

DIRECTOR'S ORDER

Tallinn

24.03.2023 No 1-24/79

Procedure for Conducting the Final Exams of Degree Studies at the Estonian Maritime Academy *(original document)*

1. General provisions

1.1. Purpose of the regulation

1.1.1. The Procedure for Conducting the Final Exams of Degree Studies at the Estonian Maritime Academy (hereinafter referred to as "the Procedure") regulates the organisation and assessment of the final exams of students enrolled in degree study programmes at the Estonian Maritime Academy (hereinafter referred to as "EMERA"), where passing of the final exam is required to complete the study programme.

1.2. Basis of the regulation

1.2.1. Procedure for Handling Violation of Good Academic Practice, Contemptible Conduct and Disagreements at the Estonian Maritime Academy;

1.2.2. Procedure for Conducting Operations for the Activity Licence of the Estonian Maritime Academy ;

1.2.3. Academic Policies of Tallinn University of Technology (hereinafter referred to as "the university")

1.3. Definitions and abbreviations

1.3.1. "RMS" means the records management system;

1.3.2. "STCW" means the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended;

1.3.3. "SIS" means the study information system.

2. Content requirements for final exams

2.1. The purpose of a final exam is to verify achievement of the learning outcomes of the study programme.

2.2. The learning outcomes, assessment methods and assessment criteria of final exams must be provided and made available in SIS in the relevant final exam syllabus by the beginning of the semester at the latest.

2.3. A final exam can consist of several separately assessed partial exams, the theoretical and practical parts. The structure of a final exam is described in the assessment criteria of the relevant course.

3. Admission of students to a final exam

3.1 The eligibility requirements for a final exam are laid down in the Academic Policies.

3.2 The student counsellor shall prepare an admission order in SIS for each student who meets the eligibility requirements for the final exam and shall submit it to the chairman of the exam committee.

4. Final exam committees

4.1. Final exam committees are formed taking into account the following:

4.1.1 the committee shall include at least three members with higher education;

4.1.2 the committee shall include at least one person appointed by the Transport Administration;

4.1.3 the qualifications of the chairman of the committee must correspond at least to those awarded based on the study in which the exam is conducted;

4.1.4 the members of the committee shall comply with the requirements provided for in paragraphs 4, 5 and 6 of section A-I/6 of the STCW Code and shall have completed the relevant lecturer or examiner training;

4.1.5 the lecturer of the EMERA's course in which the exam is conducted shall participate in the committee's work;

4.1.6 the secretary of the final exam committee shall be appointed to organise the committee's work.

- 4.2 The draft order regarding the composition of the exam committee for the final exams of degree studies shall be prepared by the Study Officer with the approval of the Quality Manager.
- 4.3 The Director shall establish an exam committee approved by the Transport Administration for an academic year for each study programme in which a final exam is required and the exam committees must be approved no later than one month before the commencement of the final exams.
- 4.4 The chairman or deputy chairman and at least three members must be present at each exam or partial exam.

5 Organisation of final exams

- 5.1 The information related to final exams shall be made available through the corresponding Moodle course. The graduating students shall be informed of the topics, consultation times and procedure of the final exam at least four weeks before the final exam. The supporting materials allowed to be used in the exam shall be listed in the Moodle course.
- 5.2 Oral exams shall be conducted using question sheets. The question sheets contain theoretical questions and tasks (including practical tasks in simulators). The content of the question sheets and tasks shall not be disclosed to the examinees in advance.
- 5.3 The content of the exam questions and tasks must cover the qualification requirements of the speciality (in the case of ship's officer, the requirements laid down in the STCW Convention, 1978, as amended, and related legislation) and comply with the syllabuses.
- 5.4 The question sheets and task variants shall be prepared by the lecturer of the course in which the partial exam is conducted, and the lecturer shall submit these to the programme director for approval at least four weeks before the exam. Question sheets shall be approved by the programme director no later than one week before the exam.
- 5.5 If there are parallel classes, a separate set of question sheets and task variants shall be prepared for each class. The number of question sheets shall be the number of students plus two. Reuse of question sheets and tasks is prohibited. Question sheets and tasks shall be stored by the programme director. Question sheets shall be stored for one semester.
- 5.6 The final exam schedule is prepared by the secretary of the final exam committee. There must be an interval of at least three days between partial exams. The graduating students shall be notified of the final exam schedule at least 10 days prior to the commencement of the first partial exam.
- 5.7 A final exam is conducted by the lecturer of the corresponding EMERA's course who is included in the final exam committee. After hearing the answers to the exam questions, the members of the examination committee may ask additional questions from the examinee.

6 Assessment of final exams

- 6.1 All the members of the exam committee shall read the final exam assessment criteria before commencement of the exams. The final exam committee shall assess the performance at the final exam based on the assessment criteria, taking into account the opinion of each member included in the committee. The chairman of the exam committee shall make the final decision.
- 6.2 A student who has received a negative result in a partial exam of the final exam has the right to take other partial exams. In justified cases, the chairman of the examination board may permit a second partial exam to be taken within the same final exam declaration at the time specified by the chairman.
- 6.3 A student's non-attendance of a final exam or partial exam shall be marked as "absent" in the exam report. A graduating student who fails to attend an exam without a valid reason loses the right to participate in the subsequent partial exams.
- 6.4 To take a final exam or partial exam for the second time, the student has to declare the final exam in the following semester in accordance with the requirements set out in the Academic Policies.
- 6.5 The secretary of the final exam committee shall prepare the partial exam report at the end of each exam day and the programme director shall notify the students of the results in the corresponding Moodle course within three working days. All members of the committee who were present shall sign the partial exam report. The record shall be stored in the Centre of Academic Affairs in a folder with a permanent retention period.

- 6.6 The overall grade of a final exam shall be entered in SIS by the student counsellor and signed by the chairman and secretary of the committee.
- 6.7 The summary report of all the partial exams shall be drawn up by the secretary of the final exam committee after the last partial exam. The summary report shall be signed by all the members of the exam committee who were present at the exam and the secretary of the exam committee shall send a copy of the summary report together with the partial exam reports to the Transport Administration via the RMS. The secretary of the final exam committee shall add the summary report of the exam and the partial exam reports to the corresponding folder in RMS with a permanent retention period.

7 Disputing the results of final exams

The results of a final exam or a partial exam can be disputed pursuant to the provisions of the Academic Policies and disputes shall be resolved in compliance with the Procedure for Handling Violation of Good Academic Practice, Contemptible Conduct and Disagreements at the Estonian Maritime Academy.

8 Executors and persons responsible

- 8.1 The programme director is responsible for the assessment criteria and content of the final exam. The chairman of the final exam committee has the final say on and is responsible for the progress and results of the final exam.