

INTERPRETATION

This is a nonbinding translation of the Regulation. If any question regarding the meaning and interpretation of the present regulation arises, the Portuguese Version should prevail.

Knowledge and Skills Assessment Regulation

1. Goals and Principles

1.1. Scope of the Regulation

This regulation aims to define the general rules regarding the Assessment of Knowledge and Skills applicable to all curricular units of Instituto Superior Técnico.

It is up to the Pedagogical Course Committees to adopt the specific rules that best suit the specifics of each course in compliance with the general rules established herein.

In exceptional cases, the Pedagogical Course Committees may adopt rules different from those provided for in the current regulation, which in this case must be submitted for prior approval before the beginning of the academic year by the Executive Committee of the Pedagogical Council with due justification.

1.2. Purpose of the Assessment

The assessment of knowledge and competences aims to prove that the learning objectives defined for each curricular unit were achieved by the students, as well as to assess their degree of fulfillment.

The assessment methods adopted must be in line with these objectives, allowing students to demonstrate and teachers to assess the knowledge, skills and abilities expected.

1.3. Information about the Assessment

The Academic and Administrative Management System (Fénix) is the only official means of communication of academic information between the professors of the curricular unit and the students. Only information and notices posted on the Fénix System can be considered official within the scope of a curricular unit.

Students must have information on curricular contents, assessment methods and applicable deadlines, as such, before the beginning of the semester, the following information must be posted on the Fénix System, for each curricular unit:

- Goals that the student must achieve within the scope of the curricular unit;
- assessment methods, including specific aspects relating to the assessment of student workers and in special period;
- scheduling of assessment tests and mandatory attendance activities;
- calculation material, consultation and resources allowed in the written tests;

- rules for using previously obtained grades, for re-enrolling students;
- if applicable, platforms used for assessment or teaching experience.

Compliance with deadlines and obligations resulting from the schedule prepared before the semester is an essential principle for the proper functioning of pedagogical activities.

1.4. Semester Effort Distribution

Excessive concentration of student work should be avoided at certain times of the semester/term.

Students must plan their work, being essential to make available before the beginning of the semester all the information regarding the timing and scope of all assessment tests.

The Pedagogical Course Committees should make this schedule in order to obtain a distribution of the effort spent by the students as balanced as possible, engaging the coordinators of the courses, the professors responsible for the Curricular Units and the student delegates.

1.5. Possibility of Appeal

In the assessment methods adopted by the curricular units, the possibility for a student to be able to recover components of the assessment process in which he has not been able to achieve the proposed objectives or in which he has not been able to attend must be guaranteed, without prejudice to the constraints associated with carrying out laboratories and projects. The student must always be given two complete evaluation opportunities, the best of the two classifications being considered.

1.6. Equality of Assessment

Students must be on an equal footing before the assessment. In this way, if there are alternative assessment methods, students should be able to choose freely among the available methods.

In the case of assessment tests with a normal date and appeal or repechage, the teaching staff should try to ensure that the degree of difficulty is the same on all dates.

1.7. Typology of Curricular Units

Two types of UC are considered to be in operation during the semester:

Type A UC – Functioning in 7 academic weeks, with elements of continuous assessment that may take place during class hours, with final exams taking place in the 9th week (UC 1st Period) and 18th week (UC 2nd Period). The 8th and 17th weeks are reserved exclusively for study, presentations, project discussions, assignments and doubt sessions.

Type B UC – Functioning in 14 academic weeks, with elements of continuous assessment that may take place during class hours, with final exams taking place in the 18th week. The 8th and 17th weeks are exclusively for study and doubt sessions. The possibility of carrying out assessments in the 9th week is excluded.

The 19th week is exclusively for study and doubt sessions to prepare for the Season of Appeal. In the 20th week, the exams of the Season of Appeal of all the Curricular Units of the semester are carried out.

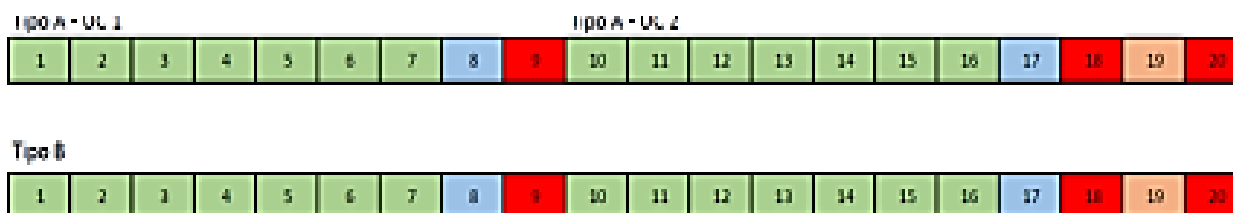


Figure 1: Schematic organization of the school calendar - each rectangle represents a week: in green weeks of teaching activities, in blue weeks of study, preparation, discussion of projects, assignments (8th or 17th), in red weeks of the Curricular Units final exams (9th or 18th) and orange the week of preparation for the appeal Period.

2. Teaching Activities

2.1. Definition

Teaching activities are all moments of learning in the presence of a member of the teaching team, defined in the context of a curricular unit and expressed in contact hours.

2.2. Type

Teaching activities are typified as follows:

- Theoretical Classes (T);
- Theoretical-Practical Classes (TP);
- Practical Classes (P);
- Laboratory Classes (L);
- Seminar Classes (S);
- Tutorial Orientation (OT);
- Internships (E);
- Fieldwork (TC).

2.3. Other Activities

There may be other teaching activities in a curricular unit that are not specified in the previous number and that are not included in the normal course load of the same, such as study visits.

Such activities must be approved by the Pedagogical Course Committee and, when subject to evaluation, provided for in the evaluation methods defined at the beginning of the semester for the curricular unit.

2.4. Mandatory Presence Activities

The presence of students in teaching activities is not, in general, mandatory.

The Pedagogical Course Committee may assign mandatory presence to laboratory classes, seminars with guests or study visits that constitute the only way to acquire or assess a certain competence.

Other teaching activities, other than those mentioned, which are intended to be mandatory, will have to be submitted annually, by the course coordination, to the prior appraisal of the Executive Committee of the Pedagogical Council.

2.5. Release of summaries

It is mandatory to release summaries of all classes within 3 days after the class. Failure to comply with this deadline may result in sanctions by the Management Council.

2.6. Teaching in English

By default, it is always considered that the curricular units are taught in Portuguese. The curricular units are taught in English whenever foreign 2nd cycle students who declare that they do not speak Portuguese are enrolled.

The curricular units may also be taught in English whenever one of the following conditions is met:

- A. when the Curricular Units is simultaneously offered to 1st and 2nd cycle courses (for example in the case of Curricular Units belonging to minors), with foreign students in one of the courses involved;
- B. there are international agreements with foreign universities that involve the sharing of Curricular Units or student exchanges or the courses integrate double international degrees;
- C. Portuguese is not the teacher's native language and when the teacher is fluent in English;
- D. by individual proposal of the teacher, duly justified.

If possible and justifiable, the availability of shifts in English and Portuguese can be ensured.

The definition of the teaching language should be made in the course coordination meetings to prepare the semester. Changes are allowed up to the first week of each semester (regardless of the period).

In curricular units taught in English, the following must be guaranteed:

- information on the Curricular Units's organisation (as an assessment method, etc.), which must be made available in both languages;
- supporting bibliography in English;
- summaries of classes in English;
- that the tests are in English, being in Portuguese for the students who so request;
- that students can master the technical lexicon in Portuguese.

3. Assessment Methods

3.1. Definitions

3.1.1. The Assessment Method is the set of criteria and rules for evaluating a curricular unit that determine the final classification of each student.

3.1.2. Continuous Assessment is considered to be the entire process that allows teachers to monitor student learning throughout the semester to provide students with timely feedback, which can lead to adjustments in the teaching-learning process. These assessment components take place during the academic period or during the study weeks. They may take the form of

Mini-Tests, Sheets, Tests, Quizzes, Presentations, Project Discussions, Works, related to points 3.3.2, 3.3.4, 3.3.5 and 3.3.6 of this regulation.

3.1.3. We call Learning Monitoring (MAP) the Mini-Tests, Sheets, Tests or Quizzes carried out during the class.

3.1.3. Students who have not completed any of the mandatory components of the assessment process should be considered as “non-evaluated”. If the student has attended the set of tests that would have allowed him to pass the subject, but obtains a final grade of less than 10, or does not reach the minimum grade in the assessment components that require it, he must be considered as “failed”.

3.2. Classification Scale

A student's classification in any assessment element in a curricular unit is assigned on an absolute scale from 0 to 20 values. In the case of the final classification, the student is considered to have passed with a classification equal to or greater than 10, after rounding to the nearest integer.

Classification scales that result from adjustments to statistical distributions are not allowed.

The fulfillment of all the objectives established for a curricular unit must correspond to the attribution of the maximum grade of 20 values.

3.3. Assessment Components

3.3.1. Typification

The evaluation components of the curricular units are typified as follows:

1. evaluation by Works or Projects;
2. MAP assessment;
3. assessment by Exam;
4. assessment by Oral Test;
5. Performance evaluation in Mandatory Presence activities.

3.3.2. Assessment by Works or Projects

The Works or Projects are assessment tests carried out individually or in groups in which students are asked to carry out some tasks within the scope of competences defined in the objectives of the curricular unit.

Included in this set are, namely:

1. reports of practical, laboratory, computational work, projects or other similar ones;
2. result of other works or projects (computer programs or systems, electronic assemblies, mechanical assemblies, models, plans or diagrams, etc.);
3. reports of study visits, seminars or any other activities carried out;
4. problem series;
5. articles or monographs.

The works and projects must clearly indicate the objectives and methodologies to be used, as well as the evaluation and correction criteria. The presentation of these works/projects will be classified as an Oral Test (see point 3.3.5).

It is also advisable to indicate an estimate of the time needed to develop each of the components of the work. In assignments or projects that take place during the entire academic period or semester, it is recommended to provide interim feedback to students.

3.3.3. Assessment by Exam

Assessment by Exam is carried out during the exam period defined in the school calendar and has two dates: Normal Period (9th and/or 18th weeks) and Appeal Period (20th week). The exam is a written test, with a maximum duration of 2 hours, and may cover a fraction or all of the objectives of the curricular unit.

The student has the right to take the exam on one of the two dates of his choice or on both (Normal Period and Appeal), the best of the two classifications being considered.

Exceptions can be found in the Assessment Methods for Worker-Students, for example, or in the Special Period Assessment Method (see section 3.6) or in the Extraordinary Period Assessment Method (see section 3.7). In any case, these parallel methods must always be defined by the Pedagogical Course Committees and verified by the Executive Committee of the Pedagogical Council.

3.3.4. MAP Assessment

The MAP evaluation refers to defined thematic objectives and not to the entire program stipulated for the Curricular Units.

Each MAP is called MAPX, where X defines the duration in minutes of each MAP. The duration is defined in accordance with the objectives of the UC.

The total duration of the MAP Assessment must not exceed 2.5 hours, in each Type A or B UC.

In each MAPX, X has a maximum value of 45.

3.3.5. Assessment by Oral Test

Assessment by Oral Test includes oral exams, oral presentations and discussions of assignments or projects.

3.3.6. Performance Evaluation in Mandatory Presence Activities

The assessment of performance in the Mandatory Presence activities that have been defined under the terms of number 2.4, by the Pedagogical Course Committees, may be counted as an assessment component.

3.3.7. Other Evaluation Components

The existence of assessment components other than those provided for in this regulation must be justified and their adoption submitted for consideration by the Executive Committee of the Pedagogical Council.

3.4. Rules and Weighting of Assessment Components

3.4.1. Continuous Assessment Components

The continuous assessment components of a Curricular Unit must constitute a minimum of 50% of the Curricular Unit assessment. On a transitional basis (until the academic year 2022-2023, inclusive), in Curricular Units with more than 100 students in their first enrollment, a minimum of

40% of continuous assessment components is admitted.

It is recommended that, within a Curricular Unit, continuous assessment does not contain more than 4 different assessment typologies.

3.4.2. General Regulations

The assessment components and their respective weights and rules must be defined in the curricular unit's Assessment Method, which must be approved by the Executive Committee of the Pedagogical Council, after prior consultation with the Pedagogical Course Committees, and published before the beginning of the semester .

The weights of the assessment components must be defined in accordance with the objectives of the curricular unit and taking into account the effort spent by students in their preparation and implementation.

As a way of evaluating a curricular unit, one of the following generic situations is accepted:

- 100% Continuous Assessment

- In this case, in the Normal Period, an exam is carried out to guarantee the second assessment opportunity with weight equivalent to the entire Continuous Assessment, with the exception of the points provided for in section 3.4. assessment. In case the exam is divided into parts, the best of the combinations between each part and the respective continuous assessment component will count. By default, there is only one exam, but, if the Teacher so wishes, there may be an exam in the Season of Appeal. In this case the student can take the exam only in one of the Period (Normal or Appeal), and can choose the Period in which he takes it.

- • Continuous Assessment (<100%) and two Exams

- In the Normal Period exam, the respective percentage defined for the exam is evaluated. - Additionally, in the Period of Appeal the student can choose to take the exam (100% of the Curricular Unit assessment, with the exception of the points provided in section 3.4.3).

3.4.3. Elimination assessment Components

The existence of eliminatory assessment components (i.e. with a minimum grade) must be justified based on the objectives of the curricular unit and expressly included in the assessment method. The minimum grade of eliminatory assessment components cannot be higher than 9.5.

The evaluation components with a weight of less than 30% of the final classification cannot have an eliminatory character, except in the case of laboratory activities, in which this value may be 25%.

The evaluation components that are eliminatory, except in the case of projects or laboratories, must have the possibility of appeal.

3.4.4. Alternative and Optional Assessment Components

The curricular unit may provide alternative assessment methods among themselves or with some optional assessment components, with the student having the freedom to choose the way in which prefer to be evaluated in these cases.

3.4.5. Exemption from Assessment Components

There may be some assessment components from which the student may be exempted by obtaining a classification above a certain value in another assessment component. However, the student has to accept this waiver, and it may be his option to want to be evaluated.

3.4.6. Assessment Components for Classification Confirmation

There may also be assessment components to confirm ratings above a certain threshold, not less than 10 (i.e. “grade defense”). However, they will have to be agreed by the Pedagogical Course Committee, at a time prior to the beginning of the semester. The complete definition of this component includes the minimum call grade.

In these situations, the student should be able to choose not to carry out the confirmation component, being assigned the maximum classification that is possible to obtain without the confirmation component.

If the student completes the confirmation component, the final grade cannot be lower than the maximum grade that can be obtained without the confirmation component.

The time and place of the confirmation component must be announced on the Fénix System at least 48 working hours in advance.

3.4.7. Final Grade Calculation

The final grade of a curricular unit must be calculated clearly and as established at the beginning of the semester, including all assessment components used in that curricular unit and in accordance with point 3.2 (Classification Scale). Of the different possible alternatives for obtaining the final grade, the one that leads to the best possible classification should always be considered.

3.4.8. Bonuses in Evaluations

No allocation of bonuses is allowed, except counting a smaller number of assessment moments of the same topology for the classification percentage (ie, counting the best MAPX or the best Works carried out by the student).

3.5. Appeal Period

The Appeal Period, should be given the possibility of a student being able to recover components of the evaluation process in which he has not been able to achieve the proposed objectives or in which he has not been able to attend, according to the points described above, must be guaranteed. See point 1.5.

3.6. Special Period

For each curricular unit, an assessment method must be defined for Special Period, which must provide for all assessment components, including Continuous Assessment (see point 3.4.2). The rules for accessing the Special Period are defined in the Special Period Exams Regulation.

3.7. Extraordinary Period

In cases where a student needs to carry out Extraordinary Period assessments, for each curricular unit, an assessment method for Extraordinary Period must be defined, which must provide for all assessment components, including Continuous Assessment (see point 3.4.2) . The rules for accessing the Extraordinary Season are defined in the Extraordinary Period Assessment Regulation.

The rules for accessing the Extraordinary Period are defined in the Extraordinary Period Assessment Regulation.

3.8. Re-enrolled Students

3.8.1. General Rules

Students who are re-enrolled in a curricular unit may be exempted by the teacher in charge of some assessment components for which they have already obtained approval. Students who wish to take all the tests, including those they have already passed, cannot be prevented from doing so.

3.8.2. Improvement of classifications

Within a maximum period of two semesters after the one in which a Curricular Unit was approved, the student may request an improvement in classification by submitting an application to the Academic Services. For each Curricular Unit, only one request for classification improvement can be submitted. The evaluation conditions for improving the classification are identical to the other students enrolled at the Curricular Unit. However, different conditions can be defined, as long as they are explicitly indicated in the assessment methodology approved at the semester preparation meeting and duly published on the subject page of the Fénix system since the beginning of the semester.

Grade improvement in Special Period is not allowed.

4. Assessment Tests

4.1. Definition

Assessment tests are the way to assess a student's knowledge and skills (learning outcomes) within a course unit. If not, individual evidence is considered.

4.2. Written Exams (Onsite Assessment)

4.2.1. Definition

Written tests are assessment tests in which students are asked to respond in writing to a statement.

4.2.2. General Rules for Written Tests

The counting of the test time will begin after the students have taken their places, the statements have been distributed and any warnings given.

In tests lasting 45 minutes or more, students will not be allowed to enter the room after 30 minutes have elapsed from the written test. In any written test in person, it is not allowed to leave during the test, except in the case of withdrawal or early delivery of the test (with a minimum period for withdrawal, according to point 4.2.6).

The professor responsible for monitoring the tests must require the identification of students through the IST card, and another suitable document with an up-to-date photograph may be accepted. Plans should be produced showing the position in the room of each student.

The person responsible for the curricular unit must provide processes to mitigate the consequences of unforeseen events during the tests, without harming the students' performance. If an error is detected in the wording, it must be immediately communicated to all students.

All sheets or groups of sheets delivered for correction must be identified with the student's name and number.

If the written tests are of an individual nature, contact (oral or written) with other colleagues is prohibited during the exam.

Any violation of the rules for conducting written tests is sufficient reason for the cancellation of the test, without prejudice to any disciplinary proceedings.

It is the obligation of the professor responsible for the curricular unit and the professors responsible for monitoring each room to ensure that there are no situations of fraud during the tests and, if they are detected, to report them to the Pedagogical Council for possible disciplinary proceedings.

The professor responsible for each curricular unit must keep all the resolutions delivered, archiving them for a minimum period of one year, with the safeguard that resolutions that could be the subject of an inquiry or disciplinary process must be kept.

4.2.3. Written test

The written test must contain the following information:

- duration of the test;
- quotes for each of the test questions;
- means of calculation and consultation that can be used in the test.

It is recommended that the text be made available within 72 hours after the end of the test, and the solution or resolution of the respective test on the discipline page in the Fénix System. The statement/standard test must be published in the Fénix System within 72 hours after the end of the test and must be accessible, by means of login, to all those enrolled in the Curricular Unit. The probable date of publication of the results and of the review of evidence must be posted at the same time. It is recommended that the solution/standard solution or standard resolution/resolution of the respective test be made available on the course page.

4.2.4. Calculation and Consultation Material

The means of calculation and consultation that can be used in the Written Test must be defined and publicized by the professor in charge at the beginning of the semester, together with the Assessment Method.

The teacher responsible for surveillance may require that any other material be placed outside the work table.

In case of omission, the existence of mobile phones or any other means of remote communication during the evaluation processes is expressly prohibited.

4.2.5. Enrollment

The organization of the student enrollment

process in the test is the responsibility of the person responsible for the curricular unit. Applications must be open for at least 3 working days, and must be announced on the course unit page.

Only 2 working days (maximum) can elapse between the closing of registration and the completion of the test.

In the case of prior distribution of students to rooms, this information must be announced on the course unit page in advance.

Whenever possible, access to non-registered students should not be denied, unless their number makes it impossible to take the test.

From the moment that non-enrolled students are accepted to take the test, they will have to be on an equal footing in terms of classification with the enrolled students.

4.2.6. Withdrawal of Written Tests

In the course of a written test, the student may choose to withdraw and not be evaluated for it, and for this purpose, he must indicate his intention in writing in the statement or on the sheet used in the test, together with his name and student number.

Withdrawal can only occur after at least half of the test time has elapsed, and the statement must be returned to the teacher who watches the room.

Withdrawal of a Written Test is equivalent to non-attendance to that test, namely in the case of Forms, in which the student will not be counted as having taken the test for binding purposes.

4.3. Written Exams (remote Assessment)

This section indicates the specific rules applicable to the performance of remote assessments, in addition to those indicated in point 4.2.

4.3.1. General Rules for Written Tests

The counting of the test time will start after all students have access to the test.

Access rules and instructions for taking the tests must be published on the respective Curricular Unit page, at least 4 days in advance.

In the case of remote assessment tests, the method of identification of the students must be defined by the person responsible for the Curricular Unit, and individual identification must be ensured.

All exams submitted for correction must be identified with the student's name and number.

If the tests are of an individual nature, contact (oral, written or using electronic means) with third parties is prohibited during the tests.

Any proven violation of the rules for conducting tests at a distance is sufficient reason for the cancellation of the test, without prejudice to any disciplinary proceedings.

It is the obligation of the professor responsible for the curricular unit and the professors responsible for monitoring the tests to ensure that there are no situations of fraud during the tests and, if they are detected, to report them to the Pedagogical Council for possible disciplinary proceedings.

In a remote assessment, from platforms, the alternative submission mode must be indicated, in case the student has technical difficulties (network failure, platform failure, etc) in submitting the files. If there is a generalized total failure of the platform where the assessment takes place, the time until the assessment molds are re-regulated cannot be discounted from the time that students would have to solve the test questions.

If a student does not have the conditions to carry out the assessment in accordance with the requirements of the Curricular Unit, he/she may exceptionally request that the test be carried out

at Técnico's facilities (availability of space and broadband). For this purpose, the student must send an email at least 7 days in advance of the test date to cp@tecnico.ulisboa.pt.

The recording of a test (written or oral) can only be performed with the permission of all students.

The teacher responsible for the curricular unit must keep all resolutions delivered digitally, archiving them for a minimum period of one year, with the safeguard that resolutions that could be the subject of an inquiry or disciplinary process must be kept.

4.3.2. Test

The written test must contain the following information:

- duration of the exam and, if applicable, submission time;
- format and functioning of the test;
- means of calculation and consultation that can be used in the test;
- weights for each of the test questions.

The standard test must be published in the Fénix System within 72 hours after the end of the test and must be accessible, by means of login, to all those enrolled in the UC. The probable date of publication of the results and of the review of evidence must be posted at the same time. It is recommended that the solution/standard solution or standard resolution/resolution of the respective test be made available on the course page.

4.3.3. Calculation and Consultation Material

The means of calculation and consultation that can be used in the Written Test must be defined and publicised by the professor in charge at the beginning of the semester, together with the Assessment Method. The platform to be used and the necessary resources must be included, namely a calculator, webcam, microphone, consultation material, etc.

4.3.4. Enrollment

The organisation of the student enrollment process in the test is the responsibility of the person responsible for the curricular unit. Applications must be open for at least 3 working days, and must be announced on the course unit page.

Only 3 working days (maximum) can elapse between the closing of enrollment and the completion of the test.

In the case of a prior distribution of students to the virtual rooms, this information must be made available to students in a secure way, and can be done immediately before the tests are carried out.

Whenever possible, access to non-registered students should not be denied, unless acceptance makes it impossible to carry out the tests as planned.

4.3.5. Withdrawal of Written Tests

During the course of a written test, the student may choose to withdraw and not be evaluated for it, and for that purpose, he must indicate his intention to the professors who supervise the test in the way that has been defined by the person responsible for the Curricular Unit. The request to withdraw from the test must include the student's name and number.

Withdrawal can only occur if the teacher is informed and after a minimum period has elapsed, both defined by the person responsible for the Curricular Unit, and must be at least half of the

test time. In the case of student withdrawal, the parts of the tests already submitted must not be corrected, equivalent to withdrawal to the absence of the test.

4.4. Oral Tests

The oral test is an assessment test in which the student must answer questions posed by a jury, made up of a minimum of two professors.

These tests can be public, in which case the presence of all interested parties is allowed as long as they do not disturb or interfere with their performance.

4.5. Results Publication

Until the end of the semester (for Curricular Unit, type B) or period (for Curricular Unit type A), the results obtained by the student in each of the assessment tests must be published and kept in the Fénix System, and the results must be published made from the tool provided by the same system.

The classifications must be published in the shortest possible time, considering that it is good practice that they are published within two weeks after the test is held or delivered. During the school term, grades must be made available to students at least one week before the assessment they condition. Classification of laboratory elements, reports, projects or works must be made available on a regular basis throughout the semester/period.

In evaluation components that are developed throughout the semester/period, intermediate points of comments should be foreseen to monitor the progress of the students' work in a Curricular Unit.

4.6. Assessment Review

4.6.1. General Regulations

The student has the right to consult the correction of any Written Exam, Work or Project carried out by him, as well as to be informed about the correction criteria.

During the review of written tests and in the hours of face-to-face doubts, a proposal for a resolution must be made available to students, for consultation, which may be published on the course unit page.

During the review of written tests carried out at a distance, the resolution submitted by the student and the solution of a standard test to the student, or alternatively be explained how the test was corrected.

It is recommended that partial quotations of the test be published in order to facilitate the review process.

It is recommended that partial quotations of the test be published in order to facilitate the review process.

If they so wish, the student may also request, during the period of consultation of the tests, their reassessment by the teaching staff of the curricular unit.

The professor in charge may prepare his own regulation for the consultation and review of the tests that he must disclose at the beginning of the semester/school period (it is necessary to satisfy the conditions presented in this point).

4.6.2. Deadlines

The time and place of consultation and review of an event must be published on the Fénix System at least 48 hours in advance.

The classifications must be published before the consultation of the test, even if it is scheduled before the announcement of the results.

Whenever the result of an assessment test directly or indirectly determines the performance of the next test, the publicity of the classifications (after the test review) must be carried out at least 72 hours before the date of the conditioning test.

4.6.3. Grades Publication

The grades publication must comply with the deadlines referred to in the school calendar established annually. The entry of grades, including the signing of guidelines, must be carried out by the person responsible for the curricular unit and, in exceptional cases, by the course coordinator. If the person in charge is simultaneously the course coordinator, the launch can be made by the President of the Curricular Unit Department.

5 Scheduling of Assessments

5.1. Assessment Scheduling Rules

The completion or delivery of the assessment components of the curricular units is scheduled throughout the academic semester, divided into three periods:

- school year;
- exam preparation period;
- exam period.

This schedule must be made before the beginning of each semester by the Pedagogical Course Committee.

The scheduling of assessments must guarantee the possibility for students to complete at least 50% of the evaluation of each Curricular Unit before the Exam Preparation Period.

Therefore, it is not allowed to schedule assessment tests with a weight greater than 50% of the set of assessments for the semester in the period of exams and exam preparation, except in the case of appeal tests.

In a transition phase (up to and including the academic year 2022/2023), it is assumed that the continuous assessment component is at least 40% in Curricular Units with more than 100 students in their first enrollment.

5.2. Exam Period

The Exam Period (as defined in the School Calendar) is divided into Normal Period and Appeal Period, and is intended for the realisation of Exams.

The Pedagogical Course Committee and the GOP will schedule the tests to be held during the assessment period.

5.3. Works and Projects

Before the beginning of the semester, and included in the assessment schedule, the dates for the disclosure of the test, intermediate feedback, delivery and eventual discussion of the works and projects must be defined.

The delivery of works and projects must be scheduled for the academic period.

5.4. Annual Coordination Meetings with those responsible for Curricular Units and student delegates

Annually, until the 15th of July, meetings of the Pedagogical Course Committees must be held, involving Course Coordinators, professors responsible for the Curricular Units and student delegates to define the methods and schedule of assessment for the two semesters of the following academic year. Any change to the decision taken at these meetings must be agreed by all parties and must be communicated to the Pedagogical Council.

It is recommended that Curricular Units with more than one course in common have the Assessment and Scheduling Method approved by the Pedagogical Course Committees at a stage prior to any meeting of the respective Committees.

The Pedagogical Council (cp@tecnico.ulisboa.pt) may be asked to make changes to the one defined in the Coordination meetings in the first two weeks of each semester for Curricular Units of type B (operating in 14 academic weeks) and in the first week of each period for Type A Curricular Units (operation in 7 academic weeks).

The maps with the assessment methods of the Curricular Units must be sent to the Pedagogical Council (cp@tecnico.ulisboa.pt) according to the template previously provided and the assessment calendars must be sent to the GOP (gop@tecnico.ulisboa.pt), in the case of Alameda, and for the Academic Area (academicatagus@tecnico.ulisboa.pt), in the case of Taguspark.