

## **School and Assessment Code of Post-secondary Education**

### **School's operation**

The school building is open from 07:00 a.m. to 07:15 p.m. Classes start at 9:00 a.m., and students may have the so-called zero-hour classes starting at 7:15 a.m. A lesson takes 45 minutes. Teaching usually takes place in regular and specialised classrooms.

### **Organisation of the academic year**

The academic year is divided into a winter and a summer period. The start of schooling, number of teaching weeks, preparation time for examinations and the examination period are established in the College's curriculum. Study subjects are delivered in the form of lectures, seminars, exercises and professional practice. Excursions and workshops are part of the schooling. Teachers' office hours help students during their self-studies.

### **Assessment of students' learning outcomes**

The method of assessing the learning outcomes in each subject is determined by the thematic plans of the subjects. Knowledge examination is done by:

- continuous evaluation
- granting a credit
- examination
- graduate examination.

The credit is granted when a student has acquired the required knowledge in a subject, or it is awarded for the timely submission of properly written seminar and other papers. The credit is granted by the teacher teaching that subject or the headmaster or their deputy. Accomplishment is expressed by the word "credited".

An exam may be oral or both oral and written (theoretical or practical).

The school results are assessed according to the grading scale:

- 1 = excellent
- 2 = commendable
- 3 = good
- 4 = failed

If a student meets the set requirements, their teacher will put down a verbal assessment, date of assessment and their signature in the study report. In cooperation with a Student Office worker, the result is also recorded in the central student register.

In the event that a student is assessed as "failed" during an ordinary examination, they may retake the exam once in a regular assessment period – this is the first retake. If they fail again, they may take the exam in front of a commission as the second retake.

Commission examinations take place in case of:

- the second retake
- a student's request for examination
- the College's headmaster' initiative to re-examine a student
- entrance tests
- a special justification

The examination commission is composed of at least three members and is chaired by the headmaster. The commission keeps a record of the commission examination. The commission's decision on the assessment is final and without the possibility of appeal.

### **Credit-hour system**

A unified credit-hour system is used for quantified assessment during the studies whose characteristics are as follows:

- one credit usually represents 1/60 of the student's average annual workload, i.e. a total of 30 credits per semester and 60 credits per year of study
- by completing a subject and successfully meeting all its requirements (credit received, examination passed), the student receives the number of credits assigned to that subject
- credits earned within one study programme are added together
- the number of earned credits is a tool for study check
- a subject's credits can be earned only once per course of studies

The condition for enrolment for the next year of studies is to obtain at least 20 credits and to meet all the obligations of the previous school year. When enrolling for the next year of studies, students do not enrol their failed obligations of the previous year, though they are required to fulfil them by the end of the upcoming term.

### **Graduate examination**

The studies at the College are completed with graduate examination, which is comprised of the theoretical exam in vocational subjects, foreign language exam and the graduation thesis defence.

The result is assessed according to the evaluation scale; see above. The student's overall assessment for the graduate examination is expressed by the following grading:

- "passed with honours"
- "passed"
- "failed"

If a student fails their graduate examination, they may retake the failed examination or failed defence on a date set by the examination board. A student may not retake an examination or a defence more than twice.

### **Year repetition**

If a student fails any second retake or fails to meet the enrolment conditions, they may ask the headmaster in writing to repeat the year.

### **Expulsion from studies**

A student may be expelled from studies by the headmaster's decision for the following reasons:

- failure to meet the conditions for enrolment for the next year
- discipline

The expulsion record will be included in the student's data sheet and the study report.

### **Study cessation**

The headmaster must be notified in writing by the student who is dropping out their studies. A student ceases to be a student of the school on the day following the day on which the notice of study cessation is delivered to the headmaster. The study cessation record will be included in the student's data sheet and the study report.

In Ostrava on 1 September 2017

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