

## Testing regulations online NT2 group courses (day courses and evening courses, excluding Social Dutch)

### Section 1 – General provisions

#### Article 1 – Scope of application

These course regulations apply to all aspects of the online NT2 day courses and online evening courses featuring open registration (excluding Social Dutch). These regulations will be published on the Brightspace pages of all NT2 courses. Furthermore, these regulations also constitute part of the general terms and conditions.

#### Article 2.1 – Course structure

1. Online day courses consist of nine (9) weeks of lessons, a catch-up or study week (Week 10), and an examination week (Week 11).
2. Online evening courses consist of thirteen (13) weeks of lessons and an examination week (Week 14).

#### Article 2.2 – Preparation for online examinations

1. An online practice exam will be held at least once during each course, so as to ensure that students are aware of what is expected of them during an examination.
2. During the practice exam, the teacher will inform the students whether a dictionary may be used during the on online examination. The teacher will again draw the students' attention to the rules set out in these regulations during the practice exam.

#### Article 2.3 – Prerequisites for sitting an online examination

1. Students may sit a final online examination for a course, provided that:
  - a. the course fee has been paid.
  - b. the student has achieved the mandatory attendance rate by attending at least 80% of the live online lessons.
  - c. on the testing days, they are present at the times listed in Brightspace and agreed with the teacher. Presence is defined as the student having logged on to the Virtual Classroom.

#### Article 2.4 – Online examination fees

1. The course fee includes sitting the online final examination, provided that the student sits the examination at the times and on the dates agreed with the teacher.
2. If, due to exceptional circumstances (see article 3.5), agreements are made with a student for a separate examination, there are other fees involved, namely €120 per online examination. These costs cannot be paid from a DUO loan.

## Section 2 – Organisation, online examination, and an appropriate state of affairs

### Article 3 – Online examination schedule

1. Online day course students are required to be available for online examination purposes from 9 am to 5 pm during Weeks 11 and 12.
2. Online evening course students should be available to sit an online examination during normal study hours in Week 14.
3. By no later than in the final week of lessons, an appointment for an online examination will be made following consultation between teacher and student. The teacher will then publish a timetable for taking the online examination on Brightspace.
4. Unless there is a question of *force majeure* on the part of a student, it shall not be permissible to catch up an online examination or resit at a different time or on a different day. Radboud in'to Languages deems *force majeure* to refer to:
  - a. an unexpected admission into hospital.
  - b. reporting sick.
  - c. work- or studies-related duties coupled with a statement from one's superior and/or student advisor.
  - d. family circumstances (e.g. death or wedding).

Holidays are not considered *force majeure*.

In all cases mentioned above, students must deregister by sending an email to our Service Centre (info@into.ru.nl) to become eligible to resit the examination.

5. Students may sit an examination at some other time and at an additional fee of €120 per online examination in the event that they are unable to do so on the scheduled date because of any of the situations referred to in Clause (5). Radboud in'to Languages shall set a new date and time.

### Article 4 – Order during online examinations

1. Students are required to ensure that they are present at the time that was agreed upon and published on Brightspace.
2. If the examination is administered by someone other than the teacher who was in charge of the course's lessons, each student is required to show a valid ID before the assessment commences.

#### Article 4.1 – Latecomers during online examinations

1. Students who appear online later than the time that was agreed upon and published on Brightspace lose their right to examination.
2. Students who arrive late may sit an online examination at some other time and at an additional fee of €120 per examination. Radboud in'to Languages shall set a new date and time.

#### Article 4.2 – Cheating during online examinations

1. Radboud in'to Languages will adopt a number of measures to prevent cheating from occurring during an online examination. By sitting an online examination a student will be deemed to have undertaken to abide by such measures. Those measures are as follows:
  - a. Students are not permitted to cheat during the online examination.
  - b. Students may not enable other students to look at their work or cheat.
  - c. Students are alone in the room where they are taking the online examination.If the teacher detects cheating, the online examination will be declared invalid. A student will not receive a certificate and will not be able to proceed to a follow-up course as a result.

#### Article 4.3 – Online examination requisites

1. Students are themselves responsible for the requisites listed in points 2, 3, and 4 of article 4.3.
2. Students must have access to a working PC or laptop with an active internet connection, camera, and microphone during the examination.
3. Students must have pens and paper on hand to take notes with when needed.
4. Where a dictionary may be used during an examination, students will themselves be responsible for procuring and bringing one. Radboud in'to Languages will not provide any dictionaries during an examination.

#### **Article 4.4 – Technical difficulties during an online examination**

In the event that any technical difficulties occur during an online examination which are not caused by the relevant students themselves and as a result of which it is impossible for the students to sit or complete that online examination, arrangements will be made with the students, the relevant teacher, and the course coordinator after the online examination as to whether and how the situation may be resolved.

#### **Article 5 – Sitting or resitting an online examination with a limitation or disability**

1. Any student who anticipates difficulties when sitting an online examination because of some limitation or disability (physical or learning, e.g. dyslexia, impaired visibility or hearing, medical difficulties concentrating and so forth) must notify a teacher of this no less than four weeks before the scheduled examination date. A student will be responsible for reporting such a situation.
2. The student and the relevant teacher will discuss solutions which may help remedy or improve the situation well before the examination. The relevant teacher will report the situation to the group course coordinator along with a potential solution.
3. Radboud in'to Languages will do its best to assist with such a solution in so far as time, space and circumstances allow.

### **Section 3 – Results and certificates**

#### **Article 6 – Results**

1. Online day course and online evening course students will receive notification of their final result from the Radboud in'to Languages Service Centre by email one week after sitting an online examination. The final result is determined by two components: the results of the online examination + the teacher's assessment (based on the student's performance, effort and motivation throughout the course).
2. No one is entitled to inspect their online examination.
3. Students may receive either a 'pass' or 'fail' outcome for the online examination.
4. Students will complete the online examination if they achieve a 'pass'.
5. No one will be entitled to have their online examination marked twice. Should there be any doubt about an examination result, the Radboud in'to Languages educational team will automatically conduct collegial consultations.

#### **Article 7 – Certificates**

1. The Radboud in'to Languages Service Centre shall ensure that students receive their certificate by post. A certificate will be sent to a student by no later than eight (8) weeks after their examination results have been announced.

### **Section 4 – Other articles**

#### **Article 8 – Progress and repeats**

1. Students may register for a follow-up course through the Radboud in'to Languages website. Learners are themselves responsible for their registration. This does not happen automatically. The results of the online examination will determine whether anyone may actually proceed to the next course.
2. Students may only do a course of the same level twice. Should a student fail the same level, they may not register a third time for the same level at Radboud in'to Languages.

#### **Article 9 – Complaints procedure**

1. A student who wishes to lodge a complaint concerning an online examination should consult the complaints procedure that can be found at [http://www.ru.nl/radboudintolanguages/over\\_radboud\\_in'to/klachtenprocedure/](http://www.ru.nl/radboudintolanguages/over_radboud_in'to/klachtenprocedure/).

#### **Effective date**

These regulations will come into effect on 21 June 2021