accordance with the rules of the final retake. For Master's courses that involve external assessment, retake examination papers cannot be released to students after grading, and results of such retakes cannot be subject to appeal.

4.3. Students who do not receive a passing final grade for a course after retakes will be offered to continue their studies based on an individual curriculum in the following academic year, pursuant to the *Regulations for Interim and Ongoing Assessment of HSE Students* and the present Appendix.