

Guidelines for the ICEF BSc Year 1 International Examinations (Examinations with Participation of External Examiners) for 2018-2019

1. General provisions

1.1. ICEF BSc Year 1 International Examinations are final examinations of the first year of the BSc Double Degree programme in Economics in ICEF. They are set in Calculus, Statistics, Microeconomics and Macroeconomics, and the grades for these exams are included in the cumulative grades for these subjects. Upon completion of the Year 1 programme and English language UoL criteria ICEF students are admitted to the University of London BSc programme. In 2018-2019 academic year ICEF International Examinations will replace the Advanced Placement Tests (APTs) used before as the year 1 final exams.

1.2. The Guidelines reflect the international character of the ICEF BSc Double degree programme which is determined by the Curriculum and knowledge assessment procedures developed by ICEF International Academic Committee with the LSE participation. The international character of the exams is also determined by the external examiners' participation. The requirements of Russian Legislation and of the HSE Regulations for interim and ongoing assessments of students (HSE Academic Council, May 26, 2017, with further amendments), with Annex 7 (ICEF), HSE and ICEF Guidelines for exams organisation are followed in the Guidelines.

1.3. All exams are written. The lecturer in the discipline is responsible for the preparation of exam materials and marking scheme, which are then submitted to the external examiner in the subject for approval. External examiners, one per subject, are appointed by the ICEF International Academic Committee (IAC), in October. The ICEF International Programme Coordinator is responsible for organising communication with the external examiners.

2. Exam papers

2.1. The lecturer prepares examination tasks (assistant lecturer may be involved); defines the format of the examination (including its duration), time of breaks (if applicable), its weight in the final grade (to be indicated in the Course syllabus). The students should be informed about the exam format at least three weeks before the exam.

2.2 Exam questions, solutions and marking scheme shall be forwarded by the lecturer to the external examiner for approval at least 4 weeks before the exam. External examiners shall approve or suggest revisions in the questions and marking scheme within two weeks after they were sent out.

2.3. The lecturer and the external examiner should as far as possible reach a consensus on the examination paper and marking scheme. Final, revised (if necessary) versions and marking schemes are to be sent to the external examiner and approved by him at least 1 week before the exam.

2.4. The exams are conducted in accordance with the ICEF and HSE Exams organisation Recommendations. The invigilators (normally 3, but not less than 2 in each exam room) are proposed by the Study Office, approved and coordinated by the lecturer.

3. Before the exam

3.1. The BSc Study Office prepares the schedule of the exams, and informs the teachers and students about the time and place of the examination at least four weeks in advance.

3.2. The BSc Programme coordinator is responsible for the overall organization of the exam, printing examination papers and their secure storage. The lecturer is responsible for the exam conduction.

3.3. The BSc Study Office shall make a seating plan according to the ICEF and HSE Exams organisation Recommendations.

3.4. Prior to the examination session, the ICEF BSc Programme Coordinator assigns a number to each student in a random order. Numbers of students should be changed before each exam and should not be repeated.

3.5. The BSc Programme Coordinator and the lecturer shall ensure that marking is anonymous. On the examination paper, the student indicates only his/her number assigned for the current session.

4. During the exam

4.1. Students must come to the exam room on time indicated in the schedule, having the ID. If a student is late for the beginning of the examination, he/she is admitted to the examination, but the lost time is not compensated.

4.2. In the exam room students are allowed to bring only writing utensils. Students are not allowed to bring any electronic equipment (mobile phones, smart watches and other devices) to the exam room, unless specifically indicated (calculator, etc.).

4.3. Should a student fail to sit the exam without a valid reason, he/she gets zero. In the case of missing the exam for a valid reason (illness, etc.), a certifying document must be submitted to the ICEF BSc Study Office in accordance with the ICEF HSE procedure. If the reason of absence is recognised valid, the student may sit the exam in September, during the period of retakes.

5. Marking examination papers

5.1. The lecturer is solely responsible for organisation and consistency of marking. He/she should provide the graders with a clear marking scheme. Each paper/problem is graded independently by two graders from among the teachers of the course. The lecturer should check a sample of graded scripts to make sure that grading is consistent and of high quality. The graders should come to the consensus on the exam grades, otherwise the lecturer makes the decision. All the grades should be confirmed by the lecturer.

5.2. Marking should be effected within two weeks. Exam grades are entered in a spreadsheet and submitted to the ICEF BSc Programme Coordinator, where the names are added to the spreadsheet. The lecturer shall calculate the final cumulative grades for each student, out of 100, 10 and 5.

5.3. The external examiner should receive (in 3 working days after the confirmation of grades by the lecturer) the statistics summarizing the distribution of marks and how this compares to the accumulated grades. If there are any issues regarding the examination or the marking, the external examiner may request a note from the lecturer. Final grades distribution to be approved within one week.

5.4. Exam scripts are shown to the students, but the students can file an appeal only on the ground of procedural violations, in accordance with ICEF HSE regulations. Appeals of grades are not allowed.

6. Retakes

6.1. In accordance with the ICEF HSE regulations, the student can retake the exam if the cumulative grade is unsatisfactory and if in total he/she has failed not more than 2 subjects. Two exam dates are set in September for each subject; each student can retake the exam only once. The second date is for those who missed the first date due to a valid reason confirmed with document(s).

6.2. All retakes should be completed before September 20.

6.3. Examination questions for the retakes are not approved by external examiners in advance. The exam difficulty, format and marking regulations stay the same at the retakes. The grade distributions for retakes are sent to the external examiners before September 25. The final approval is to be received within one week, before October 5.