

6 COMPREHENSIVE ANNUAL ASSESSMENTS AND FINAL EXAMINATIONS

The complete formal rules and procedures with regard to the examinations and final examinations are laid down in the Education and Examination Regulations. This is drawn up in accordance with the requirements stipulated in the Dutch Higher Education and Research Act. The Education and Examination Regulations are included as part of this study guide.

The Academy of Architecture applies a system of integrated, intersubjective assessment per academic year for the assessment of the students' performance. That is the time at which the study progress of the student during the year concerned is assessed in a reflection discussion on the basis of the assessments of the courses, including the assessment of the external curriculum and the assessment of the (cross-disciplinary) development that the student has undergone. This based on the educational vision that cross-disciplinary development of the student serves as a guide for the achievement of the required skills in which the optimal possible stimulation of the talent and possibilities of the student are paramount. During the reflective discussion, the student receives feedback: qualitative statements about the performance and development of the student.

6.1 Comprehensive Annual Assessments and Final Examinations

In total, there are three Comprehensive Annual Assessments, each concluding one of the the first three academic years: Comprehensive Annual Assessment 1 after the first academic year; Comprehensive Annual Assessment 2 after the second academic year and Comprehensive Annual Assessment 3 after the third academic year. In addition, there is a Final Examination, which concludes the graduation period.

Comprehensive Annual Assessment 1 is planned in June/July, Comprehensive Annual Assessment 2 and Comprehensive Annual Assessment 3 in January/February and June/July. As a rule, the student is given the opportunity to take the Final Examination four times per year.

Comprehensive Annual Assessments are administered by Assessment Committees, composed of a selected list of assessors and examiners. Final Examinations are administered by Examination Committees, composed of the same list. This list is determined by the Examination Board annually.

Immediately after the Comprehensive Annual Assessment or Final Examination is held, the assessors or examiners determine the provisional result. The student is informed about this orally. The assessment or examination result becomes definitive following a decision by the examination board. The student receives written confirmation of this. If a student is referred back to components, the assessment or examination must be taken again.

The student is entitled to repeat course components, assessments or examinations or examinations provided that the student is enrolled, the available study time and the validity period of results / assessments / examinations already passed permits that and any further requirements set by the board of studies or examination board have been met. This in accordance with the regulations in the Education and Examination Regulations of the Academy of Architecture.

Staff, lecturers and students of the study programme are allowed to be present as observers when an Assessment Committee conducts an Comprehensive Annual Assessment of an Examination Committee conducts a Final Examination. The deliberations of the Assessment Committees, Examination Committees and Examination Board are closed.

6.2 Appeals regulations

If a student does not agree with an assessment or examination result, the student can lodge a written and substantiated notice of objection with the examination board. See articles 15 and 16 of the Education and Examination Regulations and section 2.9 of this study guide for these regulations.

In addition, there is the option to lodge an official appeal with the Examinations Appeals Board (COBEX) of the AHK against a decision of or on behalf of the examination board. More information about the Examinations Appeals Board can be obtained from the study adviser and at the Service Bureau of the AHK.

6.3 Comprehensive Annual Assessment 1

6.3.1 Comprehensive Annual Assessment 1

Comprehensive Annual Assessment 1 is considered a suitability test and is of a selective nature. Comprehensive Annual Assessment 1 is held once per year.

Staff, lecturers and students of the study programme are allowed to be present as observers when the Assessment Committee conducts an assessment. The deliberations of the Assessment Committees and Examination Board are closed.

6.3.2 Conditions for taking Comprehensive Annual Assessment 1

Comprehensive Annual Assessment 1 may only be taken if all course components from the first year (including the professional experience) have been successfully completed. By way of derogation, the Examination Board can, after having consulted the board of studies, at the request of the student grant them written permission to take the assessment if they have done one subcomponent of the assessment, but completed it with a fail.

In order to be able to make use of this exception, the student must address an application themselves to the Examination Board at least three weeks prior to the assessment. The Examination Board will confirm in writing to the board of studies whether or not it will give its approval to apply the exception. It will be announced to the student prior to the assessment if approval has been granted by means of the assessment arrangement.

This exception does not apply to the 840 hours professional experience of year 1. This must be completed with a pass in order to be eligible for participation in the assessment. If the student successfully takes the assessment, the academic year in question is deemed to have been successfully completed. For other types of exceptions and the consequences of not passing the assessment, please refer to the Education and Examination Regulations of the Academy of Architecture.

6.3.3 Composition and role of the Assessment Committee

The Examination Board puts together a committee of assessors: the Assessment Committee. The Assessment Committee consists of two lecturers and is composed on a disciplinary basis. Given that the projects have already been assessed by the lecturers, the role of the committee is to assess if the student is suitable for the study (quality and progression) based on the overall picture that the student shows. Due to the fact that numerous students show their work on one day, the committee can form a general picture.

A precondition for Comprehensive Annual Assessment 1 is that there may not be a employer-employee relationship with one of the committee members. If this turns out to be the case following announcement of the assignment of committee members, the committee member or the student must report this to the study secretariat and a different assignment will be made.

6.3.4 Assessment result

On the evening of the Comprehensive Annual Assessment, the student is informed orally by the Assessment Committee of the provisional result. Two possibilities exist for the result:

1. **Positive:** the Assessment Committee deems the student to be suitable for the chosen architecture, urbanism or landscape architecture study programme at this time. The student can continue to the second academic year.
2. **Negative:** the Assessment Committee deems the student to be unsuitable for the chosen architecture, urbanism or landscape architecture study programme at this moment. The student is advised to repeat year 1 or to consider discontinuing the studies.

In the event of a negative result, a meeting about the assessment feedback will follow between the student, the head of department and the study adviser.

It will be determined in consultation which educational components will be done again or additionally in order to fill skills gaps. Where necessary, a tailor-made track will be agreed as a substitute for a regular educational component.

If the student believes that a procedural error was made during the assessment by virtue of which the result is negative, the student can submit a reasoned request for a reassessment to the Examination Board. The appeals procedure as laid down in the Education and Examination Regulations of the Academy of Architecture apply to this.

The result of the assessment is determined by the examination board. The examination board can, after having heard the board of studies, set the requirement that the student must do all or part of the subcomponents belonging to this assessment again and complete them with a satisfactory mark in order to be admitted to that assessment.

6.3.5 Form of the assessment

Comprehensive Annual Assessment 1 consists of an oral explanation of the work produced during the year, the learning experiences, and the study objectives and ambitions of the student.

In this way, the nature of the student's development in the past year is discussed and assessed during a discussion between the student and the Assessment Committee. The subjects and lines of approach of the discussion are indicated on the 'Comprehensive Annual Assessment Form 1'.

The assessment takes place in a group format. The group consists of no more than four students. The Assessment Committee consists of two assessors.

The definitive assignment of members will only be announced on the day of the assessment. The student must check in which room and by which committee the student is expected before the start of the session and the hanging up of the material.

The programme of the assessment session has four main components:

1. Preparation for the session and/or hanging up and arranging the work.
2. Presentation of the study results and answering the questions of the committee (20 minutes per student).
3. The deliberations of the committee consisting of a first part in which the general level of the work is checked and exceptional situations are discussed by means of a 'tour' of the students' work, discussed in other committees. Afterwards, there is a second part in which each committee records its final assessment by filling in the assessment forms.
4. Feedback from the final assessment and a detailed explanation thereof to the student.

The student only receives a provisional oral explanation of the result at the end of the session. The student does not yet receive a copy of the written assessment during the session.

First of all, the committee hands in the written assessment to the study secretariat in the form of the standard assessment forms no later than one week afterwards. The study secretariat provides the student with a copy of the completed assessment form as proof of the result following verification, approval and inclusion in the student record.

In the unlikely event that there are still small course components in the annual planning, such as lectures or study trips that take place after the assessment date, beyond the control of the student (due to personal circumstances, such as illness or family matters), then the assessment result will only be formally confirmed after completion of these components.

6.3.6 Special points for attention

During Comprehensive Annual Assessment 1, the student must give an overview of the work developed during the academic year, with regard to both the internal curriculum and the external professional experience component. It must consist of:

- the result of the projects P1a, P1b, P2a, P2b
- the result of the Winter School
- the result of the research O1, O2a and O2b
- the result of the Form Studies or Tools
- the practice records and the project panels presented during the oral practice assessment

It is explicitly not the intention that the study components will be assessed once again in terms of their content during the assessment.

The learning ability and the development of the student is assessed during the assessment. This is done in a reflective manner in which attention is chiefly paid to the various required professional skills that must be acquired during the study.

It is important that the student does not explain each project in its entirety and in detail, but presents the work brought along - looking back and to the future - including projects and research, Form Studies, lectures and practice.

The student must explain the personal development, indicate links between the work and specify what has been discovered and learned. This must be done in a way in which it is clear, for example, how lectures and the research influence the design projects, how the practical work and the internal work influence each other, and how experiences from one project will be incorporated into the handling of the following project.

The presentation is first and foremost about the work of the internal curriculum. The work that is presented during the practical assessment will only be included by the Assessment Committee as a secondary component in the assessment. The practical work itself will not be assessed again, but the student will be questioned about the way in which they harmonise the acquisition of competencies during the internal curriculum and during the external professional experience component. For this reason, the practical work must be included by the student in the presentation.