

**Ongoing and Interim Assessment Arrangements
at HSE International College of Economics and Finance (ICEF)**

1. General Provisions

1.1. Given that education programmes implemented by the International College of Economics and Finance of the National Research University Higher School of Economics (hereinafter, ICEF) jointly with the London School of Economics and Political Science (hereinafter, LSE) have distinctive characteristics associated with external international assessment of academic performance, interim assessment arrangements at ICEF have their own specifics.

1.2. Examinations involving external international evaluation of academic progress (hereinafter, external examinations) include the following:

1.2.1. External examinations within ICEF undergraduate programmes. External examinations are examinations conducted by the University of London (hereinafter, UL examinations and UL respectively) or examinations conducted by another organisation and accepted by the UL for admission to its programme.

1.2.2. Examinations within ICEF Master's programme in Financial Economics conducted jointly with LSE international examiners.

1.3. Interim assessment of student performance (except for external examinations) is organised by the teacher delivering the Course.

1.4. A schedule of interim and final assessments containing each examination date and the names of appointed examiners is approved by the ICEF Director with due regard to rules for external examination procedures. ICEF undergraduate programme office and ICEF Master's programme office (hereinafter, the programme office) must communicate this schedule to the faculty and students no later than a month before the first scheduled examination. The programme office must specify the exact time and location of the examination at least one week in advance.

A schedule of retake examinations must be approved by the ICEF Director and communicated to the faculty and students at least one week in advance.

1.5. For ICEF Master's students, the academic year is divided into semesters; for ICEF undergraduate students, into modules.

1.6. ICEF uses a 100-point scale to assess student performance; it is then converted to a 10-point and a 5-point grading scale in order to assign grades.

1.7. At ICEF, ongoing assessments cannot be retaken.

1.8. ICEF International Academic Committee (hereinafter, ICEF IAC) and/or the teacher may establish a minimum grade threshold (on a 100-point scale) for interim and final assessment



required to obtain a passing final grade for the Course, which must be indicated in the Course syllabus.

2. Interim Assessment of ICEF Undergraduate Students

2.1. Interim assessment of ICEF undergraduate students for Courses not included into the LU international programme is conducted in accordance with the *Regulations for Interim and Ongoing Assessment of HSE Students*.

2.2. External examinations are conducted in accordance with the procedures, requirements, and regulations imposed by organisations authorised to hold them. Dates of external examinations are scheduled by the authorised organisations. Organisations authorised to hold external examinations during the first year of study include Advanced Placement Program, the College Board (Advanced Placement Tests) and an organisation officially authorised to conduct IELTS test in Moscow. LU is responsible for external examinations during the second and subsequent years of study.

2.3. External examinations are held once a year in May-June.

2.4. Only students and representatives of the authorised organisation may be present during an external examination. Presence of other persons is strictly forbidden.

2.5. Retaking external examinations, review of examination papers, and appeals against examination results are governed by regulations of the authorised organisations.

2.6. HSE ICEF undergraduate students may retake failed academic components on the following conditions:

2.6.1. Examinations for the Courses not included into the international programme may be retaken. For the Courses included into the international programme, examinations may be retaken only if the external examination has been passed, while the final Course grade equals to “Fail”.

2.6.2. Students who failed the external examination and received the final Course grade equal to “Fail” cannot retake the examination at ICEF. Such students must transition to an individual curriculum and retake the Course in full.

2.7. Students will have to transition to an individual curriculum and retake the Course in full, if they received a passing grade for modules 1 and 2 of the Course taught for a whole academic year, but their final Course grade equals to “Fail”.

2.8. Progression of ICEF undergraduate students to the next year of study is governed by the *Regulations for Progression to the Next Year of Study and Studies Completion for HSE ICEF Undergraduate Students*.

3. Interim Assessment of ICEF Master’s Students

3.1. Some examinations within ICEF Master’s programme implemented jointly with LSE include external assessment by LSE examiners.

3.2. For Courses that do not have examinations involving external examiners, interim assessment is conducted as per the *Regulations for Interim and Ongoing Assessment of HSE Students* and the present Appendix.

3.3. The list of external examiners is compiled by the Director of ICEF Project at LSE and approved by ICEF IAC.



3.4. External examiners participate in the preparation of examination assignments, assessment of examination papers, and final grading, as per the procedures approved by ICEF IAC.

3.5. Final grades for examinations that involve external examiners are assigned as per the table of assessment results on 100-point, 10-point, and 5-point grading scales for each assessment element, signed by an authorised examiner from ICEF and external examiner from LSE.

The final Course grade is recorded in an examination record sheet pursuant to *Regulations for Interim and Ongoing Assessment of HSE Students*, and announced to the students.

3.6. Papers from examinations involving external examiners will not be released to ICEF Master's students. Results of such examinations are not subject to appeal.

3.7. A passing final grade for the Course may be assigned only if the cumulative grade and the grade for interim assessment are also passing grades. A minimum number of points (on a 100-point scale) required for a passing (final and examination) grade is decided by the teacher delivering the Course and recorded in the Course syllabus, subject to approval by ICEF IAC.

3.8. Progression of ICEF Master's students to the next year of study is governed by the *Regulations for Interim and Ongoing Assessment of HSE Students*.

4. Addressing Academic Failure at ICEF

4.1. At ICEF undergraduate programmes, retake examinations for modules 1-2 of the current academic year are held no later than February 1.

A student may be admitted to the first retake for modules 1-2 if the total number of final and interim assessments per academic year, including first retakes, is below 18. Students who fail the first retake in the Course taught for a whole academic year may continue studying this Course during modules 3 and 4, provided that the total number of final and interim assessments per academic year, including first retakes, is below 18. For Courses taught for a whole academic year, interim assessment results for module 3 or 4 may be recognized as the second (last) retake for modules 1-2.

For Courses that end in module 2, the second (last) retake is held either during the first month of module 3 or, if authorised by the ICEF Director, in the subsequent academic year within the period stipulated by the *Regulations for Interim and Ongoing Assessment of HSE Students*.

Final Course results (modules 3-4) may be retaken by all students who transition to the next year of study on the international programme. Students who have over three failed academic components (after retakes) shall be dismissed on the grounds of academic failure.

4.2. Within ICEF Master's programme, the retake period for the first semester must end by March 01; for the second semester, by October 15.

4.3. A retake schedule must include one date of the first retake for every Course in which any of the students has failed assessments.

4.4. A retake schedule must include one date of the second retake examination to be conducted by an authorised examination board for every Course in which any of the students has failed assessments by the end of the examination period, if such retake is allowed by this Appendix.

4.5. The number of dates for the first retakes within the retake period may be increased by one by the ICEF Director.



4.6. Students who do not receive a passing final Course grade after two retake examinations (the second retake is conducted by the examination board) will be offered to continue their studies next year under an individual curriculum, pursuant to the *Regulations for Interim and Ongoing Assessment of HSE Students* and the present Appendix.

