

Information for lecturers

Assessment of Combined Examinations

Combined examinations are considered a single examination. Lecturers are therefore asked to assign a percentage for every partial examination – as the percentage of the best possible result, based on a pass limit of 50 %. The overall grade for the module is being generated as a (weighted) arithmetic mean from the achieved percentages of all partial examinations. The module grade will then be derived according to the following scheme:

Total % for the module	Module Grade	Verbal assessment
96 / 97 / 98 / 99 / 100	1,0	very good
91 / 92 / 93 / 94 / 95	1,3	
86 / 87 / 88 / 89 / 90	1,7	good
81 / 82 / 83 / 84 / 85	2,0	
76 / 77 / 78 / 79 / 80	2,3	
71 / 72 / 73 / 74 / 75	2,7	satisfactory
66 / 67 / 68 / 69 / 70	3,0	
61 / 62 / 63 / 64 / 65	3,3	
56 / 57 / 58 / 59 / 60	3,7	adequate
50 / 51 / 52 / 53 / 54 / 55	4,0	
0 to 49 %	5,0	inadequate

- **For partial examinations, please assign percentages (integers, no decimal places).**
Do not assign grades. Averaging grades rather than percentages will in certain cases result in a different overall grade. The software system requires input of percentages.
- **For the percentage scale, please use a pass limit of 50 %.**
The examination office needs a 0-100 % scale, with a pass limit of 50 %. A different scale and limit could be used only if you convert your points or percentages into the desired scale before submission to the study office. We can provide you with a general example (in excel) for the conversion. However, we do not have the personnel capacity to do the adjustment to your specific values. In order to avoid miscalculation it would actually be very much preferred if the design of the examination was based on a pass limit of 50 %.
- **Absence without permission** from a partial examination is assessed as 0 %.
- **The exact percentage is needed**, even in the range 0 % to <50 %.
- **Please use the full range** of percentages. Do not always assign the lower limit of each percentage range. In the case of a 1:1 weighting you may also want to avoid assigning the value right in the middle of the range as two median values will always lead to the lower grade, e.g. 88 % and 93 % will result in 90,5 % (just under the 91-95 % range).

Communication of assessment results:

Please inform the students about the results achieved in presentations – as the percentage of the best possible result (no grades!) – and **document this** on the examination papers.

Please forward the list with the percentages for the partial examination(s) to the study office. The module grade will be determined by the examination office.

Repeating combined examinations:

In the case of combined examinations **the module examination must be repeated as a whole**. The affected lecturers will jointly decide on the form of examination. This requires approval by the examination committee. Module examinations can be repeated twice. Individual partial examinations cannot be repeated.

For further information on assessment regulations please refer to

- *The current Framework Study and Examination Regulations of the HWR Berlin*
- *The relevant Study and Examination Regulations of the respective study programme*