

Babeş-Bolyai University

Faculty of Letters

Department of Romanian language, culture and civilisation

*Regulation of exam administration. Romanian as a foreign language*

## 1. The Calendar of the exams

The examinations of Romanian as a foreign language are administered by the Department of Romanian language, culture and civilisation, as part of the academic programme specific to the preparatory year.

The exams are held as follows:

first semester (October – February)

- Practical course of Romanian language (LRCP) – Level A1;
- Practical course of Romanian language (LRCP) – Level A2;

second semester (February – June)

- Practical course of Romanian language (LRCP) – Level B1;
- Practical course of Romanian language (LRCP) – Level B2.

The students who did not pass the examination or the ones who could not participate in the examination during the first session will take the exam during the makeup exam session, as follows:

first makeup exam session (March/ April)

- Practical course of Romanian language (LRCP) – Level A1;
- Practical course of Romanian language (LRCP) – Level A2;

second makeup exam session (September)

- Practical course of Romanian language (LRCP) – Level B1;
- Practical course of Romanian language (LRCP) – Level B2.

The dates of the exams are set before the beginning of the academic year and are specified in the *Structure of the academic year*, published on the site of the Department and displayed on the board of the Department on the 1st of October, every year.

## **2. Registration**

The students enrolled in the preparatory year at the Faculty of Letters are considered automatically registered for all the exams during the academic year.

There are no supplementary fees for the administration, marking and result processing of the exams.

## **3. Administration of exams**

### **a. The written part**

The written part of the examination is organised into a large classroom, with enough seats for placing the students in conditions of examination (at least one free seat between every two students; the students will sit one behind the other, in perfectly parallel rows); in case there are too many students to be accommodated in one classroom, a part of them will be moved into another room, in the same conditions of exam administration.

The classroom is chosen so as to be protected from noises which could disturb the students. The desks need to be placed so as the invigilators to have a view over all the candidates. A functional toilet needs to be close to the classroom and if the students need to use the toilet during the exam, they are allowed to leave the exam room, but without having on them a telephone or other possible means of information.

The students will be present at the Faculty of Letters a quarter of an hour before the exam starts, so that access into the exam room is possible by the starting time of the exam.

The students will be allowed in the exam room on the basis of the nominal alphabetic lists provided by the Secretariat of the Faculty of Letters; if there are external students (paying tuition fees) who take the exam together with the students enrolled in the preparatory year, they will be added at the end of the lists.

The students will enter the exam room after their identity is confirmed on the basis of an identity document they present (passport/ residence permit/ identity card/ driving licence); while one teacher coordinates the students' access in the exam room, another one takes care that each of them is seated according to their position on the nominal list, keeping the indicated distance between them and other colleagues.

The students will **not** have with them in the exam room:

- electronic equipment (mobile phone, smart phone, laptop, tablet, MP3 player, iPod, etc.) or any other electronic means through which they could access the internet;
- conventional means of information (textbooks, grammar books, volumes with exercises for exam preparation, dictionaries).

After the students took their seats, they will be informed about:

- the stages of the examination (the succession of the exam parts, the way in which the oral part of the exam is organised, the duration of the exam);
- the modality in which the exam papers are filled in (the final results will be written on the exam sheet only in pen, not in pencil);
- the modality in which they can correct mistakes they have made on the exam sheet (a horizontal line will be drawn over the wrong answer and the right answer will be written next to it);
- the fact that any fraud attempt during the exam will be punished and the consequences this type of fraud will have;
- the date and the modality in which they can find out the results;
- the possibility of contesting the marks; they can contest the marks on the day the results are communicated or in maximum two days after the results have been communicated; in case the results are contested, the entire paper will be re-marked by a different marker.

The invigilators will communicate clear and explicit information, manifesting sympathy and support.

The students will fill in their personal data (family name and first name) on the cover of the exam; the examination room will be watched permanently by more invigilators; the number of invigilators will be decided according to the number of candidates present in the examination room, so that there is at least one invigilator for every 20 students; the invigilators will be instructed about the modalities in which they need to react in different situations; one week prior to the exam at the latest, they will receive a document with instructions for the invigilating activity; they will collaborate permanently with the exam session coordinator and will inform him/ her about the different situations which might occur:

- attempted fraud;
- technical problems with the CD players or computers;
- health problems which might occur unexpectedly among students.

The duties of the invigilators are as follows:

- to bring all the necessary materials in the examination room (exam papers, scrap paper, audio CDs) and to check, before the exam starts, that the required electronic equipment (CD player, computer) works properly;
- to distribute the exam papers and to help the students, if necessary, to fill in their personal data;
- to invigilate the students during the exam, without having conversations with their colleagues, marking exam papers, using the computer or the mobile phone or performing any other activity which might distract them from invigilating the students or might disturb the students during the exam;
- to provide the students with writing instruments and extra scrap paper if necessary, or exam sheets, in case they consider that changing them is necessary (e.g. misspelling the name);
- to be attentive at any attempt of fraud and to warn the students who do not follow exactly the exam regulations;
- to ensure that none of the candidates exceeds the exam time; for this, they will have in the room two functional watches and will inform the students on the time they have left until the end of the exam (initially every hour and during the last hour every fifteen minutes);
- to take the exam papers and the scrap paper from the students at the end of the exam and hand them in directly and exclusively to the exam session coordinator;
- to make sure that the students do not take out of the examination room any material related to the exam (parts of the exam paper, scrap paper);
- to stick on the door of the examination room an announcement indicating that an exam is in progress in that room and also how long the exam takes.

## **b. The oral part**

After the written part is finished, the students have a half an hour break, then they take the oral examination.

During the break between the two parts (written and oral), the lists for the oral examination will be displayed. The lists will contain the names of the students in every group, the room where the oral part will be organised for every group and the time the oral part starts. The students will be organised in their initial study groups and each group will take the oral exam in a different room.

The examination commissions are formed from three persons: an interlocutor and two assessors. The commissions will not include teachers who have taught students they are going to examine.

In order to reduce as much as possible the students' waiting time before taking the oral examination, more commissions will be formed (at least three).

### **Development of the oral part**

- The candidates will take the oral examination in pairs. A candidate is assessed individually in the following conditions:
  - he/ she is the only candidate registered for the examination;
  - an odd number of candidates are registered for the examination; if there is only one candidate, the interlocutor will be his/ her partner for third task: the dialogue;
- The assessors verify the identity of the candidates, asking them to show them an identity document (passport/ residence permit/ identity card/ driving licence).
- The interlocutor greets the candidates, invites them to sit down and informs them about the structure and the developing of the oral examination.
- The interlocutor conducts the first part of the oral examination (*Controlled conversation*) with the first candidate. The first section of the oral examination lasts for 1 minute. When it is finished, the interlocutor indicates to the candidate the work sheet for the monologue part, in the corresponding file. Then, the interlocutor conducts the first part of the oral examination with the second candidate, while the first candidate prepares his/ her answer for the monologue part (provided there is only one candidate, after the set of general questions, the interlocutor offers him/ her the task sheet for the monologue

section and gives him/ her one minute for preparing the answer). The two candidates develop the monologue section successively. Each of them has 2 minutes for this.

- For the last section of the oral part, the dialogue part, the interlocutor reads the task once for the candidates, hands them a sheet with the rubrics and gives them the time necessary for reading the rubrics. The candidates do not have time to prepare the dialogue; they will have 3 minutes for performing the conversation. If there is only one candidate, the interlocutor acts as his/ her interlocutor.
- Each oral production of the candidates is listened to and rated by two assessors. The assessors will not intervene in any way in the developing of the oral examination.
- During the development of the oral examination, the assessors consult the evaluation grid and write notes/ observations in the boxes on the blank grid prepared for each candidate, for all the criteria in function of which assessment is realised. At the end of the examination, the assessor sums up the points given to each criterion and writes the total number of points given to the candidate in the last column on the blank grid, the one named *Total*.
- The two assessors compare the number of points given to the two candidates. The difference between the numbers of points given by the two assessors for one candidate (out of the total of 20 points) cannot be bigger than two points. In case this happens, the two assessors will discuss the number of points each of them gave to the candidate. The interlocutor can participate in the discussion, expressing his/ her opinion on the candidate's performance.
- After the assessors decided on the number of points given, the points are written in the table with the candidates' names, and the next couple of candidates is invited in the examination room.
- After that, the points given to each candidate will be written in the boxes where the results of the oral examination are registered, on the second page of the examination paper; on this page all the results obtained by the candidate at the components of the exam are registered and summed up.

## **4. Marking of the exam papers and communication of results**

### **a. Marking of the exam papers**

The exam papers are marked at the headquarters of the Department of Romanian language, culture and civilisation, in the Faculty of Letters. The papers will not be taken out of the Faculty of Letters by the markers.

The exam papers will be marked under the supervision of the exam session coordinator.

Each exam paper is marked, in all its components, by two assessors.

The components *Listening*, *Reading* and *Elements of communication construction* are marked according to the key, for the dichotomous items, and according to the key and the document regulating the partial credit, for the items in whose case partial credit is possible (*Listening* – only for the levels A1 and A2 and *Elements of communication construction* for all the levels). The number of points given by the two assessors for the three components must be identical. In case they are not identical, the second assessor verifies the modality in which the first assessor calculated the number of points. If there is a calculation error, the second assessor will correct this mistake. If the difference comes from a different judgment of the partial credit, the exam session coordinator will be asked to intervene; he/ she will reanalyse the way in which partial credit was given.

The written productions (*Writing* component) of each candidate are assessed according to the evaluation grid for written productions and the assessors make observations specific to each assessment criterion on the candidate blank grid.

A maximum of 20 points can be given for both texts produced, having in view the criteria contained in the assessment grid.

The total of the number of points given by the two assessors cannot differ with more than two points. In case this difference exists, the exam session coordinator will intervene in order to adjust the number of points or to realise a new assessment of the written productions.

Each assessor writes the number of points he/ she allotted on the second page of the exam paper. The assessor will write his/ her name in the corresponding space (Assessor 1 – column 1 ; Assessor 2 – column 2), then will write the number of points allotted for each component of the written part.

The number of points given for the oral part is written in the corresponding space and the total of points is calculated.

Each exam component can be marked with maximum 20 points. The total maximum for the whole exam is of 100 points. The given points are transformed in grades (for example: 87 points – grade 8.70); because the grading system specific to the school and universities in Romania does not allow for grades with hundredths to be written in the official documents, the grades are rounded up if minimum 50 hundredths over the whole point are given (for example: 8.70 becomes grade 9); the grades are rounded down if less than 50 hundredths are given over the whole grade (for example: 8.35 becomes grade 8).

The minimum number of points necessary for passing an exam is 50 (grade 5). In the special case of the passing grade, the number of points is not rounded up from 45 to 50, respectively of the grade from 4.50 to 5, because passing the exam with less than half the maximum number of points possible to obtain is not acceptable. The minimum number of points necessary for passing the exam is coordinated with the cut off point, established with the help of experts and confirmed through statistical processing of the data resulting from the pretesting of the exam items.

## **b. Communication of results**

The results are communicated to the students in maximum one week after the exam was taken. The results are communicated directly, at the headquarters of the Department of Romanian language, culture and civilisation. The students have the right to see their exam paper if they require this and to receive detailed explanations for the number of points given by the assessors.

The students have the right to contest the result obtained in the day in which the results are communicated or in maximum two days after the one in which the results are communicated. In case of a contest, a third assessor will evaluate again the whole exam paper.

## **5. The rights of the students**

### **a. Informing the students**

The students are informed with reference to:

- the dates of the exams – at the beginning of the academic year;
- the content of the exams – at the beginning of the academic year and during the study period;
- the developing of the exams (starting hour, duration, exam room) and communication of results – one week before the exam;

The students will be informed through multiple means:

- the website of the Department;
- the documents received at the beginning and during the academic year;
- direct communication, at the headquarters of the Department;
- display on the notice board of the Department.

#### **b. Administration of exams**

The students have the right to:

- equal conditions of exam administration (oral part and written part – see above the conditions of administration);
- special conditions of exam administration for the students with disabilities (they will have to announce that they need special conditions of examination at least one week before exam administration):

*permanent disabilities (demonstrated with a medical certificate):*

dyslexia – more time is given to the students with this condition for solving the tasks (30 minutes for A1 and A2 exams; one hour for B1 and B2 exams, in case of moderate dyslexia diagnosis; if it is necessary, in case of a more severe diagnosis, the time can be supplemented with at most an hour and a half);

vision problems – special exam papers are produced, with larger letters (between 16 and 20), according to the student's request; if there are students for whom these arrangements are not sufficient, the exam can be adapted, the tasks being transferred from written to listened form; the writing of the results after dictation can also be arranged;

hearing problems – the tasks of the *Listening* component can be solved in special conditions, apart from the rest of the students, the student being able to listen to the input texts at a higher volume; if there are students for whom these arrangements are not sufficient, the exam can be adapted by supplementation of items in other exam components (*Reading, Elements of communication construction*);

locomotive disabilities – the headquarter of the Faculty of Letters has a wheelchair access ramp, according to the stipulations in the Law of Education (Art. 118, par. 3); for the people with locomotive disabilities, the exams are organised at the ground floor of the Faculty of Letters; this way, the candidates with this kind of disability will not have to get to next floors (the building of the Faculty of Letters does not have an elevator);

any other situation will be approached and treated according to circumstances.

*temporary disabilities (demonstrated with a medical certificate):*

postponing of examination – if the health problem appears during the first session of examination, the student can opt for taking the examination in the session for makeup exams;

adaptation of examination – if the health problem appears during the session of makeup examinations, one of the arrangements above can be applied;

relocation of examination – if the student cannot go to the headquarters of the Faculty of Letters (for example, he/ she is hospitalised), but has the capacity to take the exam, the development of the examination can be arranged at a specific location, on condition that two assessors can go to the location in order to ensure the development in good conditions of the oral tasks;

any other situation will be treated in function of circumstances.

- protection of personal data

before the administration of the examination – the personal documents of the students are necessary when the students enrol in the preparatory year; the documents are manipulated only by the senior administrative officer of the Faculty of Letters and by the personnel of the Secretariat specialised in administering the foreign students enrolled in the preparatory year;

during the administration of the examination – the students have to show an identity document (passport/ residence permit/ identity card/ driving licence) before the beginning of the written part and of the oral part, so that their identity can be confirmed; the access in the examination room is done on the basis of the alphabetic nominal lists, including all the students enrolled in the preparatory year (the lists are provided by the Secretariat of the Faculty of Letters) and on the basis of the identity document; when the students are admitted in the examination room, the identity document is only shown by the student for confirmation of identity, it is not kept by the examiners;

after the administration of the examination – the students have to show an identity document (passport/ residence permit/ identity card/ driving licence) when they receive the preparatory year certificate and/ or the study documents kept at the Faculty of Letters during their studies; when they finish their studies, the students receive all the documents they handed in to the Secretariat when they were enrolled as students in the Faculty of Letters and their registration file was composed.

## **6. The obligations of the students**

The students are obliged to follow the stipulations of the Law of Education and of the exam administration regulations valid within Babeş-Bolyai University.

During the examination, the students are not allowed to use any information source from the examination room or from a remote location.

Any fraud attempt will be followed by the candidate being expelled from the examination room; the student will need to take the whole examination again. If the attempted fraud takes place during the second session of examination, the student does not have any other chance of taking the exam again, from an administrative point of view; thus, he/ she will be expelled from the University. In these conditions, the student can enrol again in the preparatory year the following year, and if he/ she has already passed some exams during the first year, he/ she will not have to take them again.

## **7. The obligations of the institution administering the examinations**

**a. The Department of Romanian language, culture and civilisation**

- will inform the students on time about the content which will be tested, the date, hour, location, duration of the examination, the succession of the exam parts and communication of results;
- will offer supplementary information about the administration of the examination if the students need any such information;
- will ensure optimum examination conditions for the written and the spoken components of the examinations.

**b. The Secretariat**

- will manipulate in conditions of security and confidentiality the students' personal documents and the documents in which the students' marks are registered;
- will inform the students directly, with the help of their teachers or class responsible, about the date when the study documents will be issued and can be taken from the Secretariat;
- will inform the students about what they need to do before they can obtain their study documents (get proof from the financial department of the University, from the library and from the student hostel that they do not owe money in any of these places).