



Methodology for organising and conducting student assessment at Babeş-Bolyai University

- Approved by Senate Decision No. 216/15.12.2025 -

Chapter 1. General provisions

Art. 1. Summative assessment and ongoing assessment of learning outcomes are the processes used to determine whether a student has mastered the competences required in a specific field of study.

Art. 2. (1) Summative assessment, which may involve exams, presentations, ongoing assessment, etc., is carried out over longer intervals, usually at the end of a semester or as part of final exams, for each cycle of university studies.

(2) Ongoing assessment is a process of tracking and evaluating student progress through tests, midterm evaluations, projects, individual and/or team assignments, presentations, reports, or other forms of assessment of expected learning outcomes, which must be completed during the semester.

Art. 3. (1) Summative assessment activities are conducted through in-person meetings between students and teaching and research staff on campus, with or without the help of electronic, IT, and communication resources. Summative assessments may be conducted online, regardless of whether students and faculty are located in the same place, only in the event of a state of emergency, alarm or urgency, for reduced study load programmes, non-traditional education programmes (postgraduate programmes, professional conversion programmes for pre-university teachers, open courses, etc.), or in other situations provided for by law.

(2) Ongoing assessment is carried out:

- face-to-face, on campus, for full-time education, where mid-term assessments, tests, practical work, presentations, project work, or other activities that involve immediate assessment of student skills are involved;
- by handing in paper or digital work, like essays, reports, written projects, portfolios, or similar work, which can be submitted either in print or by uploading it to university platforms, depending on the teacher's requirements;
- online, requiring no in-person attendance by students and teaching staff, exclusively for distance learning, part-time learning, postgraduate professional training and professional conversion programmes, and for non-traditional education programmes provided for by law.

Art. 4. (1) Summative assessment intervals are established by the University Senate, according to the structure of the academic year. Exam sessions last three weeks, except for the last session of the final year which lasts two weeks. The examination sessions are followed by a one-week resit session. The resit session following the second semester may be held either in July or in September, as per the academic year structure approved for each faculty.

Students involved in performance sports or artistic activities, those who have participated in international academic mobility programmes, students on maternity risk leave, prenatal leave or postnatal leave, paternity leave and students who are unable to sit examinations for reasons attested by medical documents may avail of the open session, organised until the end of the academic year. The application for an open session is submitted to the faculty secretariat or online and, following approval by the Faculty Council, is referred to the competent vice-rector for approval. The line vice-rector may approve applications to hold an open session for other duly justified reasons not provided for in this regulation in prior consultation with the faculty leadership. Such cases will be considered on a case-by-case basis.

Art. 5. (1) All students enrolled in a course will be assessed equally over the course of an academic year, ensuring non-discrimination and equal opportunities.

- (2) During assessments, faculties are required to provide suitable accommodations and additional support tailored to the needs of candidates with special educational requirements/disabilities when requested and, where appropriate, following the recommendations of the Centre for Students with Disabilities (CSD).
- (3) Accommodations may include, but are not limited to: additional time to complete tests, testing in a separate room, use of adequate assistive technology (e.g., screen readers, font size software), sign language interpreters, accessible test materials (large print, Braille, accessible digital format), and the assistance of an accompanying person/educational assistant, where necessary.
- (4) The practical arrangements for ensuring these accommodations are made by the lecturer teaching the course, in conjunction with the CSD, with due regard for the student's privacy and dignity.

Chapter 2. Types of assessment and forms of evaluation

Art. 6. Assessment of students' professional skills is carried out, for each subject, according to the assessment system provided for in the curriculum (ongoing assessment - VP, colloquium - C, examination - E) and the course description. Assessment is established for each individual subject as proposed by the subject holder and is indicated in the curriculum of the degree programme/specialisation and the subject syllabus. The assessment method (written, oral, practical, or a combination thereof) and the evaluation criteria (minimum passing standards) are detailed in the course description. The requirements set out in the course description are communicated to students during the first two weeks of each semester. The assessment methods may be subject to subsequent changes only if a majority of students agree.

Art. 7. Teachers establish the eligibility requirements for assessment (attendance of classes consistent with university regulations, completion of assignments, etc.).

Art. 8. (1) Exams are a form of summative assessment held at the end of each semester, as set out in the academic year structure, after the completion of 14/12 weeks of teaching.

(2) **Colloquia** are practical-based forms of summative assessment, usually conducted orally, which are typically held at the end of each semester, as set out in the academic year structure, after the completion of 14/12 weeks of teaching.

(3) **Ongoing assessments** are forms of summative assessment that include assignments, written papers, projects, partial tests, practical assessments, etc., conducted throughout the 14/12 weeks of teaching activity.

Chapter 3. Procedures for organising and conducting in-person written and digital assessments

Art. 9. Written assessments are held on university premises, during a specific, short time slot, set by the scheduled start and end times. These may be standard written assessments or digital assessments requiring the use of electronic, IT, and communication resources.

Art. 10. (1) In their capacity as the assessment organiser, the course instructor shall reserve the room with the secretariat for the assessment session so that there is a sufficient amount of time to set up the room, conduct the assessment, and complete the assessment session. The teacher will arrange a suitable space that provides optimal conditions for the assessment (internet access, computers, specific software, as needed), with the support of the secretariat. At least two supervisors will be present for the entire duration of the assessment in all locations where the summative assessments are held. A ratio of one supervisor for every 40 students is recommended.

(2) The head of department has the authority to mandate the requirement of a minimum of two supervisors for all ongoing assessments for a given subject, in situations where:

- a) they believe that this measure is essential to prevent disputes or incidents between students and teaching staff;
- b) the dean or rector's office issued a notice to that effect.

The measure is applicable for the current academic year and the following academic year at least.

(3) The course instructor may arrange for ongoing assessments to be conducted with other supervisors present.

Art. 11. Students will arrive at the designated location at least half an hour before the start of the assessment, carrying an identity document that can serve as proof of identity. Students may not enter the room after the assessment has begun.

Art. 12. Supervisors will inform students of the rules governing the assessment: seat allocation, exam duration, storage of personal belongings, items permitted during the assessment (calculators, textbooks, etc.), disciplinary measures, etc. It is recommended that the paper used for written assessments be provided by the faculty in order to prevent cheating.

Art. 13. The course instructor will compile questions of comparable difficulty for each assessment and, prior to the commencement of the assessment, will address any questions regarding the topics. Topics must be in line with the course syllabus and the content covered in class.

Art. 14. (1) Once the examiners announce the end of the exam time, students will stop working on the exam questions and wait for instructions on how to hand in their papers in an orderly manner.

(2) At the end of the assessment, students will sign a list or a table to hand in their work. Attendance and submission of papers may also be documented electronically, through logging into the system. At least three students will be present in the room throughout the entire assessment. If less than three students attend the assessment, the assessment will still proceed, and students will remain in the room for the entire duration of the assessment.

Art. 15. Where assessments involve the use of electronic, IT, and communications resources, a qualified person shall be present throughout the assessment to resolve any technical difficulties.

Art. 16. Students who do not pay their tuition fees and fees for outstanding subjects on time (within the deadline set by the University) are not eligible to sit for the assessment and will not appear in the assessment records. The head administrator of the faculty is responsible for record-keeping and checking the financial status of students. They report the financial status of students to the secretariat before the start of the exam session, and the secretariat provides teaching staff with an updated roster. Teachers must ensure that students who are not listed in the roster will not be evaluated.

Art. 17. Teachers will share the grading scale with students within 24 hours after the assessment has ended.

Chapter 4. Organisation and conduct of oral/practical assessments

Art. 18. Oral/practical assessments are held on university premises, during a specific, short time slot, set by the scheduled start and end times.

Art. 19. (1) In their capacity as the assessment organiser, the course instructor shall reserve the room with the secretariat for the assessment session so that there is a sufficient amount of time to set up the room, conduct the assessment, and complete the assessment session.

(2) Practical assessments may be conducted on university premises, but also on the premises of institutions which have a partnership agreement with the faculty for curricular activities, as well as in alternative locations, with the approval of the department and faculty management.

Art. 20. Students will arrive at the designated location at least half an hour before the time slot allocated individually for assessment, carrying an identity document that can serve as proof of identity.

Art. 21. The summative assessment will be carried out by the course instructor, assisted by another supervisor (teacher, doctoral student, support staff).

Art. 22. The examiner will inform students of the rules governing the assessment: drawing the topics, time allowed for preparing answers, time allowed for answering, storage of personal belongings, items permitted during the assessment (calculator, textbooks, etc.), applicable disciplinary measures, etc.

Art. 23. (1) For oral assessments, the course instructor prepares several sets of questions/topics of comparable difficulty and, after the topic is picked, answers any related clarification questions. The evaluator will check that a topic does not come up twice for students present in the room at the same time.

(2) For practical assessments, the assessment criteria will be announced at the beginning of the semester or the topic will be randomly selected, subject to the provisions of the previous paragraph. Practical assessment is conducted according to the criteria set out, on equal terms for all students, taking into account the specificity of each discipline and in compliance with safety regulations.

(3) Practical assessments may include practical or project-based assignments, either individual or team-based, public or private, impromptu or pre-planned, as set out in the course description. For group practical tests, the assessment criteria must clearly specify the criteria for assessing the individual performance of each student.

Art. 24. At least three students will be present in the room throughout the entire assessment. If less than three students attend the assessment, the assessment will still proceed, and students will remain in the room for the entire duration of the assessment.

Art. 25. Where assessments involve the use of electronic, IT, and communications resources, or stage technology, a qualified person trained in using these technologies/resources shall be present throughout the assessment to address any technical difficulties.

Art. 26. Students who do not pay their tuition fees and fees for outstanding subjects on time (within the deadline set by the University) are not eligible to sit for the assessment and will not appear in the assessment records. The head administrator of the faculty is responsible for record-keeping and checking the financial status of students. They report the financial status of students to the secretariat before the start of the exam session, and the secretariat provides teaching staff with an updated roster. Teachers must ensure that students who are not listed in the roster will not be evaluated.

Chapter 5. Minimum standards for reports and projects

Art. 27. For ongoing or summative assessments that require students to write papers or projects, the lecturer or seminar coordinator will explain the assignment to students in the first two weeks of the course, as outlined in the course description. Students will be informed of the topic, relevant mandatory content, deadline, and submission method at least two weeks before the submission deadline.

Art. 28. Between the announcement of the assignment and its deadline, the instructor will guide students in their work and provide constructive feedback.

Art. 29. The instructor will verify the authenticity of the students' work in order to ensure that strict academic standards are met by flagging plagiarism and ensuring that the work is original. Verification methods include, but are not limited to: plagiarism detection using dedicated platforms and/or software, detailed analysis of cited sources, verifying the authenticity of student work.

Art. 30. Papers may also be submitted digitally, exclusively using the institutional email addresses of teaching staff and students, or via other platforms provided by the university that require personal credentials to log in.

Art. 31. Generative Artificial Intelligence (GenAI) may only be used as regulated by each faculty, with guidance from the course instructor. It is recommended that a responsible and critical approach to the use of GenAI tools be taken in the assessment process, as part of digital literacy training and modern academic ethics. The method of using GenAI will be explicitly noted in the submitted work; otherwise, it will be treated as fraud/attempted fraud and punishable accordingly.

Chapter 6. Organisation and conduct of online synchronous assessments

Art. 32. Assessment may also be conducted online, in the online academic space, in accordance with the provisions of this methodology.

Art. 33. The assessment will be carried out by the course instructor or another specialist instructor responsible for conducting seminars or practical work.

Art. 34. (1) The teacher coordinating the assessment will decide on the platform to be used for the assessment, selecting from among the platforms provided by the university, which require connection via the institutional email address. They will make sure that all students have access to the technical and IT resources required to properly access, free of charge, the IT platforms and digital resources used in the assessment process.

(2) The faculty may provide students with a room adequately equipped for online assessments if their own devices and technologies are not suitable.

Art. 35. Students will log into the designated platform at least ten minutes before the start of the assessment, carrying an identity document that can serve as proof of identity.

Art. 36. Examiners will explain to students the rules governing the exam: allotted time/response time, items allowed during the exam (calculators, textbooks, etc.), applicable sanctions, etc.

Art. 37. During the online assessment, both written and oral, all students will have their cameras and microphones turned on, and the assessment will be fully recorded in audio and video, in compliance with GDPR.

Art. 38. A qualified person shall be present throughout the assessment to resolve any technical difficulties.

Chapter 7. Reporting and sanctioning fraud/attempted fraud, as well as other offences

Art. 39. Fraud or attempted fraud is punishable by expulsion.

Art. 40. The following are construed as fraud:

- a) use or attempted use, during the assessment, of information sources or media not approved by the examiner;
- b) substituting persons or signing the paper with a name other than that of the student who wrote it;
- c) turning in papers, reports, projects, etc. plagiarised in whole or in part (asynchronous assessment);
- d) tampering with or subsequent attempt to tamper with a paper.

Art. 41. Penalties for other violations of the assessment rules (exceeding time limits, unauthorised interaction with other participants, seeking to use ideas from another student's work, etc.) are established by the examiner, based on the seriousness of the breach (warning, partial disqualification of work, penalty, exclusion from the examination with or without disqualification, etc.).

Art. 42. (1) When fraud/attempted fraud is found **during in-person exams**, supervisors will cancel the student's paper, suspend the oral/practical test, and draw up a formal report. The official report will include the following information: the type, date, and location of the assessment, the identification details of the student(s) at fault, a summary of the incident, and any other details deemed relevant in the justification. The official report shall be signed by all supervisors, the student(s) at fault, and at least two other students present. If students refuse to sign, this will be noted in the official report. Based on the findings report, the course instructor prepares a memo establishing the severity of the offense and recommending a course of action. The official report, the statement of findings, and the evidence substantiating the facts will be submitted to the dean of the faculty, who will review the documents and either recommend the student's expulsion or issue a disciplinary sanction, as appropriate.

(2) Within 24 hours of signing the official report, the offending student may request a hearing with the dean if they believe that the alleged misconduct does not constitute fraud. If the dean deems that the supporting documents are inadequate, they may request a meeting with the signatories of the official report before recommending that the student be expelled or sanctioned.

(3) Students are expelled at the proposal of the dean, by the rector's decision. The dean informs the Faculty Council of the sanction imposed, without calling for a vote.

Art. 43. (1) Once it has been established that a student has submitted a paper that is wholly or partially plagiarised, the examining teacher will compile a factual report. The factual report will contain the following information: the assignment, the student's/students' identification data, evidence that the assignment is fraudulent, and the recommended action. Along with the evidence substantiating the offence, the case will be submitted to the faculty dean, who will then recommend expulsion. At the same time, the teacher will forward the report to the student using their institutional email address.

(2) Within 24 hours of receiving the official report, the offending student may request a hearing with the dean if they believe that the alleged misconduct does not constitute fraud. If the dean deems that the supporting documents are inadequate, they may request a meeting with the parties involved before recommending that the student be expelled or sanctioned.

(3) Students are expelled at the proposal of the dean, by the rector's decision. The dean informs the Faculty Council of the sanction imposed, without calling for a vote.

Art. 44. (1) When fraud/attempted fraud/misconduct is found **during online exams or exams involving the use of technology**, supervisors/examiners will cancel the student's paper, suspend the oral/practical test, and draw up a formal report. The official report will include the following information: the type, date, and location of the assessment, the identification details of the student(s) at fault, a summary of the incident, and any other details deemed relevant in the justification. The report will be signed by all the supervisors/examiners and the system administrator, if applicable. Based on the findings report, the course instructor prepares a memo establishing the severity of the offence and recommending a course of action. The official report, the statement of findings, and the evidence substantiating the facts and/or the recording of the assessment will be submitted to the dean of the faculty, who will review the documents and either recommend the student's expulsion or issue a disciplinary sanction, as appropriate. At the same time, the teacher will forward the factual report to the student using their institutional email

address. The same procedure will be adopted if fraud is established after the completion of the online or face-to-face assessment, provided that it was monitored in real-time using technology.

(2) Within 24 hours of receiving the factual report, the offending student may request a hearing with the dean if they believe that the alleged misconduct does not constitute fraud. If the dean deems that the supporting documents are inadequate, they may request a meeting with the parties involved before recommending that the student be expelled or sanctioned.

(3) Students are expelled at the proposal of the dean, by the rector's decision. The dean informs the Faculty Council of the sanction imposed, without calling for a vote.

Art. 45. (1) Supervisors must take all necessary precautions to prevent fraud or misconduct during assessments and promptly report any fraud/attempted fraud/misconduct that they identify.

(2) Tenured teachers and supervisors must propose sanctions in accordance with this methodology and the legislation in force.

Chapter 8. Assessment results

Art. 46. (1) Learning outcomes are assessed in examinations by:

- a) whole grades from 10 to 1, grade 5 being the minimal requirement for certifying satisfactory skills in a course and passing the assessment;
- b) evaluation levels, as appropriate.

(2) An examiner will assess a students' skills by a single whole grade in disciplines that provide for several assessments. The share of each examination is provided in the syllabus.

Art. 47. All written assessment results will be published on AcademicInfo within 3-5 days from the examination date, according to the faculty's rules and regulations. The grades of a viva voce/ practical assessment will be posted on AcademicInfo within one working day after its conclusion;

Art. 48. (1) Each examining teacher will set a date to meet with students who require information on the assessment of the written exam. The date of the meeting shall be communicated no later than the announcement of the examination results and may not exceed 5 working days from that time.

(2) Students may appeal the results of the written assessment within 48 hours of meeting with the instructor, in compliance with the procedures in effect at the university.

Art. 49. (1) The course instructors will store all student work and lists for at least one calendar year. The same retention period applies to records of online assessments, which will be stored by the faculty secretariat.

(2) The final and partial results of the students, all of which contribute to the final grade (detailed grade book), are permanently stored.

(3) Upon termination of their contractual relationship with the university, teaching staff are required to submit to the faculty secretariat comprehensive records, along with any papers and teaching lists that are still subject to retention requirements.

Art. 50. In one academic year, students may sit for an exam no more than two times for each subject listed in the annual learning agreement, but only once during an exam session. Failure to attend any examination in the scheduled exam session for a subject listed in the learning agreement means using up one of the two opportunities available to sit an examination.

Art. 51. The results of an assessment may be invalidated by the faculty dean if evidence is found that they were fraudulent or that the assessment was flawed (failure to comply with the course description, failure to respect the assessment time, absence of supervisors or assessors, etc.). Should there be any complaints that the exam questions did not comply with the course syllabus, the dean will appoint a committee of specialists who will determine whether the questions are consistent with the course syllabus and the content taught.

Art. 52. At the end of each academic year, the department council reviews the assignment of grades for each subject. If the percentage of students who failed a subject is higher than 66% of the total number of students who sat the exam, the department council, in conjunction with the course instructor, shall review the course description, course materials, and bibliography, exam questions, and grading scale, in order to identify the underlying factors that led to this situation and propose relevant measures to improve pass rates while maintaining quality standards and rigorous assessment.

Chapter 9. Final provisions

Art. 53. This methodology applies to all levels of study and forms of education. The provisions of this methodology also apply, where appropriate, to postgraduate degree programmes, professional conversion programmes for teachers in pre-university education, low volume training programmes and other forms of non-traditional education.

Art. 54. End-of-study exams are organised and conducted under the provisions of the applicable regulations and this methodology.