



DIRECTIVE ON STUDENT EVALUATIONS

TYPES OF EVALUATIONS

- Courses are graded either with a positive (passed) or a negative (failed) appreciation or with a **grade** ranging from 0.00 (nil) to 6.00 (excellent), with a minimum passing grade of 4.00. Grades are **rounded** to the nearest quarter point : 0.00, 0.25, 0.50, 0.75, 1.00, etc.
- **Course evaluation** may take the form of an oral or written examination, continuous assessment, written work, oral presentation, or a combination of these. Teachers are free to choose the type of evaluation for their courses. They inform the students at the beginning of the course, specifying, in the case of composite evaluation, which tests are compulsory and what their contribution to the final mark is.
- The **retake evaluation** in August-September may take a different form than the regular evaluation. A written test during the ordinary session may, for example, take the form of an oral examination during the retake session.
- If several forms of evaluation contribute to the final mark (continuous assessment), in the event of **justified absence** during the regular session, the result of the **continuous assessment** will be retained at the retake (first attempt).
- If several forms of evaluation contribute to the final mark (continuous assessment), in the event of **failure on the course**, the professor decides whether the **continuous assessment** result is retained or not at the retake (second attempt). If the result is retained, the student who wishes to improve his or her performance has the right to refuse the retention of the continuous assessment mark, within a period of 2 weeks, at the latest, after the publication of the marks. In this case, the professor can either require the participation in a new continuous assessment or base the final evaluation exclusively on the retake exam. Finally, the results of the continuous assessment are not retained from one academic year to the next, whether following a justified absence or a failure.
- A student who can claim a justified absence, whether for a final exam or for a continuous assessment, submits all **supporting documents** to the Student Services Department (and not to the course instructor), within three days. In the case of a **justified absence from a continuous assessment**, the professor may either propose a retake evaluation for the continuous assessment or establish the final grade based exclusively on the final examination and the results of any remaining continuous assessment.
- Any **unjustified absence** from a compulsory continuous assessment test is sanctioned by a 0.00 and taken into account in the calculation of the final grade.
- Any **special arrangements** for students with special needs, particularly in cases of extra time, also apply to written tests during the semester. Requests for special accommodations are analyzed by the Health Unit of the Education and Student Affairs Division (**Pôle Santé**), which decides on the form and duration of the accommodation, if applicable.



- In no case can the **evaluation methods** be different for students from outside the school or in mobility (IN and OUT).

EXAMS

- The final exam can be **oral or written** and takes place during the exam session whose period is indicated in the school calendar at the beginning of the academic year.
- The regular exam sessions are held at the end of each semester, in January-February for the fall semester and in May-June for the spring semester. The extraordinary (or retake) session is held in August-September for all courses.
- The scope and duration of the examination, the type of questions (multiple choice or open-ended), and the material admitted for the examination are announced to students at the beginning of the semester.
- **Partial exams**, covering only part of the material covered during the semester ("mid-term" type exam), may be held during the semester.
- In order to avoid any unintended cultural or gender bias at the time of marking, all written "open-ended" or "essay" examinations must be anonymized, regardless of whether the examination takes place during the semester or in session. Anonymization is achieved by replacing the first and last names with the student's code, in numbers and letters, on the examination sheets. Anonymization does not apply to MCQ examinations, group work, reports on subjects chosen in consultation with the teacher, and any other type of written assessment that is accompanied by individualized student monitoring. In the case of a written examination consisting of two parts, one MCQ type and one "essay question" type, the "open questions" part must be anonymized, while the students must write their name, first name and student number on the answer sheets for the MCQ part.
- For more information on the organization of exams, the student must refer to the "**Guidelines on the organization of exam sessions for students**".

SPECIFICITIES OF EVALUATIONS AND CONDITIONS OF SUCCESS OF THE BACHELOR

- As a reminder, in accordance with the Bachelor's program regulations, which are available on the following page : <https://www.unige.ch/gsem/en/students/regulations/>, the student may answer the exam in either French or English, depending on his/her choice regardless of the **language** of instruction of the course.
- A **retake exam session** is scheduled in August-September for all Part II students who had a grade lower than 4.00 or a "non-acquired" (second and last attempt) or a justified absence during the regular session (first attempt) and for all non-school students taking one of our Part I or Part II courses. First part students who had a justified absence during the ordinary session (first attempt) as well as those who decide to anticipate their second and last attempt in case of failure in the ordinary session (see next point) also participate in the retake exam session.
- If the first attempt is unsuccessful, **Part I students** who have earned at least 24 credits are given a second and final attempt the following year or may choose to register for the exams in the make-up session immediately following the first attempt.