



Rules for summative assessment at the first and second-cycle level

Governing document	
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1. General

The rules for summative assessment apply to all courses for which the university is responsible and which are conducted on the basis of the Higher Education Ordinance (1993:100) or the Ordinance (2007:1164) for the Swedish Defence University. This document consistently uses the word “student” for students and for participants in contract education.

Summative assessment means that an examiner will determine a grade based on the intended learning outcomes of the course and the forms of assessment of the student’s performance, as specified in the course syllabus. A course syllabus is a regulation decided by the higher education institution whose rules are of the same nature as laws decided by the Riksdag and ordinances decided by the Swedish Government. This means that it is legally binding and applies in general. The rules must be followed by both the university’s staff and its students. It is therefore not permitted to deviate from the rules regarding the forms of summative assessment, etc. included in the course syllabus.

The purpose of summative assessment is for the student to demonstrate that she/he has achieved the intended learning outcomes of the course. Summative assessment constitutes the basis for the assessment and grading of a student’s performance. Summative assessment is also part of the students’ learning process.

Summative assessment shall be characterised by legal certainty and equal treatment. Students shall be assessed on equal grounds and equal cases shall be treated equally.

The student is responsible for knowing the rules for summative assessment that apply to her/his own education.

The course coordinator shall inform the students about summative assessment in accordance with the course syllabus as well as other essential conditions for summative assessment.

Documents that constitute the basis for summative assessment shall be anonymised whenever possible in relation to the form of summative assessment. Anonymity shall be breached at as late a stage as possible.

These rules deal with some of the most common forms of summative assessment. Examples of forms of summative assessment include written exams, compulsory attendance, PM, paper and the like, laboratory work, cross-group presentations, problem-solving assignments, home examinations, theses, internships, group examination, individual oral examination, several exams at different points in time, own and companion evaluation, oral group examination, scenario-based summative assessment exercises, field exercises, and reports presented to real-world target groups.

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2. Examiners

Grades shall be decided by a specially appointed teacher (examiner). The *Rules for examiners* regulate the requirements for a teacher to be appointed as an examiner and the role and responsibility of an examiner at the Swedish Defence University. An examiner should be appointed before the course starts.

An examiner is obliged to act objectively and impartially in the handling of grading matters. If there is anything that might upset confidence in the impartiality of the examiner in a given grading case, the examiner shall be disqualified and may not handle the case or be in attendance when it is decided. Anyone who is aware of a circumstance that disqualifies her/him from participating in a grading case is obliged to report this conflict to the university. Another examiner will then take over the case. Conflict of interest rules also apply to teachers who otherwise participate in the processing of a case, e.g., help with the correction of an exam. Rules on conflicts of interest can be found, inter alia, in the Administrative Act.

2.1. One or more examiners

A course divided into different modules can have different individuals as examiners for the different modules and for the entire course.

There may be several examiners who grade various students on a particular summative assessment element, but it is important that equal cases be treated equally. The requirements imposed by the examiners in their assessment must not differ in any decisive way.

A grading decision shall always be made by an individual examiner. Prior to rendering a grading decision, the examiner may discuss the grading in a group of teachers or with, e.g., supervisors at internships.

2.2 Examiners assessing independent projects

In independent projects (degree projects, essays), supervisors and examiners may not be the same person.

The supervisor's responsibility and job are limited to supervising the student in their work. The examiner assesses whether an independent project should be granted a passing grade and decides on the appropriate grade for the project. It is important that the different roles of the examiner and supervisor are clarified to the students.

3. Dates and times for summative assessments

Unless special reasons exist, regular summative assessments must be scheduled at the times that apply to the course in general.

The dates and times for summative assessments shall be specified in the course description. In the scheduling of summative assessments, established public

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holiday days and religious holidays should be taken into account insofar as is possible. Consideration should be given to students who cannot participate in exams during certain religious holidays, for religious reasons. Decisions regarding study-free days should also be considered.

Examination days are Monday to Friday except public holidays, although Saturdays may be included in exceptional cases. Sometimes a home examination may be handed out on a Friday to be submitted during the following week.

4. Language of summative assessment

The summative assessment should normally be conducted in the language used as the language of instruction in the course (usually Swedish or English). If a course is conducted in a language other than Swedish, the student shall be informed of the language of summative assessment well in advance of the summative assessment.

However, under the Language Act, answers to summative assessment assignments that are provided in Swedish must be accepted even when the language of instruction is, for example, English. Exceptions to the rule that allows answers in summative assessment assignments to be provided in Swedish may be made if this is in accordance with the intended learning outcomes of the course - for example, that students should achieve certain knowledge of another language or demonstrate the ability to communicate in this language within the context of the course.

Students who speak Danish or Norwegian should, as far as possible, be permitted to use these languages for summative assessments conducted in Swedish. Answers must be given in Swedish if there is a risk of misunderstanding or if the summative assessment concerns Swedish language proficiency/terminology.

5. Adapted summative assessment

Students with disabilities may be given the opportunity to undergo adapted summative assessment, both in terms of the design of the summative assessment assignment and in terms of the accessibility of the premises where the summative assessment takes place. The requirements for achieving the qualitative targets for the course are the same for all students, but the summative assessment itself may be implemented in different ways. *Rules for special pedagogical support for students with disabilities at the Swedish Defence University* describe the rights and obligations that facilitate pedagogical support at the university. Information is also available about how students can apply for a valid certificate in order to receive pedagogical support.

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The student is responsible for presenting the certificate of support needs to the relevant course coordinator or examiner as early as possible, no later than the start of the course.

The measures that may be taken into account are decided on a case-by-case basis by the examiner in consultation with coordinators for students with disabilities and the student concerned. Decisions on the adaptation of the form of summative assessment, i.e., the application of certain rules or deviations from what is stated in the course syllabus, are determined by the examiner with the aid of the course syllabus.

6. Assessment and grades

A student must be admitted to and registered for a course in order for her/his study performance to be assessed by an examiner.

All the regulations for summative assessment set out in the course syllabus are legally binding. The examiner shall determine a grade based on the intended learning outcomes of the course and the forms of assessment of the student's performance, as specified in the course syllabus. This connection can be clarified through grading criteria.

To receive a passing grade on a completed course, all of the intended learning objectives of the course must be achieved.

The examiner's assessment shall result in a grade for a part of a course and/or a grade for the full course for the individual student.

Examination shall therefore be conducted in such a way that an individual student's performance can be assessed and graded. If a course includes group examination, this shall be stated in the course syllabus. Even in the event of a group examination, the method of summative assessment must also be designed so that an individual assessment of each student can be made. This form of examination can only result in a grade of Pass or Fail.

The Swedish Defence University does not apply different grading scales to regularly scheduled summative assessments/examinations and re-assessments/re-examinations.

All decisions rendered by a public authority must always be written in Swedish; this also applies to decisions about grades. Students also have the right to communicate in Swedish on matters related to grades.

It should be stated in the course syllabus what the consequences will be if an assignment is not submitted on time, for example that a summative assessment task that is submitted late will not be graded unless special reasons to do so exist.

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A student cannot withdraw a submitted examination response and thus avoid being graded.

Assessment and examination may take place during internships or practicum internships (VFUs). Special conditions may apply; in such a case, this must be stated in the course syllabus.

6.1 Failing grade in case of the discontinuation or premature termination of an internship

As a general rule, grades are only assigned for completed courses. A student who discontinues her/his internship prematurely has not completed the course and thus the examiner is not permitted to grade a student who discontinues her/his internship (this includes assigning a failing grade). Instead, the student has the opportunity to complete the internship at a later date. In order for an examiner to assign a failing grade to a student who discontinues an internship prematurely, a rule about this must be included in the course syllabus.

It must also be stated in the course syllabus whether, for exceptional reasons, the examiner has the ability to assign a failing grade to a student prematurely. Special reasons may be if a third party or the student her/himself is at risk of suffering serious harm as a result of the student's actions during an internship, practicum internship, or laboratory module. It must also be stated in the course syllabus what rules apply for a student who has been prematurely assigned a failing grade.

6.2 Supplementation

It must be stated in the course syllabus whether it is possible to supplement one's work with a replacement assignment (instead of re-assessment/re-examination) in the event that a student misses a compulsory element of the course.

The course syllabus must also state whether it is possible to supplement one's work in order to achieve a passing grade, and that it is the examiner who decides in each case whether supplementation may be made. The timeframe and ways in which supplementation may be carried out must also be specified in the course syllabus.

Supplementation to achieve a passing grade means that a student has not fulfilled the grading criteria for a grade of Pass (or equivalent) but is very close to doing so, and is given the opportunity to supplement her/his work to achieve a passing grade. In the case of internships and VFUs, supplementation to achieve a passing grades may involve completing the assignment again. In such a case, this should be done within one or two days.

The examiner assigns and certifies grades only once supplementation has been completed or when the deadline for supplementation has passed.

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6.3 Deception when assessing exams or study performance

In case of a well-founded suspicion of deception (cheating), the Swedish Defence University's *Guidelines for disciplinary cases and separation from studies* shall be applied.

Web-based plagiarism control tools (e.g., Urkund) shall be used at all departments on all independent projects and should also be used on other lengthier written assignments.

If a student reuses her/his own previously published or submitted work, the same requirements for clear references and citations apply as when referring to other sources.

7. Information about results

The results of the summative assessment, i.e., the grade, shall be communicated to the student no later than three weeks (15 working days) from the date of the summative assessment. If a grading decision is significantly delayed due to unforeseeable circumstances such as sudden illness or death, the examiner shall inform the students of the delay and state the reason. The delay shall be rectified as a matter of urgency.

The examiner is responsible for ensuring that grades for credit-bearing summative assessments are reported in Ladok without delay. Examiner verifies and certifies grades in Ladok. The grades shall be reported continuously on the basis of the date of the summative assessment; this applies for both regularly scheduled summative assessments/examinations and re-assessments/re-examinations. The date to be registered in Ladok is the date of the summative assessment. The examiner has overall responsibility for ensuring that the grading process goes smoothly.

The course coordinator shall notify the students about when and where the grades will be made available. If grades are posted publicly, it should not be possible to identify individual students.

Grades from credit-bearing summative assessments shall primarily be communicated to the students via Ladok, for example by sending out an e-mail informing them that the results are available in Ladok. Other methods of informing students about their grades on credit-bearing summative assessments, e.g., via a learning platform, are complementary. If a student has been informed of a grading decision before registration in Ladok has occurred, it should take no more than one week to register the grade in the system.

The student shall be given access to her/his own submitted summative assessment assignment at the same time that she/he receives a notification about the grade for the summative assessment.

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The student always has the right to receive a justification for her/his grade from the examiner if the student so requests. A justification means that the examiner explains the relationship between intended learning outcomes, grading criteria, the form of summative assessment, and the assigned grade. Justification does not entail individual comments on the answers the student provided in her/his summative assessment. Justification may be provided orally by offering students the opportunity to have an individual conversation, or at a joint discussion involving multiple students. In the latter case, the date of the discussion should be provided at the summative assessment. Justification may also be provided in writing, with the possibility to contact the examiner for additional information. The justification should be submitted more than two weeks before the date for re-assessment/re-examination.

8. Amendment of grades

A grade cannot be appealed, but a student can request that the examiner reconsider her/his decision. A student who intends to apply for a reassessment of her/his grade shall submit a written report to the examiner with a justification for why the grade should be reconsidered. The examiner shall convey her/his position on the matter. It is the grading decision that the examiner can reconsider. The student has the right to request a reassessment even if the student has already collected her/his answers to the summative assessment or if a long period of time has elapsed since the grading decision was made.

A grade shall be reassessed if it is manifestly incorrect due to new circumstances or for other reasons and the amendment can be done quickly, easily and without lowering the grade. This does not entail a reassessment by the examiner of answers that have already been assessed, but rather the correction of obvious errors.

If a grading decision contains an obvious error due to a typo or a similar oversight, the decision may be corrected by the examiner to both the student's benefit and her/his detriment. Corrections that are to the detriment of the student must be made with great care and only when the correction is clearly justified. Before such a correction is made, the student shall normally be given the opportunity to comment on the matter.

A student who has received a grade of Pass cannot have the grade changed to Fail. It is also not permitted for a student who has passed a summative assessment to undergo a re-assessment/re-examination in order to improve her/his grade, so-called "plussing".

If the university's Disciplinary Board finds that a student has committed deception in connection with a summative assessment element, the grade can be amended even if it means that the grade is lowered. The student shall always be given the opportunity to comment before such a correction is made.

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9. Changing examiners

A student who has failed a summative assessment for a course two times with the same examiner has the right to have another examiner appointed for the next summative assessment opportunity, unless there are special reasons not to do so. The request shall be submitted in writing to the Director of Studies no later than three weeks before the summative assessment. The student's request to change examiners shall be examined promptly by the Director of Studies.

In cases where the number of summative assessment opportunities for internships, VFUs, or equivalent periods of study is limited to two opportunities, the student may request a change of examiner following the first summative assessment.

A request relating to the replacement of a teacher who participated in the assessment without acting as an examiner shall be treated in a similar manner as when requesting the replacement of the examiner.

10. Additional summative assessment opportunities

If written examination documents have been lost, or if incorrect information about the date and time of the summative assessment has meant that the student could not be assessed and the cause lies within the control of the university, a new summative assessment opportunity must be offered promptly, following consultation with the students concerned.

Students who, for various reasons, have been unable to attend a mandatory element of the course, must be granted the opportunity to participate in such a mandatory element as soon as possible. In the event that a mandatory element can be replaced with an alternative assignment, this must be specified in the course syllabus. In order to avoid students being wrongly prevented from participating in an exam or some other form of summative assessment, a student who has not completed a mandatory element should normally be permitted to participate even if she/he has failed to complete a mandatory element.

10.1 Re-assessment/re-examination

In addition to the regularly scheduled summative assessments, additional assessment opportunities must be provided within a reasonable timeframe, taking into account the design of the education and the student's study situation.

An ongoing summative assessment must be completed (through the examiner's documented grading decision in Ladok) before the student can be given the opportunity to participate in re-assessment/re-examination.

The time between the notification of the exam result and re-examination should be at least ten working days or at least two weeks, whereas two months is too long.

In the case of internships and VFUs, e.g., during troop deployment exercises

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involving a third party in the form of the Swedish Armed Forces, it may be impractical or entail unreasonable financial costs to offer re-assessment/re-examination within the specified timeframes. In such an instance, an opportunity for re-assessment/re-examination may instead be offered the next time the course is conducted. Such exceptions to the time limits shall be clarified in the course syllabus.

In order to participate in a re-assessment/re-examination, the student must normally be registered, (or re-registered) for the course in question during the current semester.

11. Limitation of summative assessment opportunities

Summative assessment and internship opportunities may be limited if the number of opportunities leads to the unreasonable waste of resources. Such limitations shall be specified in the course syllabus. At least five summative assessment opportunities shall be provided. For internships or equivalent education/training, at least two summative assessment opportunities shall be provided.

For written exams, the student must sign for the exam. In doing so, the student has used up one summative assessment opportunity. A summative assessment opportunity is also counted as having been used if a student has formally received a failing grade on the summative assessment or if a student participates in the summative assessment without reporting a result, i.e., “submits a blank answer sheet”. If a student fails to register for a summative assessment, this should not be counted as a used summative assessment opportunity. Likewise, if a student fails to submit a home exam, this does not count as a completed summative assessment.

In the event that a course has been discontinued or undergone major changes, students must be guaranteed at least three summative assessment opportunities (including regularly scheduled summative assessments) over a period of at least one year. These summative assessments must be based on the previous course syllabus. In the case of internships and VFUs, a corresponding rule applies, but the number of additional summative assessment opportunities is limited to one. When phasing out a course, the number of guaranteed summative assessment opportunities may be limited, regardless of whether the student uses them all.

12. Rules that apply only to written exams

12.1 Off-campus examination

In order to be permitted to sit for a written exam in another (off-campus) location, a written decision from the examiner must be issued following agreement with the relevant government agency or equivalent authority. The application to be permitted to sit for a written exam in another (off-campus) location must be submitted to the examiner at least one month prior to the date of the exam.

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12.2 Mandatory registration

Registration is mandatory for written exams. The student must register via Ladok. The registration period starts 21 days before and ends 10 days before the date of the exam. After that, the student may contact the exam coordinator for late registration and her/his ability to take the exam is subject to the availability of invigilators. In the exam room, the invigilator verifies that the student has registered for the exam. Students who have not properly registered are denied access to the exam room and are not permitted to participate in the exam.

12.2 Identity verification

All students must be able to present a valid ID when entering the exam room. If the student has registered using a Swedish personal ID number, the ID document presented by the student must contain the same personal ID number as the one used to register. Such ID documents include an ordinary Swedish passport, a Swedish national identification card, a Swedish SIS-marked ID card or an ID card for persons registered in the Swedish national population register. Foreign nationals who lack a Swedish personal ID number can identify themselves with a passport or an ID card, provided that the information on the card is clear and the card is laminated. The student must be able to prove her/his identity. This means that the student's face must be visible to the invigilator for secure identification. Students without a valid ID document are not allowed into the exam room and are not permitted to complete the exam. A valid ID document must be stored in the exam location during the writing time.

12.3 The exam room closes when the writing time begins

The students must arrive at the examination location well in advance of the allotted writing time. The invigilators close the exam room when the writing time begins, and after that no students are admitted.

12.4 Order in the exam room

The students shall follow written and oral instructions from the invigilators regarding, inter alia, their placement in the exam room, as well as other rules that minimise the risk of unauthorised collaboration. Students must leave personal belongings such as bags, mobile phone, outerwear, etc. at the designated place in the exam room. Technical equipment that is not permitted to be used during the examination must be switched off and stored in the designated place in the exam room. Students are not permitted to bring unauthorised aids, such as mobile phones or notepaper, with them during visits to the toilet.

During the exam or during visits to the toilet, the student is not permitted to talk or otherwise communicate with anyone other than the invigilators and teachers who are present in the exam room. In the exam room, calmness and stillness shall be observed in order to create the most favourable conditions possible for achieving a good result on the exam.

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Anyone who behaves in a disruptive manner shall be expelled from the exam room. Disrupting the examination by, e.g., failing to follow instructions, may lead to disciplinary measures. In the event of highly disruptive behaviour, the invigilator should summon security guards.

12.5 Permitted aids

If aids are permitted during the examination, this must be stated in the course description. Only these aids may be brought to the writing location. The invigilator checks the aids brought to the exam room by the students. Students who use unauthorised aids may be reported for suspected deception during an exam (cheating), which can lead to disciplinary measures. Only writing paper provided in the exam room may be used as scratch paper and for writing final drafts.

12.6 The examiner must be available

During the course of a written exam, the examiner must be available on at least one occasion for at least one hour. This can be done via a visit to a exam room or by phone.

12.7 Completion of the written exam

Students are not permitted to submit their exams before 15 minutes of the writing time has passed. At the end of the writing time, the student must stop writing. If the student does not stop writing, this is reported to the examiner. Students must identify themselves when submitting their exams to the invigilator. The submission of so-called “blank exams” takes place in the same way. The exam information that has been included in the written exam must normally also be submitted.

12.8. Evacuation of the exam room

At each exam and in each exam room, there must be an invigilator who has primary responsibility for making decisions about the immediate evacuation of the exam room in the event of a fire alarm, bomb threat or similar event. In case of a fire alarm, bomb threat or similar event, invigilators also serve as temporary evacuation leaders for the exam room, and must ensure that the room is evacuated and closed via the evacuation door(s). Thereafter, everyone must go to the assembly area indicated on the nearest evacuation plan and remain there until the police, fire department or an evacuation leader announce that it is safe to go back inside.

Once the danger is over, the head invigilator assesses whether the exam should be resumed or cancelled due to a major time interruption or obvious opportunities for cheating in connection with the incident. If possible, the exam and the students’ writing paper must be collected. The head invigilator must notify the responsible teachers (course coordinator and examiner) that the exam has been discontinued. A new examination opportunity must be arranged as soon as possible.