

According to Article 28 of the Statute of the University of Business Engineering and Management Banja Luka, Senate of the University, at its session held on 27 September, 2010 issues:

Student Assessment Rule book

Exam

Article 1

Exams take place in the premises of the University.

Article 2

(1) Evaluation of the program of educational work of students during the school year can be carried out through the following forms of examination:

- Partial knowledge tests, for students attending teaching of at least 70%,
- taking the exam,
- laying of partial tests,
- preparation of seminar work,
- preparation of practical work,
- field work, and / or
- in any other way foreseen by the curriculum.

(2) The subject teacher is obliged during the course of teaching to organize partial knowledge tests. If, on a partial check of knowledge, less than 50 percent of students show the minimum required knowledge, the subject teacher is required to repeat a partial examination of knowledge.

(3) Partial knowledge testing can be repeated only once.

Article 3

Check of knowledge, skills and abilities of students is carried out continuously throughout the semester in the following way:

- Regular attendance at lessons (minimum 70%),
- Regular attendance at exercises (minimum 80%),
- assessment of active participation in exercises,
- input / output test,
- preparation of seminar / practical work,
- thematic checks,
- Evaluation of completed planned tasks according to the program of the course.

Article 4

- (1) The student takes the exam in the manner envisaged by the curriculum of the subject.
- (2) The mark shall be entered in the index, the test report and the proceedings. In addition to the mark, the test date is entered and the tester's signature is entered. The mark is not entered in the index if the student did not pass the exam or test, if he did not defend seminar or practical work and if he did not successfully complete the field work. The score is entered in numbers and letters.
- (3) The result of a written exam or a written part of the exam is announced no later than seven (7) days from the day of the exam, on the billboard without the name and surname of the students, but only with the index number, and on the official website of the University.
- (4) Only for justified reasons, the Rector may make a decision to sit the exam differently than stated in the course curriculum. The decision is not of a lasting character and is valid only for the examination period in which, for justified reasons, the examination could not be carried out in a manner determined by the curriculum.

Article 5

- (1) The written part of the exam lasts up to four (4) school hours. On the written part of the exam, the subject teacher divides students' questions (prepared for each student) in printed form. Students receive a blank sheet of paper for answers. Upon completion of the exam, students must return the questionnaire to the examiner and the answer sheets.
- (2) Before the beginning of the written exam, the teacher gives information to the students about the time when the results will be published, the information about the term of the oral exam (for subjects in which the exam has both parts - written and oral), and the time when students can look at the works.
- (3) The oral part of the exam shall be held at the earliest one day after the publication of the results of the written part of the exam.

Article 6

Oral exam can be performed for an individual student (if access is only for one student, the subject teacher is obliged to provide the public with a test of at least two present members) or a group of students. The method of asking a question is determined by the subject teacher, who immediately announces the mark to the student and enters the index, examination application and the record after the completion of the exam.

Evaluation
Article 7

(1) The knowledge of the student is evaluated by the subject teacher with a mark of five (not satisfying) up to ten (exceptional success).

(2) Positive marks indicate the passed exam. These ratings are as follows:

10 - Extraordinary (exceptional success with minor errors);	95 - 100 points
9 - Excellent (above average, with some mistake);	85-94 points
8 - Very good (average with noticeable errors);	75-84 points
7 - Good (generally good, but with significant defects);	65-74 points
6 - Enough (meets the minimum criteria);	55-64 points
5 - Insufficient (does not satisfy, requires significantly more work)	54 points and less.

(3) Score 10 (extraordinary) gets a student who:

- knows how to answer all questions, or at least 95% of the questions and demonstrates extraordinary knowledge;
- provides comprehensive answers with a clear separation of the basics from the additional and secondary content;
- Excellent understanding of concepts, contents and techniques;
- can understand the problems of the subject and is capable of being critical relates to them and gives creative solutions, links the content and links of the given subject with similar from the same or close scientific field;
- He actively participated in exercises and tests.

(4) The mark 9 (excellent) gets a student who:

- knows how to answer at least 85% of the questions and shows excellent knowledge;
- provides comprehensive answers with a clear separation of the basics from the additional and secondary content;
- understands concepts, contents and techniques very well;
- can understand the problems of the subject and is capable of being critical related to them, and to link the contents and links of a given object to a similar one from the same or close scientific fields;
- actively participated in exercises and tests.

(5) The mark 8 (very good) gets a student who:

- knows to answer at least 75% of questions and shows more than average knowledge;
- the answers are comprehensive, with a clear separation of the basics from the additional and secondary content;
- understands concepts, contents and techniques well;
- can understand the problems that the subject deals with and is able to connect

contents and links of a given subject with a similar from the same or close scientific field;

- He actively participated in exercises and tests.

(6) For mark 7 (good) it is necessary to:

- student can answer at least 65% of questions and show average knowledge;
- understand concepts, contents and techniques;
- can understand the problems of the discipline to which the subject belongs.

(7) For mark 6 (sufficient) it is necessary to:

- student can answer at least 55% of questions and demonstrate basic knowledge;
- can understand basic concepts, techniques, and content.

(8) Mark 5 (insufficient) - student did not pass the exam:

- student does not know to answer the minimum number of questions asked;
- It can be concluded that student does not understand the basic concepts and contents of the subject.

(9) A negative mark (5) indicates a non-passed exam and does not enter the index.

(10) A student who does not pass the exam (and has not been disqualified from the exam) has not been evaluated. The Examiner enters the list of applicants instead of the rating "has not joined".

(11) Evaluation of practical training (practice) is descriptive (satisfactory or unsatisfactory).

(12) The last mark shall be valid when entering the mark into parish register.

Article 8

When assessing the student's knowledge, or when forming a final mark for the subject, all his results obtained through the monitoring and examination of his work in the course of the program in the appropriate subject during the semester (envisaged by the Law on High Education and Article 3 of this Ordinance).

Conducting an exam

Article 9

(1) A subject assistant may hold a written examination, with a fact that the subject teacher is responsible for preparing exam questions.

(2) Oral examination may be conducted only by the subject teacher in the presence of the subject assistant.

(3) The teacher is obliged to enable the students to take an oral exam to answer for a higher mark.

(4) The subject teacher confirms the marks (results) published on the notice board and the official website of the University by signing the record of the passed exam.

Article 10

(1) A student who did not attend classes or did not attend tests during the class should not be denied entry to the final exam.

(2) The subject teacher determines additional obligations for the student referred to in paragraph 1 of this Article as a compensation for missed activities related to participation in classes.

(3) The subject teacher may determine for the student from paragraph 1 of this article that he / she will attend classes in the next semester and thus fulfill all the requirements for the subject, after which the passed part of the exam is recognized.

Appeal procedure

Article 11

(1) A student who is unsatisfied with the mark he / she can, within 24 hours after receiving the mark, to ask in writing to repeat the exam before a special commission, with the reimbursement of costs in accordance with the valid Price List of administrative services.

(2) In the case referred to in paragraph 1 of this Article, the student writes a written application for placing an exam before the Commission. The request has to be addressed to the Rector of the university.

(3) The rector shall, within a time limit not exceeding five (5) working days from the date of receipt of the request, order the re-examination of the exam before the Commission and informs the student about this.

(4) The re-examination before the Commission shall be held no later than five (5) days from the date of the rector's notice referred to in paragraph 3 of this Article.

(5) The commission of three members shall be appointed by the rector from the ranks of the teachers. The subject teacher is a member of this Commission, but can not be its president. The

members of the commission are subject teachers from the narrow scientific area to which the case belongs.

(6) A written examination or a written part of the exam shall not be repeated before the Commission, but re-evaluated by the Commission. The same applies to seminar work.

(7) The Commission shall take a decision by a majority of votes. The Commission's assessment is final. The Commission keeps a record of the course of the exam and makes a final mark. The record are signed by all members of the Commission. The record is delivered to the student service and is kept in the student's file.

(8) If the student passes the exam before the commission, the mark in the index and examination application is entered by the subject teacher.

Article 12

(1) A student has the right to annul a positive mark once on the same subject.

(2) A written statement to annul a positive mark, the student is obliged to submit to the student service within two working days from the day of the announcement of the mark.

(3) A decision to annul the positive assessment shall be made by the rector.

(4) A student who has canceled a positive mark may take the exam from the subject at the earliest in the next test period, with the reimbursement of costs in accordance with the valid Price List of Administrative Services.

(5) After the cancellation of a positive mark, it no longer has the meaning of the obligation fulfilled for the subject. The mark that is obtained during the reboot is a valid score and is entered in the records.

Article 13

(1) The student is considered to takes an exam, but did not pass :

- If he took the exam and got a mark five,
- If he started taking the exam, and gave up.

(2) The student is considered to have begun taking the exam when the exam questions have been communicated to him.

Article 14

(1) A student who has not passed the exam may take that exam again at the earliest in the first following examination period.

(2) After three failed examinations, the student is entitled, at his own request, to take the exam before the examining committee. The costs of the Examination Commission are borne by the student, in the amount determined by the Price List of Administrative Services.

Article 15

On the same day, the student can take the exam only from one subject in the study year.

Article 16

The student is obliged to write marks for all passed exams from the previous school year by 1 November of the next school year. Otherwise, the mark is canceled.

Article 17

(1) In a written and practical examination, a student may be employed by auxiliary means determined by the subject teacher.

(2) A student who uses the illicit means (which is contrary to paragraph 1 of this article), as well as other people's councils, withdraws from the exam, and a procedure for determining responsibility and imposing measures is initiated against him (the minimum prohibiting entry the next 2 (two) exams).

(3) The teacher acquaints the student with the facts from paragraph 1 of this article before the beginning of the exam.

(4) A student violates the examination order in case he or she cooperates with other students at the time of the exam in an unauthorized manner if he transcribes it from other students in the examination of the written examination part or uses the prohibited "auxiliary means" or if in some other way disturbs the performance of the exam. Violation of the examination order is treated as a serious violation of disciplinary responsibility.

(5) In these cases, the student can not continue taking the exam from the subject - his work is rated negatively. The examiner of the violation of the order informs the vice-rector, in writing, through the student service.

(6) A student who has violated the order shall pronounce a measure, which shall be issued an appropriate decision.

Article 18

(1) Examination periods are: January-February, June-July and September.

(2) Exception to the provision of paragraph 1. of this article is that the University can also organize the April exam period.

(3) The examination period shall, as a rule, contain two test dates.

(4) Exceptionally, an ex post examination period for the fulfillment of student obligations may be organized. The Senate of the University adopts a decision on the organization of subsequent deadlines.

(5) The exam schedule for all exam periods shall be determined not later than one month before the beginning of the examination period. At the same time, the schedule of applications for the exam is published.

(6) When applying for the exam, the student pays the exam fee in accordance with the valid Administrative Services Price List.

Article 19

If, due to natural disasters or other justified reasons, examinations are not held within the prescribed examination period, the Rector of the University will determine the second deadline for taking these exams.

Article 20

(1) Applications for taking the exam shall be submitted no later than five (5) days prior to the beginning of the examination period, at a time determined by the University Rector.

(2) Each student applying for the exam shall pay in accordance with the valid Administrative Services Price List.

(3) Only in exceptional cases, the rector may grant untimely application, on the basis of a student's written request. The Rector issues an extraordinary application for the exam.

(4) Students are notified of the examination schedule by means of a notice board, an official web site or in another appropriate manner, at the latest one month before the start of the examination period.

Article 21

In the case that student has applied for the exam and has not joined the exam, it is treated as if he had went the exam.

Article 22

(1) A student is applying for an exam through an official form. The student is responsible for the correct and complete registration.

(2) On the basis of the submitted applications, the student's university service forms a list (record) of the applicants. She submits the list to the subject teacher or examiner.

(3) The examiner may only accept students who are included in the list (record) of the registered students.

Article 23

Teachers and associates must not receive an unconfirmed apply for the exam at the exam, and the student service must not receive applications from the subject teachers who are not in the record. Failure to observe this Article of the Rulebook is considered to be a serious violation of work discipline and as a result will terminate the working engagement of the respective teacher / associate, or student service workers.

Article 24

(1) The subject teacher is responsible for the proper performance of the exam. For the timely prepared minutes and test reports, the head of the student service is responsible.

(2) If, for justified reasons, the subject teacher can not attend the written part of the exam, he must find a replacement (another pedagogical worker engaged in the realization of the teaching process at the University) and inform the teaching coordinator thereof.

Article 25

The unjustified absence and / or delay of the pedagogical worker, which causes impediments in the performance of classes and exams, will be treated as a serious violation of the work obligation and as a consequence will have sanctions in accordance with the provisions of the Rules on Disciplinary and Material Responsibility of Workers.

Article 26

The student is obliged to have an index on the exam, by which the examiner can check the identity of the student.

Article 27

(1) The date of the examination to be entered in the record is the date of the examination deadline.

(2) After publishing the results of a written exam, or a written part of the exam, and before the oral part of the exam, students have the right to inspect their tasks, within 30 days from the date of publication of the results. Examination papers from a written exam (test, partial dentistry, verification of knowledge realized during the course of teaching, seminar work, essay, final test or integral test) are required for each student 30 days after publication of the results. After that, within 10 days, the teacher and associate are obliged to archive works in the premises of the University.

(3) The subject teacher shall submit the record and individual examination applications with the final marks written to the student service director at the latest 10 (ten) days after the exam. He/she also writes on the list the date when it is possible to look at the papers and possible prohibitions of going to the exam. Violation of this Article of the Rules by the subject teacher shall be deemed to be a violation of a work obligation and as a consequence a measure of reversal of personal income or remuneration shall be applied until the fulfillment of the obligation prescribed by this Article.

(4) The subject teacher shall be obliged to keep a record of the assessments of the passed exams by November 1 of the following school year.

Article 28

Examination papers from a written exam (test, partial dentistry, verification of knowledge realized during the course of teaching, seminar work, essay, final test or integral test) are obligatory for the teacher and associate for each student until the time of the successful passing of the exam. After that, within 10 days, the teacher and associate are obliged to archive works in the premises of the University.

Analysis and reporting

Article 29

(1) Students' performance analysis is conducted by the student service at the end of each examination period, and at the least at the end of the semester.

(2) Analyzes are treated:

1. Statistical data (number of students who have taken the exam, number of students who passed the exam, average mark, number of students who qualify for enrollment in a higher year of study, etc.)

2. Students' opinion on the teaching process and teaching staff expressed through student surveys (they are done once during the semester, before partial tests).

(3) Annually, at the end of the school year, a regular analysis covering the period of the previous school year is carried out, which is carried out for:

- teaching courses of individual study programs as an analysis of the success of studying at a particular study program (faculty),

- all teaching subjects from the curriculum of the university as an analysis of the success of studying at the University as a whole.

(4) There is also the possibility of organizing occasional analyzes initiated by any teacher or student representative if the need arises for them. The initiator of the analysis is obliged to submit the request for occasional analysis with the explanation to the teaching vice-rector who, after considering the request, rejects or accepts it. In the case of acceptance, an interim analysis is carried out, which can be done for:

- individual teaching subject,
- all teaching subjects or
- group of teaching subjects with a certain common characteristic.

(5) In the case of continuous annual analyzes, additional analyzes of the basic parameters of the success of study are undertaken in order to determine the critical points of the analysis process.

(6) In the case of occasional analysis, additional analysis shall be carried out only if it is required by the analysis task. Additional analyzes include:

- analysis of the significance of the basic indicators of the success of studying for different years of studies, courses, study groups, groups of subjects and teaching subjects.
- comparing the basic indicators of the success of studying with previous periods and other related faculties,
- Other proposed or necessary analyzes.

Article 30

The analysis report is submitted to the Scientific-Teaching Council, which further prepares the report with the proposals and recommendations, and refers it to the Senate at the end of each semester. On the basis of the results of the analysis, measures and recommendations are defined in order to improve the testing procedures and the teaching process. Special attention is paid to subjects that have extremely low or exceptionally high pass rate or average mark.

Article 31

Recommendations refer to:

- difficulty level of the exam
- a pass rate
- level of connectivity of the exam with teaching content
- the scope of the subject
- providing support to students
- giving guidance to students
- students acquaintance with program requirements.

Article 32

(1) The implementation of corrective and preventive measures shall be carried out by the Rector in accordance with the decisions of the Senate and the authorizations from the Statute of the University.

(2) In case of serious deviations (irregularity of teaching, irregular examination, exceptionally low or exceptionally high pass or average mark, etc.), the University adopts measures such as changing teachers on the subject or changing the curriculum. If there is a lack of pedagogical or didactic capacities of teachers, the University will enable teachers to improve their professional development before taking final measures.

Final provisions

Article 33

(1) The Rule book shall enter into force on the day of its adoption.

Chairperson of the Senate

PhD Žarko Pavić, Rector

