



## MONDO INTERNATIONAL ACADEMY

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### ASSESSMENT TESTING STRATEGIE

#### **1. Assessment for continues testing (deadlines, formative and summative assessment, submission, resubmission)**

At the beginning of each module, students will be informed about the learning outcomes and assessed tasks. Formative assessment is a way for the facilitator to assess initial skills and knowledge and to map progress during the course. Lecturers use formative assessment in a personalized way to motivate the student and make it possible to understand how learning outcomes progress.

The summary assessment takes place halfway through the process and at the end of each module, through mid-term tests or a final written work. Mid-term tests can be quizzes, individual or group presentations or written work. The final written work is often an open book exam, which does not last longer than 6 hours and has a range of 10 to 15 pages. The trainer will provide specific guidance during the module in order to achieve the best results in this test. The originality and depth of reflection that the case study brings is recognized. The most successful contributions draw largely on the professional experience of their authors and how they relate to theory in the classroom.

Attention is paid to the Institute's policy on presentation, academic freedom and plagiarism. More information can be found in the student support zone for SEP - students' educational profile or in the office. Many cases of plagiarism often originate in error when quoted from academic sources. The "Directive for final thesis" contains an extensive section on accepted methods of referring to works, especially from the Internet.

The rating classification scheme for a typical module might look something like this:

Assignment and quiz module 10%
Case study (oral presentation or online).
Formal Case study (oral presentation in PowerPoint or online).
Formal Individual case study (oral presentation in PowerPoint or online).
Formal Individual written case study (written or online) 10%
Mid-term quiz (written or online) 30%
Case study (oral presentation or online).
Formal Case study (oral presentation in PowerPoint or online).
Formal Individual case study (oral presentation in PowerPoint or online).
Formal Individual written case study (written or online) 10%
Final written exam, range 10-15 pages, open book (written or online) 50%
Total per module: 100%

Each lecturer will explain the Learning Outcomes, Tasks and Assessment strategy at the beginning of each module, and offer the opportunity to ask questions about the content, tasks, assessment and grading.

## **2. Submitting and Collecting Work**

### *2.1. Electronic submission*

All works within the course, which are to be evaluated at the specified time and date of submission, are entered into the SEP system by students, from where the lecturer downloads and evaluates them. The evaluated work is then inserted by the lecturer back into the system from where the student can download it and thus obtain information about their evaluation. Electronic filing allows for greater accuracy of the actual filing time. Therefore, dispatch after the specified transfer time will count as late and penalties will apply.

The student sends the evaluation sheet of the module together with the completed task.

### *2.2. Paper-based submission*

As an alternative, the possibility of administration in paper form is provided. By the submission deadline, all papers are submitted as part of an evaluation course at the Academy reception. The student fills in a cover sheet, which is available at the reception. The academy confirms the acceptance of the work and submits a confirmation with a stamp to the student. Students must keep a copy of the assignments so that a duplicate can be created if necessary.

Alternatively, an assignment mailbox is available at reception. Students are notified of the acceptance of the paper work by e-mail to the student's e-mail account.

The marked work is returned to the student within 15 working days from the date of submission.

### **3. \* Special Provisions for Examination Conditions**

Notification to students about disability is done by filling out form DF1.

The student sends the completed form together with valid documentary evidence confirming the disability and requirements at least 4 weeks before the first exam to the Head of Learning & Curriculum.

- The Head of Learning & Curriculum considers the application and informs the student of the result.
- The academy will take the necessary measures to ensure that the student's requirements are met.
- Finally, the academy requires the student to confirm in writing that the measures taken meet specific requirements.

After filling out the DF1 form, the student is no longer obliged to resubmit the form for further exams. The application will be considered throughout the course. The student has a duty to inform the Head of Learning & Curriculum of any changes in your circumstances or changes in your requirements.

### **4. Grading of Summative Assessments**

The award criteria determine what the lecturer will take into account when deciding on the correct mark to be awarded for assigned work.

Each element of the evaluated work will be marked and evaluated according to the following table of alphanumeric degrees:

GRADE	SIGNIFICANCE
A16	work of exceptional performance
A15	
A14	
B13	work of good performance
B12	
B11	
C10	work of average performance
C9	
C8	
D7	work of satisfactory performance
D6	
D5	bare pass
E4	marginal fail
F3	fail
F2	
F1	

The grade for a module will be calculated on the basis of grades for its elements averaged according to their weightings.

## 5. Late Submission Penalties

After a delayed submission of work, such as a deadline, it will be marked with merit, but they are penalized as follows:

ON-TIME GRADE	LATE WITHIN 1 WEEK	LATE WITHIN 2 WEEKS	LATE BEYOND 2 WEEKS
A16	B13	C10	0
A15	B12	C9	0
A14	B11	C8	0
B13	C10	D7	0
B12	C9	D6	0
B11	C8	D5	0
C10	D7	E4	0
C9	D6	F3	0
C8	D5	F2	0
D7	E4	F1	0
D6	F3	F1	0
D5	F2	F1	0
E4	F1	F1	0
F3	F1	F1	0
F2	F1	F1	0
F1	F1	F1	0

In such cases, the tutor will provide appropriate feedback to the student and will inform you of the grade standard; however, the late mark, as explained above, will be forwarded to the final examination board.

## 6. Extenuating Circumstances

The Mondo International Academy is appreciative of the pressures under which students are required to conduct their studies. The Mondo International Academy cannot make provision for, and will not lower academic standards to account for, the general challenges which need to be overcome by students as they undertake their studies. However, it does seek to ensure that a

student who is prevented from undertaking an assessment by some terrible circumstance such as a death in the family in very close proximity to the point of assessment or suffering from illness should not be disadvantaged. Mandatory Procedures outline the types of circumstance that the Mondo International Academy seeks to take into account and the time scales associated with claims.

To request damping circumstances, the student fills out an REC1 form, which is available at the academy or on the website. Any claim must be received (with mandatory third-party proof) on Head of Learning & Curriculum no later than 10 working days from the date of the formal examination or 10 working days after the published date of submission of the task missed / affected. Requests are not sent to lecturers. Claims are sent only Head of Learning & Curriculum.

The Mondo International Academy may agree to lift late submission penalties in acceptable circumstances that have affected coursework which has been submitted late as a result or it may defer assessment (e.g. allow the course work to be resubmitted or allow the student to take an examination again). **However, the Mondo International Academy will not modify grades to take account of accepted circumstances.** The grade will reflect the merit of the work. Alteration of the grade would suggest that the potential was measurable that the student could have performed better in assessment were it not for the circumstances. Any ill effect of extenuating circumstances can only be accommodated by agreeing that the student can undertake the assessment again but retains the right to the grade that the fresh assessment merits.

## 7. Unfair Practice

“Unfair practice” refers to all breaches of assessment regulations that might give an unfair advantage to a student in gaining a higher grade than his/her ability would merit, and includes:

Examples of unfair practice in non-examination conditions:

- (a) Plagiarism, which can be defined as using without acknowledgement another person’s words or ideas and submitting them for assessment as though they were one’s own work,

for instance by copying, translating from one language to another or unacknowledged paraphrasing. Further examples of plagiarism include:

- use of any quotation(s) from the published or unpublished work of other persons, whether published in textbooks, articles, the internet, or in any other format, where the quotations have not been clearly identified as such by being placed in quotation marks and acknowledged;
  - Use of another person's words or ideas that have been slightly changed or paraphrased to make them look different from the original;
  - summarising another person's ideas, judgements, diagrams,
    - Figures, or computer programs without reference to that person in the text and the source in the bibliography;
  - Use of services of essay banks and/or any other agencies;
  - Use of unacknowledged material downloaded from the internet;
  - re-use of one's own material except as authorised by the School.
- (b) Collusion, which can be defined as when work that has been undertaken by or with others is submitted and passed off as solely the work of one person. This also applies where the work of one candidate is submitted in the name of another. Where this is done with the knowledge of the originator both parties can be considered to be at fault.
- (c) Fabrication of data, making false claims to have carried out experiments, observations, interviews or other forms of data collection and analysis, or acting dishonestly in any other way.
- (d) Presentation of evidence of special circumstances which is false or falsified or which in any way misleads or could mislead Examination Boards.

Examples of unfair practice in examination conditions:

- (a) Introduction into an examination room and/or associated facilities any unauthorised form of materials such as a book, manuscript, data or loose papers, information obtained via any electronic device, or any source of unauthorised information.
- (b) Copying from or communication with any other person in the examination room and/or associated facilities except as authorised by an invigilator.
- (c) Communication electronically with any other person, except as authorised by an invigilator.
- (d) Impersonation of an examination candidate or allowing oneself to be impersonated.

- (e) Presentation of an examination script as one's own work when the script includes material produced by unauthorised means.
- (f) Presentation of evidence of special circumstances which is false or falsified or which in any way misleads or could mislead Examination Boards.

## **8. Passing a module**

To successfully complete the module, the student must pass each summary element, and for each element must not achieve a worse result than E. The average result for the whole module must be at least D. (Results will include all penalty marks if the penalty was not cancelled according to the Head of Learning & Curriculum.)

If no evaluation has been attempted, the last grade of the unsuccessful grade "0" and "Z" will be recorded if the merit grade was cancelled due to an evaluation offense. The "Def" grade will be used to demonstrate the acceptance of mitigating circumstances, which will allow for a re-assessment without penalty.

## **9. Retrieval of Failure**

The student has the right to two opportunities to obtain an unsuccessful module (unless the said element tests professional competence as opposed to academic competence, when the examination commission may revoke this right). Where reassessment is permitted, it is usually only necessary to repeat the failure of the module or parts of the module, then the failed elements will be limited to D.

Failure after the referral (or, second referral) of a module will mean the termination of the registration on the scheme of study (with credit awarded for modules which are successfully completed) unless the student has achieved sufficient credit to meet the criteria for progression to the next stage of the programme.

## **10. Progression**

To progress onto the Dissertation stage, the student must successfully complete the taught stage of the programme. In each taught module an overall grade of D must be achieved to progress.