Regulations for exams at Norwegian School of Theology

Chapter 1: General Rules

§ 1. General Definitions

1. Examination/final assessment: A summative (final) assessment with the determination of grades (A-F or "approved"/"fail"), on the basis of one or more forms of examination.
2. Partial/midterm examination: A separate part of an examination which is included in the assessment basis for a course. Partial exams are included in the overall examination grade. The value of each partial exam is given in the course description.
3. Course requirements: Mandatory work requirements that are related to the implementation of a course and assessed with approved/not approved. Course requirements must be officially recognized before the final assessment can take place. It may be required attendance, draft for an essay, oral presentation, short test, etc.

§ 2. Definitions of examination forms

1. Written Exam: Written exam under supervision. The course description indicates time and resources allowed.
2. Oral Exam: Exam that can be weighted independently or used to adjust / correct a grade. The exam may take various forms, for example, an academic conversation, oral presentations etc.
3. Home exam: A written work within specified time (e.g. one week) on a given topic with free use of resources.
4. Portfolio: A examination where the grade is given on the basis of two or more written works which (normally) is the result of a supervised writing process. With the portfolio assessment is linked the stipulated program requirements.
5. Group Task: A task where several students contribute and where it is given an overall grade and all participants in the group get the same character.
6. Individual Writing Assignment: A written work with a fixed scope, prepared under supervision.
7. Dissertation: Individual written assignment which terminates a program at the undergraduate level that makes use of the substance or perspective from several disciplines or areas of specialization. The thesis is prepared under supervision.
8. Masters Thesis: Self research on a scale from 30 to 60 credits, prepared under supervision.
9. Special Dissertation: Self scientific work with a scope from 20 up to 30 credits, prepared under supervision.
10. Final Approval of Fulfilled Study Requirements: Study requirement executed and approved during one or more semesters. The professor reports the fulfilled course requirements for student administration. This applies to courses which not have another final examination. Assessed with pass / fail.
11. Assessment of Practice: Assessment of systematic training that takes place in authentic vocational situations under the guidance of a qualified person. Assessed with a pass / fail.
§ 3. Definitions of study requirements

Further content descriptions of program requirements and information about deadlines for the fulfillment of program requirements are found in the course descriptions.

(Participation)
2. Presence: Attendance in compulsory classes or activity stated as a percentage (usually 75%).
3. Practice: Participation in scheduled training under the guidance within authentic professional situations.

(Written assignments, notes, reports, etc.)
4. Draft task: A fully printed text for introduction (topic question, material, method and outline) provided feedback from the professor.
5. Draft task introduction: Written draft with the topic question, materials and disposal given feedback from the professor.
6. Rehearsal Exercise: Written, exam preparatory work, it is given feedback from the professor.
7. Text Assignment: Written work in language education, either a translation or a text analysis.
8. Written reflection about a theme or about own learning process, based on e.g. study aim, own learning, process of writing, practice etc.
9. Observation Note: Written work reporting from and / or reflect upon performed observations of worship, teaching, dialogues etc.
10. Book Report: Written work using own words to describe the contents of a text (source text, lesson book, etc.). At the master's level, a book report should have a distinct element of independent work, in terms of analysis or assessment.
11. Excursion Report: Written work that reports from a carried excursion.
12. Study Tour Report: Written work that reports from an academic study tour and from relevant literature.
13. Practice Preparatory tasks: Practical work in a church / a practice location.
14. Learning Contract related to practice: Written contract at the beginning of a practice period drawn up by a given aim.
15. Evaluation of practice: Reports from practice written by the supervisor and the student.
16. Practice Exercise: Written assignment on issues related to the practice the student has completed.
17. Sermon / Devotion: Complete manuscript to a sermon or devotional held during practice. Sermon / devotion must be submitted together with a reflection paper.
18. Liturgy Agenda: Program for a service which the student has planned and implemented during practice. The agenda must be submitted together with a reflection paper.
19. Field notes / log: Ongoing Description of and reflection on practice or other activity that the student participates.
20. Empirical study: Qualitative or quantitative study using social science methods.
21. PBL note: Written work including a problem-based learning process.
22. Group Product: Finishing a PBL sequence.
24. Response: Written or oral comments prepared for a fellow student work.
26. Written presentation: Written contributions related to teaching seminars.

(Exams)
Chapter II: Regulations relating to the organization of regular examination, postponed examination and re-examination

§ 4. Regular examination

It is adopted as main rule that an exam is given in a course only in the semester where the course is held. The Academic Affairs may provide exceptions for certain courses. It is arranged regular exam each semester, under the assumption that one or more candidates have signed up for the course. The exceptions are provided in separate guidelines for exceptions to the general rule about arranging regular examination.

§ 5. Deferred examination

Deferred examination is arranged for candidates by applicable reasons may not be able to take the examination, cf. Regulations for admission, studies and examinations at Norwegian School of Theology § 25.1-3. Deferred examinations are normally arranged at the beginning of the semester following the semester. The examinations schedule of deferred exams will be the same as the regular examination.

§ 6. New exam

New exams are arranged for candidates who have not passed the ordinary exams. New examinations are normally arranged simultaneously with deferred examination. If the student does not show up for the the exam he/she will not be entitle to a new examination.

Students may choose to withdraw during the written exam and the home exam. Those who do that, will have the same rights, in relation to a new exam, as those who fail the exam or have applicable absence during the exam.

If a student withdraws during the exam, he / she must fill out a withdrawal form that he / she either can get in the examination (written exam) or Student Reception (home exam).

The examination scheme for a new exam will be the same as the regular exam.

For courses that have a combination of portfolio assessment / academic task / academic essay / bachelor thesis and master thesis, with / oral adjusting examination, must have passed the portfolio assessment / academic task / academic essay / bachelor thesis and master thesis to take the oral adjusting exam. Oral adjusting exam is hold as soon as possible after the deadline for the finished portfolio assessment / academic task / academic essay / bachelor thesis and master thesis.

§ 7. Special examination

In language courses, it is allowed to go up to special examinations (second time new examination). The exam is held during ordinary exam time a semester after classes are given. Only candidates who have failed to both ordinary and new examination has the opportunity to sign up for the especial examination.

For other courses the candidates with applicable reasons who can not wait until the next ordinary exam may apply to take an extra regular exam, ref. Regulations for admission,
studies and examinations at Norwegian School of Theology cf. § 25.13 (not applicable for language courses)

Chapter III: Special provisions relating to program requirements, cheating and conducting examinations

§ 8. Implementation of program requirements

The course coordinator (along with teachers) are responsible for facilitating the implementation of the requirements. The course coordinator may grant exemptions from course requirements and have the responsibility to report about the passed study requirements to the administrative department.
The rules on cheating applies to the program requirements. The rules are given in the Regulations for admission, studies and examinations at Norwegian School of Theology § 36, and in its supplementary provisions.

§ 9. Transfer of study requirements

Normally, study requirements are transferred to a later semester if the student postpones the final assessment to a later semester. Failure after final assessment can approve the program requirements transferred in the application. The study requirement that is directly related to the basis for final evaluation (eg draft assignments / tasks) cannot be transferred to another semester.

Exceptions to this rule must be stated in the course description.

The course description may stipulate that the student may receive a new opportunity to meet the study requirements in the current semester.

§ 10. Rules relating to cheating

Cheating is contrary to the rules of the examination, which by an unlawfully way may cause the candidate results to be better than otherwise.

Only aids that are specified in the course description can be brought to the exam. Aids will not contain personal notes, underlining etc. Except where stated and allowed. Uses of non-specified aids are considered cheating.

A separate guidance on sources and plagiarism, "Use of sources in written work at the Norwegian School of Theology" applies to written work submitted for assessment.

A statement about independent work must be submitted with all written works.
The declaration must contain an acknowledgment that the candidate has not submitted the work for consideration earlier that it does not represent others work without specifying the source, that it does not reproduce own previous work without specifying the source and that all sources and references are given in a separate bibliography.
§ 11. Policy on weighting of exams in a course

In courses where the weighting of partial examinations are indicated with fractional of the total grade in a subject, should F or fail on one of partial examinations lead to the final grade so that the course is marked with F or fail, cf. Regulations concerning admissions, programs and examination at the Norwegian School of Theology § 21.

Chapter IV: Special provisions relating to certain topics

§ 12. TEOL5530 Final practices (20 credits) - final assessment

In the course description reads: "If these [study requirements] is passed, the candidate is given the opportunity to take the oral test (30 minutes). The course grade of "pass" / "fail"."

For this oral examination, the following provisions apply:

1. Academic Affairs determines the date and place of the examination. Information about exam is given by the study administrative department along with other information about the exam.

2. Examination Committee determines the subtopics which students may take. Course coordinator for TEOL5530 deliver proposals for examination committee.

3. Academic Affairs assigns internal and external examiners.

4. At the exam is given grades pass / fail. "Pass" equivalent grades A-D, and "Fail" equivalent grades E and F.

5. If a candidate gives a presentation that is judged to fail, the sensors call back the candidate for a second round of examination. This sample is kept within the same module, but with a new theme. If also this achievement considered to fail, the grade is set.

6. Candidates who have failed oral examination are entitled to one new exam in the same semester, ref. Regulations on admission, studies and examinations at Norwegian School of Theology § 25-4 and § 25-9. New examination normally is held 2-3 days following the exam.

7. Students who do not pass the new examination cannot take other exam before the next regular exam in the course, cf. Regulations on admission, studies and examinations at Norwegian School of Theology § 25-9.

§ 13. Oral adjustment in thesis topics

In some thesis topics the adjustment of oral examination are done before a final grade is determined. When this applies it is stated in the course description.

For this oral adjustment the following provisions apply:
1. Students are given a provisional grade before the oral exam adjusting StudentWeb.
2. The final grade is determined by an oral exam.
3. At the oral test the candidate is examined by both sensors in the courses connected to the task or its theme.
4. The oral exam will also verify that the stated author has written the task.

Chapter V: Exemptions

§ 14. Exemptions

Academic Affairs may grant an exemption from the supplementary regulations.

Chapter VI: Commencement

§ 15. Commencement

Regulations come into force on 8 August 2014. From the same date, Supplementary Regulations for examinations at Norwegian School of Theology 06/15/2013.