

ASSESSMENT CHARTER

Annex 1 of the Academic Regulations of EHESP School of Public Health

PREAMBLE

This Charter regulates the organization and validation of all academic assessments within EHESP School of Public Health.

Pursuant to the various missions of the School and in compliance with the rules governing the courses it organizes, this charter covers all the examinations and assessment tests organized as part of the academic programs given by EHESP. It sets out those provisions which are common to all the departments and services of EHESP School of Public Health and is intended to clarify the applicable texts.

With regard to training for public hospital civil service or the State civil service students, the methods for assessing and validating training courses are defined in an order handed down by the Ministry in question.

With regard to courses leading to a national diploma, the assessment methods (MCC) are defined by Articles L.613-1 to L. 613-6 of the Code of Education, which set the requirements for each of the national qualifications awarded by EHESP School of Public Health. They fall under the national regulatory framework defined by the following documents:

- *Decree n°2001-274 of March 30, 2001 on the title of State-qualified engineer*
- *Decree n° 2002-481 of April 8, 2002 on university grades and titles and national diplomas*
- *Order of April 25, 2002 on the national Master's degree*
- *Order of August 29, 2006 on doctoral studies.*

The course assessment and validation methods are set out in the academic regulations.

With regard to courses that lead to an establishment diploma, as opposed to a national diploma, the assessment and validation methods are set out in the academic regulations.

The regulations for all courses are subject to annual approval by the EHESP Academic Board.

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This translation is provided solely for informational purposes. In case of dispute, the French version shall prevail.

This charter applies to all examinations organized by EHESP School of Public Health as part of its general skills and knowledge assessment methods. Consequently, it applies both to examinations organized under the "continuous assessment" system and to examinations organized for remote learning students, final examinations and retake sessions, where applicable.

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Assessment methods:

I. Informing students

The assessment methods are considered by the Academic Board before the end of June preceding the academic year. They must be validated and brought to the attention of students by being posted up on departmental secretary notice-boards and on the School extranet no later than one month after the start of courses. The assessment methods may not be changed at a later date during the academic year or while the program is being taught.

II. Exam sessions

The exam sessions are organized in accordance with the rules governing the way the courses are implemented.

For courses leading to the issuance of a national diploma, a retake session is provided for, by right.

Students who are able to justify an absence for reasons of force majeure (due to an exceptional, unforeseeable and irresistible event beyond the control of the student), as assessed by the Academic Dean, and in agreement with the teacher responsible for the unit of instruction concerned, may be granted a retake session, in accordance with currently enforceable rules. The organization of this session is the responsibility of the teacher.

For students who sat the examination during the initial exam session, the grade from the retake session replaces the grade from the initial exam session, regardless of the result.

Students who have passed an examination (or a group of examinations) will not be permitted to attend the retake session.

III. General rules

When the legislation governing the courses does not define the relevant assessment methods, the course regulations must set out the assessment methods clearly, as well as the methods for carrying over grades from one session to the next. The course regulations also specify any eliminatory grades that may exist, as well as ECTS equivalencies.

The assessment methods are based on the principles defined in the course regulations. For each unit of instruction and module, they specify the number and type of examinations for each session, along with their duration and weighting factors.

The precise methods used for the continuous assessment are made known to the students at the beginning of each course. These may include any form of assessment: reports, oral presentations, oral examinations, etc.

Any unjustified absence at an examination means that the unit of instruction or module in question cannot be validated.

However, if the absence can be justified, the examination panel may enter a grade of 0 in order to enable the overall results of the student to be calculated.

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In compliance with the rules organizing the various courses, the total length of the final examinations in a given session must be in phase with the number of hours of lessons.
It is possible to reduce the length of the final examinations by organizing global tests which may require a synthesis of different parts of the program.

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Organization and conduct of the examinations:

I. Continuous assessment:

Continuous assessment refers to all of the tests used to check knowledge and progress, administered during class time.

When the course regulations include continuous assessment, it is the responsibility of each department to organize this.

All such assessments must be integrated into the program of the module or unit of instruction concerned. Grades must be made known to students individually no later than one month after the end of the unit of instruction concerned.

II. Final examinations/final validation:

The start of final examinations or tests for the final validation of a program must be held at least one week after the end of the classes related to the program in question.

a. Convocation of students examinations

For each exam session, students are convened by means of a secure posting on a notice board or by post or by electronic mail, for those students who are not on site or who have a reduced program.

Examinations are held each year according to the schedule set by the Dean of EHESP. The calendar is made known to students within one month of the start of each semester.

For the programs involved, a final schedule of examinations must be published at least two weeks before the final examinations are held.

The exact date and time of oral examinations are posted up on secure notice-boards at least 3 working days before the start of the oral examinations.

b. Examination question papers

1/ The role of the teacher in charge of the unit of instruction being examined

Examination question papers may relate only to the classes in the program which actually took place. On the question paper, the teacher states which documents or materials are permitted, where applicable, and how they may be used, as well as the name, time and date of the examination. In the absence of any indication, it shall be considered that no document or material is permitted.

The teacher is responsible for the form, nature and presentation the examination question paper given. The question paper is submitted at least two weeks before the date of the examination to the head of the unit of instruction concerned. It is possible to offer a number of choices between questions.

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The head of the unit of instruction must ensure that the question papers proposed by each teacher are coherent and have been re-read. Once it has been verified, the question paper is transmitted to the secretary of the department in question.

The question paper must remain confidential until the start of the examination.

The teacher is required to be present at the examination. In the event the teacher cannot be present, he or she names a qualified representative and provides details (address, telephone number) so that he or she can be contacted, as well as details of how scripts are to be handed in.

2/ The role of the administrative staff:

The department secretary photocopies the examination question papers and ensures they remain confidential until the date of the examination.

The secretary is in charge of transmitting the examination question papers and blank answer sheets to the people in charge of proctoring the examination.

c. Conduct of examinations

1/ Access of candidates for examination rooms

1. 1 Entry conditions

Access to the examination rooms is open to students only when the exam proctors are present, and under their responsibility.

The proctors are entitled to check the identity of candidates either before they enter the examination room, or during the examination, or at the end of the examination when papers are handed in. Candidates must be able to prove their identity (official document attesting to their identity such as ID card, passport, driver's license).

Any candidate whose name does not appear on the list shall be allowed to sit the exam but is warned that the results of the exam may only be validated once the situation has been clarified. The name and contact information of the student will be added to the list.

No latecomer will be allowed to sit the examination after the question papers have been distributed. However, the proctor in charge of the examination may, if the delay is due to force majeure, allow a latecomer to sit the examination, providing that the delay does not exceed 20% of the total duration of the examination. No extra time will be granted to the latecomer, and the examination report may indicate the late arrival as well as the circumstances leading up to it.

1. 2 Conditions for leaving

The rules on the conditions for leaving the examination room apply irrespective of the duration of the examination and even if the student wishes to abandon and submit a blank answer sheet.

1. 2. 1 Leaving temporarily

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Once the question papers have been distributed, no candidate is permitted to move or to leave the examination room momentarily before the end of the first hour.

However, in a medical emergency, the student is allowed to leave before the end of the first hour. In such a case, they are accompanied by a proctor.

After the first hour, students may only be permitted to leave the room temporarily:

- 1 by 1;
- without any documents or means of communication;
- if they hand their answer paper to the proctors, who will give them back once the student has returned. Any abnormally prolonged absence will be recorded in the minutes of the examination.

1. 2. 2 Leaving permanently

Once the question papers have been distributed, nobody is allowed to leave the examination room definitively before the end of the first hour.

For exams lasting less than or equal to 1 hour, nobody is allowed to leave the room.

Students may only leave the room permanently once they have handed in a question paper bearing their name, even if it is blank.

Any student leaving the examination room without handing in a question paper shall be considered as having failed.

2/ Instructions to follow throughout the examination

All bags, documents, objects or other equipment must be placed out of reach before the start of the examination.

With the exception of that which is expressly authorized on the question paper, no material (notes, book, document, electronic device) may be used by the students during the examinations.

In cases where documents or materials are authorized on the question paper, they are to be used individually and may not be exchanged between students. They shall have no annotation, highlighting, sticky notes or other additions.

The use of mobile telephones or any other means of communication, even for use as a clock, is strictly forbidden.

Students are responsible for bringing a watch as EHESP cannot guarantee that there will be clocks in the examination rooms.

Even if they are turned off, all mobile telephones shall be placed out of reach along with the students' other personal effects. Failing this, they will be taken by the proctors.

Students write on their examination papers alone and individually.

It is forbidden for students to speak or exchange any information of any kind during the examination. If there are any questions, these must be asked of the proctors.

Students shall use only the answer paper and rough paper provided to them by the EHESP.

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Apart from the anonymization header, the answer paper must not bear any distinguishing mark that could identify the student.

Otherwise, the panel may consider that the anonymity has been breached and annul the answer paper.

3/ End of the examination and collection of papers

When the teacher in charge of the examination room gives the signal for the end of the examination, all the students must immediately stop writing. Any refusal to stop writing shall be entered into the report of the examination.

Each student must hand in an answer paper, which must be anonymous, even if it is blank. Once a student has left the room, they can no longer hand in any answer papers they may have forgotten.

At the end of the examination, the students sign the attendance list when handing in their paper.

An examination report is drawn up and signed up the proctors. The report indicates the number of students present or absent, the number of answer papers handed in and any observations or incidents recorded during the examination (e.g. fraud or attempted fraud, late arrivals...).

4/ People with disabilities

In order to ensure the equality of opportunity with other students, examination candidates who have a temporary or permanent disability may have the right to certain adjustments made necessary by their situation.

Students with disabilities are entitled to a third extra time for writing and/or any other special provision in their favour providing that they have indicated their disability to the person in charge of the program and/or the disability correspondent. In order to benefit from these special arrangements, students with disabilities, even if only temporary, must contact the Academic Dean's Office at least one month in advance and provide a medical certificate at least two weeks before the start of examinations.

In the event of permanent disability, the aforementioned arrangements must be made no later than one month after the start of the course and must be renewed each year.

In the event of temporary disability, students must make their situation known as soon as possible.

5/ Secularism

Students may not cite any religious, philosophical or political reasons for refusing to submit to certain examinations, for contesting the choice of examination questions, for requesting a change in the date of an examination or for wishing to choose one examiner rather than another.

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Fraud or attempted fraud and its consequences:

Any violation of the above rules shall be considered as fraud and may give rise to referral to the disciplinary section for students or the disciplinary board for public employee students.

If a person is caught in the act of fraud or attempted fraud:

- The proctors shall take all necessary measures to stop the fraud or attempted fraud. They shall confiscate the documents or materials making it possible to establish the facts.
They draw up a memorandum of the incident and a precise and detailed report which is appended to the memorandum. The memorandum is countersigned by the other proctors and by the persons suspected of fraud or attempted fraud. If the person refuses to countersign the memorandum, this is indicated on the memorandum itself.
- The student is allowed to continue writing. However, in the event of impersonation or disruption to the examination, the person may be expelled from the examination room.

The examination panel must deliberate on the case of suspected students under the same conditions as other candidates. If the result of such deliberations is that a candidate is admitted, any certificates are issued on a conditional basis.

When a student is suspected, the chairman of the disciplinary section is informed of the fraud by the Dean. He receives the memorandum of the incident and the supporting documents and transmits a copy of this memorandum to each of the persons accused.

The sanctions range from a warning to permanent expulsion from any public institution of higher education.

Disciplinary proceedings are instituted without prejudice to criminal prosecution under the law of 12/23/1901.

When a public employee student is involved, the case is referred to the disciplinary board by the Dean, in accordance with the provisions of the house rules of the EHESP.

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Grading, examination panel decisions and circulation of results:

I. Transmission and processing of grades

Each grader hands in the papers they have graded to the secretariat in question on the date set by the person in charge of the program and in all instances 15 working days before the examination panels are held.

In the absence of a tool for automatically removing the anonymization header, this process is carried out together by the teachers of the discipline and the administrative staff. In the event that such collegiality cannot be guaranteed, it is necessary for a student from a different year to be present.

Grades are entered on to the examination panel's deliberation memorandum by the secretary of the person in charge of the program, under the supervision of the chairman of the examination panel.

II. Examination panel decisions

With regard to programs for public employee students under the remit of the Ministries of Health or Social Affairs, the composition of the examination panels in charge of pronouncing the final validation is defined in the ministerial order establishing the program. Members of the examination panel are appointed by an order issued each year by the Ministry concerned.

For instruction programs under the Education Code, pursuant to Article L613-1 of the Education Code, the end-of-training examination panels are made up of faculty, both teachers and researchers, or other qualified persons.

The composition of examination panels is defined in the course regulations and, in the case of diplomas issued under co-authorization, co-accreditation or partnership agreements, are provided for in the convention signed by the various establishments involved in the diploma. Members of examination panels under the authority of EHESP are appointed annually by the Dean of EHESP on the proposal of the persons in charge of the programs. The departmental secretary is responsible for issuing the examination panel appointment order, in accordance with the provisions set out in the course regulations.

The acquisition of units of instruction and the issuance of diplomas falls within the jurisdiction of the end-of-course panel.

The panel's decisions are supreme and are based on all of the results obtained by each student across the curriculum. The panel respects the principle of equality between candidates and the regulations governing each of the courses.

After the deliberation, the members of the panel sign the deliberation memorandum. A copy of the results memorandum or table is posted up.

The poster should indicate the date on which the results were published and the methods and deadlines for appeal.

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III. Communication of results and appeals

Grades must be made known to students individually no later than one month after the end of the unit of instruction concerned.

With the exception of possible clerical errors, grades and results are definitive after the deliberation of the end-of-course panel.

For public civil service courses, results are transmitted at the end of the course in accordance with the provisions set out in the training orders.

For courses leading to the award of a diploma, the definitive and original memoranda of the diploma examination panels are transmitted by the course director's secretary to the Registration Unit as soon as possible. The diploma completion certificates are issued by the Registration Unit within three weeks of the panel's decision. Records of achievement are issued only on presentation of a student card or proof of identity and against the signature of the interested party or a person authorized by the interested party and holding supporting documentation (written authorization signed by the student, ID of the student and ID of representative).

No results are communicated by telephone or e-mail.

The certificate of successful completion of a degree is only established and issued by the Registration Unit.

As soon as grades have been communicated, students may ask to see their examination papers within a month. After the results have been displayed, a schedule for consulting examination papers will be made known to the students. Within this same period, students may also meet with a teacher and/or the chairman of the examination panel.

For public employee student courses under the remit of the Ministries of health or social affairs, students who wish to challenge their results may initiate an administrative appeal with the Ministry concerned. The request for administrative appeal is sent by registered mail with return receipt.

For courses leading to the award of a diploma, students who wish to challenge the result must initiate an administrative appeal with the chairman of the panel within 2 months of the publication of the results. The request for administrative appeal is sent by registered mail with return receipt.

A judicial appeal may be lodged with the administrative tribunal within two months after the publication of the results. If an administrative appeal is initiated within this period of two months, it interrupts the time limit for bringing litigation.

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