

Teaching Evaluation Procedure



UNIVERSIDAD
NEBRIJA

Article 1. Purpose and Definitions

The purpose of this regulation is to establish the general rules for conducting exams at Nebrija University in accordance with the provisions of the General Regulations for Academic Organization¹. The terms used in this procedure are understood to refer to the definitions provided in the aforementioned regulation.

Article 2. Exam Sessions

Students have the right to attend two exam sessions for each subject enrolled, with the exceptions provided for in the University regulations or in the verification reports of each Study Plan. The examination will be conducted in both ordinary and extraordinary sessions, and its organization will follow the procedures outlined in the General Regulations for Academic Organization².

Article 3. Rescheduling an Exam Session

Any student who has yet to pass a maximum of two subjects and the Final Degree/Master's Project to finish their degree may request that their session be rescheduled, in which case evaluation will be entrusted to a Tribunal whose composition will be determined by the Academic Department, in accordance with the provisions of the General Regulations for Academic Organization³.

Article 4. Structure of the Exams

1. The exams should be conducted in the best possible environmental conditions, ensuring that the scheduled time and designated classrooms or reserved spaces allow for their proper execution.
2. The professor will inform the students, prior to the start of the exam, about the rules and guidelines for its completion. This includes providing detailed scoring for each exercise, the total duration of the exam or each exercise, and the dates for the publication of grades and exam review, in accordance with the periods established by this regulation.
3. If the exam exceeds three hours in duration, it will be divided into two or more sessions, with a minimum estimated break of fifteen minutes between them.
4. If the professor considers the exam to be unintelligible, they may request the student to read it before grading it.
5. Unless expressly required by the professor, exams must not be written with a pen and can only be written with a pencil.
6. The student must take the exam with the group in which they are enrolled and studying the subject, unless the program director authorizes a different organizational form when the circumstances of the group or the nature of the test require it.
7. Whenever the content of the subject requires it, practical exams may be conducted.
8. In the case of students with special educational needs, certified by the Guidance and Psychopedagogical Support Office of Nebrija University, appropriate measures will be taken to ensure their proper development during exams, according to the guidance provided by the counseling department.
9. If provided in the degree program's verification report, online exams may be conducted through the University's chosen computer system, which allows for the visualization of the examinee's screen and records the exam on the platform. Additionally, if necessary, screen monitoring software may be used. The (online) exam will be supervised by the professor, unless they are unable to do so, in which case, the program director will be responsible for the supervision.
10. In general, exams will be conducted in person at the campuses available at the University. However, exams may be conducted outside of those facilities, as long as university faculty is present to ensure the objectivity of the evaluation process and provide academic support to students if necessary.
11. Students will not be allowed to enter exams once they have started (students must arrive at the scheduled time, date, and location specified in the exam session schedule).
12. Unless expressly authorized by the professor, the use of any electronic devices is strictly prohibited. It is the student's responsibility to ensure that such devices are silenced during the exam.

Article 5. Incidents During the Exam or the Completion of Assignments

5.1. General Provisions

1. During an exam, if a student is found using unauthorized materials or engaging in any unauthorized actions aimed at obtaining or exchanging information with others, the exam will be graded with a score of 0, in addition to potential academic penalties and other specific measures in accordance with the applicable regulations.
2. In the completion of assignments, plagiarism, and the use of non-original material, including content obtained from the internet without proper attribution or permission from the author (if applicable), may be grounds for failing the assignment with a grade of 0. This can also lead to potential academic penalties and other specific measures in accordance with the applicable regulations.

¹ [General Teaching Organization Regulations](#)

² [General Teaching Organization Regulations](#)

³ [General Teaching Organization Regulations](#)

3. If there is any interruption in the online connection during an online exam for a few minutes, the exam will be automatically invalidated. In such a case, the exam may be rescheduled for another date if it can be proven that the disconnection was due to fortuitous event, force majeure, or a cause attributable to the University.

5.2. Taking the exam on a different date than originally scheduled

The students may take the exam on a different date than scheduled in the exam calendar, while maintaining the same exam session as their enrolled group, only in the following cases:

- ▶ If a serious and unforeseen circumstance of force majeure, legally established or deemed sufficient by the Academic Department and the competent Vice-Rectorate for Academic Organization, prevents the exam from taking place on the scheduled day and time, the student may request to take the exam on a different date. The student must communicate this circumstance as soon as possible and, at least, 15 days before the scheduled exam date. After this deadline, the student must request the cancellation of the scheduled examination session, as indicated in the following article. The maximum advance period for rescheduling the exam will be 30 days for final exams and 15 days for partial exams, up to a maximum of ten days before the University's designated deadline for grade submission by the professor.
- ▶ If a student has a scheduling conflict with two or more exams on the same day and at the same time during the examination period, they must notify the Academic Secretary of the Faculty/School at least 15 days in advance. The Academic Secretary will then arrange for the exams to be held on another date, which should be at least ten days before the University's designated deadline for grade submission by the professor. In the case of double degree programs, as a general rule, the exam for the subject related to the main curriculum will have priority, unless otherwise agreed upon by the directors of both programs.
- ▶ The professor of the subject must ensure that the exam is conducted under similar conditions and guarantees as the rest of the students, taking the necessary measures for this purpose.

5.3. Exam Session Cancellation

The Student has the right to cancel the exam due to force majeure, in which case they may be examined in a different exam session from the one they are enrolled in, provided the following circumstances occur:

- ▶ The reason for not being able to attend the scheduled exam must be unforeseen and of force majeure, legally established or deemed sufficient by the Academic Department and the competent Vice-Rectorate in academic organization matters. The concept of force majeure should be understood as the existence of an unforeseeable external cause that affects the person suffering from it, preventing them from fulfilling an obligation. The alleged causes must be substantiated by the relevant certificate.
- ▶ The request for the cancellation of the exam session and submission and the request to take the exam at a later date, which must be accompanied by documented justification for the inability to attend the scheduled exam, must be submitted to the corresponding Academic Department no later than five calendar days before the scheduled exam date. The request must be accompanied by documentation that substantiates the veracity of the claimed cause.
- ▶ In the event of this cancellation, the student's examination will take place before a Committee composed of the professor of the subject and a member of the department designated by the Director, within a period not exceeding thirty days after the official date of the final examination in the regular session or fifteen days after in the case of the extraordinary session or partial examinations.

5.4. Student Identification

During the examination, the professor may require the student to provide proof of identity by presenting their national identity document, passport, university ID card, or any other valid document as deemed appropriate by the examiner.

5.5. Proof of Attendance

The student has the right to request a documentary proof of having taken the final or partial examination, which can be issued by the professor or the program director upon request at the end of the examination.

5.6. Structure of the Exams

The supervision of exams will be carried out by teaching staff from the corresponding Academic Department. The Director of the Department will be responsible for ensuring that the staffing of teaching personnel for supervision is adequate, and may assign additional teaching staff for these tasks. In any case, the professor responsible for teaching the subject must be part of the surveillance team, unless duly justified reasons prevent their participation.

5.7. Retention of the Exams

1. The professor and/or Academic Department must retain the written exam materials and notes from oral exams of the subject they have taught and submit them to the department responsible for general archiving for safekeeping, within the timeframes established in the following section.
2. As indicated by the current legislation ([Article 29.3 of RD 1791/2010, 30 University Student Statute](#)), the University must retain the written materials, whether in paper or electronic format, of the evaluation tests or, where applicable, the corresponding documentation of oral tests, until the end of the following academic year. The General Secretary will be responsible for the safekeeping and custody of the aforementioned materials. The exams must be submitted to the General Secretary within one week after the date of their review (deadline). The exams must be deposited in the General Secretary, properly identified with the following information: subject name, name of the professor who taught the subject, academic year, group, examination session, semester, and campus.

Article 6. Evaluation and Communication

6.1. Assessment Principles

Students will be assessed according to the principles and criteria established in the General Teaching Organization Regulations⁴.

6.2. Publishing of the Grades

1. The grades for partial and final exams, as well as the location and timeframe for review, will be published by the course instructor electronically within the timeframe established by the University, and no later than ten days after the exam.

6.3. Exam Review

1. Review by the Professor

Upon the publication of grades, the course instructor should also announce the schedule, location, and dates for the review of grades. The review period should take place within a maximum of 10 calendar days from the publication of grades.

2. Review by the Academic Department

The student may request a review of the grade by submitting a reasoned written request to the Academic Department Directorate within seven calendar days following the end of the review period.

The Department Directorate will forward the student's request for review to the professor in charge of the evaluation, who will, within three calendar days, provide a copy of the written exam or notes from the oral exam, as well as any relevant explanations regarding the student's request for review.

Once the documentation referred to in the previous point is received, the Academic Department Directorate will send it to two members of the faculty so that, within a period of seven calendar days from its receipt, they issue a reasoned report-proposal confirming or modifying the grade. The professor in question should refrain from participating in the process outlined in the previous point.

The designated professors will prepare a report-proposal taking into consideration the arguments presented by the professor in charge of the evaluation and the student in their request, the evaluation criteria made public by the professor, as well as any other relevant advice they deem appropriate. Immediately afterwards, a Committee will be formed that will be appointed by the Director of the Department, which will consist of three teachers belonging to areas of knowledge close to the subject.

Once the grading resolution has been reached by the Committee, the corresponding record will be prepared, stating the obtained grade. The resulting grade can be the same, lower, or higher than the original grade. The grade determined by the Committee will be recorded in the report and, therefore, in the student's academic record.

6.4. Extraordinary and Final Exam Records

1. Once the review period with the professor has ended, the professor who taught the course will proceed to close and sign the record. This will be done through legally accepted electronic means provided by the University, within the dates established by the Secretary's Office. In case of exceptional circumstances where the professor who taught the course is unable to close and sign the record, another professor from the same field of knowledge, holding at least the same academic category (graduate, doctor, or accredited doctor), may do so.

2. Once all the review periods for grades outlined in this regulation have expired, the final closure of the records will be carried out, also in the electronic format determined by the University.

3. No modifications to the grades will be allowed once the final closure of the records has occurred. At this point, the grade will be considered final and will be recorded in the student's academic record. If it is necessary to make any modifications, the requesting Professor must submit a motivated report justifying the exceptional circumstances that warrant the rectification. The rectification must be authorized by the Dean and the Vice Rector in charge of academic organization matters.

6.5. Evaluation by the Credit Transfer Committee

The evaluation of a student may be carried out by a Credit Transfer Committee in accordance with the provisions set forth in the General Teaching Organization Regulations⁵.

Article 7. Professional Internships

Students may carry out professional internships in accordance with the provisions of their specific regulations. In the case of curricular internships, the Student must be enrolled in the subject, and they must carry out the training activities provided for in the study plan report. The evaluation of these subjects will be indefinite and therefore will not be adjusted to the session system provided for in this Procedure, but to what is established in its specific regulations⁶.

Article 8. Final Degree and Master's Projects

The organization and evaluation of Final Degree and Master's Projects subjects will be governed by the provisions of their specific regulations and of the study plan report⁷.

⁴ [General Teaching Organization Regulations](#)

⁵ [General Teaching Organization Regulations](#)

⁶ [Procedure for External Training Internships](#)

⁷ [Enrollment and Evaluation Procedure for the FDP/FMP](#)

Other Provisions

First Additional Provision: Gender Equality

References to the persons with terms identified with the masculine gender are also understood to refer to the feminine gender. In this way, the terms Rector, Professor, Secretary, President, etc. are understood to refer to both male and female holders of the positions.

Second Additional Provision: Enforcement and Scope of Application

This document will enter into force for the 2023/2024 academic year.

Sole Repealing Provision

Any previous agreements and regulations are hereby repealed, insofar as they are contrary to or oppose the provisions of this Procedure. And as soon as they remain in force, they will be interpreted and applied in accordance with the provisions of this Procedure.

Sole Final Provision

The interpretation and resolution of any issues that may arise in application of these General Student Regulations correspond to Nebrija University.