

Golden rules of examination

Faculty of Architecture and the Built Environment,
Delft University of Technology

Goal: handy excerpt for teachers of all rules with regard to assessment from testing policy, TER and RGoBE

Examination:

1. Definition TER: Investigation of students' knowledge, insight and skills with regard to a subject, along with the assessment of that investigation
2. This description applies to all examination forms that Bouwkunde uses. Several examination forms can be used for a course. These partial examinations can be both formative and summative. When applying partial tests, the study guide indicates the percentage for which each partial exam counts for the final mark.
3. For each course, the examination form is recorded in the study guide ⁱⁱ

Testing methods Faculty of Architecture

We discriminate six methods.

1. *Written examination*ⁱⁱⁱ

A written examination is a written assessment method, during or at the end of the educational period, with open and/or closed questions.

2. *Oral examination*^v

All presentations of the design projects are considered as oral examinations.

In addition, this test form can be applied in exceptional, individual situations as a substitute for the other test forms after permission from the Examination Committee^v. In that case, an oral examination is a setting in which an examiner assesses in a one-to-one structured conversation with a student whether the student has achieved the learning objectives.

Practical exercises

The following examination forms are tested on the basis of the end products and / or the process that has led to this, based on assessments of several criteria that together cover the learning objectives. This is done with predetermined and communicated criteria, for example in the form of a rubric.

3. *Design examination*

A design examination is an active assessment, during or at the end of the educational period, with a design (drawings, models, reports, oral presentation) as a final product. During the educational period the student receives feedback on the progress and to develop the design and design process. Examples of end products: drawings (on paper, digital), scale models, reports, reflection, presentations.

4. *Writing assignment*

A writing assignment is a written examination form in which a specified product is made. The student is supervised and receives feedback to be able to develop the product. The assessment can be supplemented with an oral presentation to explain the product.

Examples of end products: report, paper, essay, thesis.

5. *Analytical assignment*

The student performs an analysis and reports the results in certain products.

Examples of end products: analysis report, drawing, atlas, models, precedent report, etc.

6. *Practical exercise*

Skills are practiced, such as hand drawing, form study, working with software packages. Results are reported in certain products.

Examples of end products: drawings, 3D models, computer models. student performs an analysis and reports the results in certain products.

Golden rules

General (applicable to all testing methods)

1. The responsible lecturer for a course or module is competent, as shown by having completed the UTQ or equivalent, or by having followed one of the following courses: UTQ module 'ASSESS' or 'ASSESS DESIGN'; UTQ module 23; formerly provided by BK 'Testing and Assessment'.

2. The responsible teacher follows the steps of the test cycle, as learned in the UTQ training.^{vi}
3. The number and times of the examinations are recorded in the course description in the study guide. The written examinations are also included in the examination schedule, which will be announced before the beginning of the academic year.^{vii}
4. The examination represents the learning objectives by level, content and form ^{viii}.
5. The questions and assignments covered by an examination will not include material that is not part of the sources that are to be made known in advance and from which the questions and assignments are derived. These sources will be generally made known before commencement of the coursework that prepares students for the examination. The exact scope of the material will be finalized no later than one month before the examination is taken.^{ix}
6. The questions and assignments will be clear and unambiguous. The method of assessment is to be made clear and unambiguous so that the student is fully aware of how extensive and detailed the answers must be.^x
7. When there is a suspicion of fraud by a student, the examiner always reports this to the Board of Examiners^{xi}.
8. The assessment method, including the weighing of components, is to be clear such that the student can ascertain how the result was reached.^{xii}
9. In the case of written examinations or other forms of examination (excluded oral examinations), the examiner is required to determine the result as soon as possible but no later than within 10 working days at most after the examination, unless otherwise is stipulated in the Study Guide. Only with permission from the Director of Education the marking period can be extended with to a maximum of 15 working days. The marking period for each course is published in the Study Guide. For the assessment of the resits in August, a shorter period of 5 working days applies.^{xiii}
10. It is to the responsible teacher to determine whether formative assessment is used, how and how this is organized.
11. The right to inspect results and to discuss the results of examinations apply to every examination.^{xiv}
12. The term of validity of examination results is unlimited, unless the examinee is outdated. The validity of partial results is one calendar year.^{xv}

Written examination

1. There are two opportunities in each academic year for written examinations.^{xvi}
2. A timetable of all the opportunities for taking written examinations is drawn up on a semester basis and distributed before the start of the relevant semester.^{xvii}
3. The responsible lecturer makes the test matrix, test assignments and the answer model^{xviii}. He will have this reviewed by a qualified colleague if he himself is not competent based on the UTQ qualifications.
4. The questions and assignments contained in an examination are to be a well-balanced representation of the materials studied.^{xix}
5. A uniform cover sheet is used with instructions that are important for the student when making the exam.
6. Literature that is compulsory for examinations should be studied during the allocated study period, assuming an average rate of five pages an hour. Extra literature for the purpose of gaining more in-depth knowledge may be recommended but may not be considered as part of the material required for the examination.^{xx}
7. The exam material is mentioned in the study guide. Use can be made of digital supplementary exam material in the form of PowerPoint or Collegerama.^{xxi}
8. Written examinations will be assessed on the basis of model answers and standards that have been laid down in writing in advance and that may be revised during correction.^{xxii}
9. Well before a written examination, the examiner will give the students the opportunity, to familiarize themselves with examples of representative examination questions and answers and the examination assessment standards.^{xxiii}

Practical exercises

1. The examination will reflect the content and form of the course objectives.^{xxiv}
2. The assessment method, including the weighing of components, is to be clear such that the student can ascertain how the result was reached^{xxv}. An assessment form or rubric is used for design assignments.
3. In the case of a renewed or new assignment, the responsible lecturer checks whether the learning objectives are still achieved and whether the assessment criteria / rubric are still satisfactory..
4. **BSc-design:** If students do not pass the exam of modules ON1-4, they can take part in the resit workshop in the summer with a grade of 5.0 or 5.5. If the result is lower, the module must be followed again.^{xxvi}
MSc-design: If with the evaluation of a design the examiner considers that the examination work is insufficient, but a satisfactory level can be achieved with relatively little effort, he can give a temporary mark and give the student the opportunity to perform a, by the examiner clearly defined, repair. The improved examination work must be presented for review within ten working days after the start of the next education quarter. If the work is not offered for re assessment within the prescribed period, the temporary mark will be finalized.^{xxvii}
5. As part of the supervision, the lecturer gives feedback on concept versions of products and in interim presentations of design assignments, so that the student can further improve his final product.

Oral examination

1. For oral examinations, only one student at a time shall be tested.^{xxviii}
2. The oral examination is administered by at least two examiners, unless determined otherwise by the Board of Examiners.^{xxix}
3. Oral examinations shall be public.^{xxx}
4. The examiner determines the result of an oral examination as soon as it is finished and issues the student with a written statement of the result.^{xxxi}

Graduation MSc-AUBS, MSc-GM, PM-EMU and PM-Berlage

1. At the graduation phase of each Master's program, the rules that are laid down in the graduation manual (Graduation Manual) of the relevant degree program are applicable.^{xxxii}

i	Teaching and Examination regulations, Art. 24, sub. 5
ii	Teaching and Examination regulations, Art. 24, sub. 1
iii	Rules and Guidelines of the Board of Examiners, Art. 16, sub 1 to 6
iv	Teaching and Examination regulations, Art. 27
v	Rules and Guidelines of the Board of Examiners, Art. 14, sub 2
vi	Teaching and Examination regulations, Art. 24, sub. 4
vii	Teaching and Examination regulations, Art. 25, sub. 1
viii	Rules and Guidelines of the Board of Examiners, Art. 16, sub 3
ix	Rules and Guidelines of the Board of Examiners, Art. 16, sub 1
x	Rules and Guidelines of the Board of Examiners, Art. 16, sub 4
xi	Rules and Guidelines of the Board of Examiners, Art. 8, sub 3
xii	Rules and Guidelines of the Board of Examiners, Art. 18, sub 1 and 2
xiii	Teaching and Examination regulations, Art. 28, sub. 2 and 5
xiv	Teaching and Examination regulations, Art. 29 and 30
xv	Teaching and Examination regulations, Art. 31
xvi	Teaching and Examination regulations, Art. 25, sub. 1
xvii	Teaching and Examination regulations, Art. 25, sub. 2
xviii	Teaching and Examination regulations, Art. 24, sub. 4
xix	Rules and Guidelines of the Board of Examiners, Art. 16, sub 2
xx	Teaching and Examination regulations, Art. 11, sub. 5
xxi	Rules and Guidelines of the Board of Examiners, Art. 16, sub 1
xxii	Rules and Guidelines of the Board of Examiners, Art. 18, sub 2
xxiii	Rules and Guidelines of the Board of Examiners, Art. 16, sub 5
xxiv	Rules and Guidelines of the Board of Examiners, Art. 16, sub 3
xxv	Rules and Guidelines of the Board of Examiners, Art. 18, sub 1
xxvi	Regels en Richtlijnen van de Examencommissie BSc Bouwkunde, Art. 18
xxvii	Rules and Guidelines of the Board of Examiners, Art. 19
xxviii	Teaching and Examination regulations, Art. 27, sub. 1
xxix	Teaching and Examination regulations, Art. 27, sub. 2
xxx	Teaching and Examination regulations, Art. 27, sub. 3
xxxi	Teaching and Examination regulations, Art. 28, sub. 1
xxxii	Teaching and Examination regulations, Art. 7 and art. 27