

## **ETSETB Regulations for completion of exams**

This document is a translation of the original Catalan version of the ETSETB Regulations for carrying out examinations.

The Catalan version is the only legally valid document for the purposes of regulation and enforcement

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This regulation covers the application to courses of the School of Telecommunications Engineering of Barcelona (ETSETB), of the Academic Regulations for Undergraduate Courses at the UPC (NAEG) and of the Academic Regulations for Master Degree Courses at the UPC (NAMU), these latter being of higher rank and which therefore take prevalence should any incompatibility arise.

Exceptionally, in duly justified cases, the director of ETSETB may authorize exceptions to this rule.

## **1. Pre-exam procedures**

### **1.1. Evaluation criteria and grading of subjects**

The organization of the courses is based on the academic plan, which is subject to approval by the center before the start of the academic year. Among other things, this plan includes:

- The evaluation criteria.
- The grading method.
- Assessment weighting.

It is mandatory to publish the academic plan in the academic guide for each course. If the information posted on the academic guide for the evaluation is not sufficiently detailed, faculty members will provide students with full information during the first week of class and publish this information in Atenea.

### **1.2. Material for sitting an exam**

- Unless otherwise indicated in the exam statement, the use of an unprogrammable scientific calculator which accepts complex numbers is authorized. Examples of authorized calculators are: Casio fx-115ES or CASIO fx-991ES.
- The use of any device capable of communicating is forbidden, unless explicitly stated by the professor or by the exam statement.
- If faculty members permit the use of other types of material for the completion of the exam, such as notes or bibliography, students will be informed to this effect at least one week before the test takes place, either through Atenea or directly to students in the classroom.

### **1.3. Exam statement**

The exam statement provides information about:

- The weight of each part on the overall grade.

The indications for the final exam should also include:

- Publication date of the provisional grade.

- Date, time and place where the corrected exam may be seen, in accordance with the revision procedure (Section 3.2).
- Deadline for the submission of appeals and queries and their procedure (by default, via the ETSETB intranet).
- Publication date of revised grades.

#### **1.4. Exam schedules**

- Exams set during the academic year and requiring the physical presence of students will be held within the regular schedule of the course.

## **2. During the exam**

- Students must arrive at the classroom on time for the exam. The faculty member reserves the right to turn away all students who arrive after the exam papers have been distributed.
- Students are entitled to receive a certificate of exam attendance.
- The faculty member may ask students to produce a means of identification at any time during the completion of the exam.

## **3. Post-exam procedures**

### **3.1. Review of mid-term exams**

- All work handed in will be returned to students at their own request.
- For academic purposes, students are entitled to receive an assessment of their work from faculty members, including an explanation of the grading assigned.
- As a general rule, and with the aim of improving the learning process, the exam result should be made known within 15 days after being taken.

### **3.2. Review of final exam and appeals and queries**

- Should the final exam results contain any formal errors incurred during the correction and publication processes, such errors will be addressed regardless of whether the revised grade is higher and lower than the original one. The student in question will be informed of any correction of errors, which will be justified in writing in case of further appeals.
- Before submitting the exam report to ETSETB, subject coordinators should establish the procedures for addressing appeals against the grades assigned. By default, the procedure established for reviewing such appeals is via the ETSETB intranet.
- The following means should be adopted in order to assist students in drawing up a written appeal against their grades in each subject:

- a) The subject coordinator shall publish the provisional results and the resolution of the exam in Athena, or the answers if it is a check test.
  - b) Students will be able to see their corrected exams in the place and date specified by the coordinator. This date shall be subsequent to the publication of information described above in point a). Faculty members are not required to answer students' questions about correction criteria on this occasion.
  - c) The coordinator shall define the period for submission of requests for grade reviews, which will start later than the procedures described above in points a) and b).
  - d) Each appeal will be considered and answered by the coordinator with most appropriate comments. Should students fail to provide a reasoned justification for their appeal in writing, or should the justification not be based on the contents of the exam, it will be classified as "Failure to justify" or "Inappropriate justification".
- In addition to the review process established by the center and by each subject coordinator, for academic purposes, every coordinator must ensure the rights of students to receive, in person and throughout the learning process, the results of any work subject to evaluation. In this regard, the final exam is considered as one more stage in the learning process. This tutorial measure should be taken during the academic term for which the student is enrolled or, at most, during the first month of the following term.

### **3.3. Custody of exam papers**

The UPC academic regulation establishes that subject coordinators shall retain the exam papers and other assessment documents completed by students, at least until the end of the academic year subsequent to the completion of exams and tests.

### **3.4. Publication of exam statements**

Once the final exams have been completed for all subjects (Pla 92, TIC degrees and masters), the faculty member coordinating each subject will send the results of the exams of the current term in PDF format to the following address [subdire@etsetb.upc.edu](mailto:subdire@etsetb.upc.edu).

All assessment documents and resolutions submitted to the following address [subdire@etsetb.upc.edu](mailto:subdire@etsetb.upc.edu), unless the said coordinator otherwise indicates the following:

- They will be forwarded to the *Delegació d'Alumnes de Telecomunicació* (DAT) which will post them on its website: <http://dat.upc.es/index.php/examens>. This database is accessible to ETSETB students and faculty members, together with the username and password used on the UPC intranet.

- They will be forwarded to the BRGF library for inclusion in the UPC deposit of exams: <http://examens.upc.edu/>. This database is accessible to all UPC staff with the username and password used on the UPC intranet.

### **3.5. Justified absences**

- Should students be unable to take the final exam as a result of duly justified exceptional circumstances, in this event the Head of Studies may initiate a procedure to enable students to take the exam within the corresponding academic period.
- Should a student be unable to take a mid-term exam as a result of exceptional and duly justified reasons, the faculty member shall decide whether to apply any specific measure.
- Students enrolling for subjects whose timetables clash with others will be unable to take exams on a different date for this reason.