

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY "CHERNIGIV POLYTECHNICS"

APPROVED
Academic Council of the National
Chernihiv Polytechnic University
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METHOD
assessment of course content in the electronic database
educational and methodological support of academic disciplines
at the National University "Chernihiv Polytechnic"

Chernihiv 2020

1. GENERAL PROVISIONS

1.1. Methods for assessing the content of courses in the electronic database of educational

methodological support of academic disciplines at the National University "Chernihiv Polytechnic" (hereinafter - the University) is designed in accordance with "Regulations on the electronic database of educational and methodological support for training disciplines at the National University "Chernihiv Polytechnic" ", approved by the Academic Council of the University on 31.08.2020 (Minutes № 6).

1.2. This Methodology was developed by the commission on educational and methodical providing web resources of academic disciplines (hereinafter - the Commission) to assist in practical application of the Criteria of quality of filling of web resources of educational disciplines in the learning management system MOODLE (hereinafter - the Criteria), which are Annex 1 to the Regulations.

1.3. This Methodology is intended to evaluate only those courses that are taught or planned to be taught at the University within the existing educational programs at all levels of higher education.

1.4. In the system of distance learning for each educational program distance courses of a specific type that do not contain a specific one can be created parts of components for evaluation. Such courses are not taken for review Methodology. The names of such courses should contain keywords: *label, certification, control work, undergraduate practice, industrial practice, educational practice, production practice, technological practice, diploma design, safety briefing.*

1.5. Only materials in Ukrainian or English are evaluated, if it does not apply to disciplines taught in other foreign languages.

1.6. This Methodology may be used by the attached Commission experts in the fields of knowledge and specialties, as well as all scientific pedagogical staff of the University (hereinafter - NPP).

1.7. The term "author's" (textbook, manual, textbook, methodical publication, video, etc.) is used in the sense that it was developed by authors, at least one of whom at the time of preparation for publication was full-time NNP of the University.

2. APPLICATION OF CRITERIA

2.1. Course Component 1 - Syllabus (extended course annotation)

It is made out according to the template defined by «The order of record of applicants of the higher education to study elective courses at the National University

"Chernihiv Polytechnic" ", approved by the Academic Council of the University
31.08.2020

(protocol № 6). The maximum score in accordance with the Regulations is 5 points.

Because the syllabus must be available to all users of the MOODLE system regardless of course enrollment, the syllabus is located in the *Course Parameters* (*Course Annotation* parameter). If this condition is not met, the assessment according to this criterion is 0 points.

2.2. Component of course 2 - Working program of the discipline

The composition of this document is determined either by examples that twice a year or

annually provided to the departments, or relevant guidelines.

The maximum score in accordance with the Regulations is 5 points.

The work program must be given in full. In case of non-fulfillment of this condition

the score for this criterion is 0 points.

The date of approval of the program must not be earlier than 1 year from the date checks. If this condition is not met, the score does not exceed 2 points.

2.3. Course component 3 - Recommended reading

According to the work program, a list is provided, which includes: methodical support, basic, auxiliary literature and information resources. During evaluation takes into account the availability of links (including resources University: Scientific Library, repository, web resources of departments), as well as compliance with the discipline and relevance (yes, the date of publication of the methodological security should not exceed five years).

The maximum score in accordance with the Regulations is 5 points.

2.4. Course component 4 - Evaluation criteria

Mandatory availability of the distribution of points that students receive in accordance with

work program. By means of comments or in any other way have *specific learning outcomes* or knowledge or skills requirements should be indicated .Score in accordance with the Regulations is up to 5 points.

2.5. Component of course 5 - Theoretical material

Preference is given to **author's** textbooks and other educational publications, which are recommended or allowed for printing at the University: textbooks, texts or abstracts of lectures, as well as their own videos. For educational scientific programs and educational and professional programs of the second (master's) level scientific publications (articles, monographs, abstracts) are also used etc). Assessment for the **issued** author's component of the course in accordance with the Regulations is up to 20 points.

Use of **non-copyrights** materials must meet the requirements legislation of Ukraine, in particular, - the Law "On Copyright and Related Rights".

The grade for the unpublished or non-authored component of the course in these cases does not exceed 10 points. The names of all elements must be clear, using only common abbreviations and acronyms. Element type names, such as *Subject*, *Lectures*, etc. should be supplemented by a title that corresponds to the content of the material. If non-compliance with these requirements, the score is reduced by up to 5 points. The maximum score in accordance with the Regulations, taking into account the above requirements is 20 points.

2.6. Component of course 6 - Laboratory work, practical classes, seminars and other classes provided by the work program

Preference is given to **author's** educational publications, which are **published** on the basis University: guidelines or recommendations, as well as their own videos. Evaluation for the **issued** author's component in accordance with the Regulations is up to 20 points.

In the case of unpublished or **non-authored** materials, the assessment is not exceeds 10 points.

Names of elements, such as practical or laboratory work, or practical or seminars, etc. must be supplemented by a title that corresponds to the content material. In case of non-compliance with this requirement, the score is reduced to 5 points.

2.7. Component of course 7 - Individual tasks provided by the worker program

Preference is given to **author's** educational publications, which are **published** on the basis

University: guidelines or recommendations for course projects and works, calculation and control and control works, etc., as well as own videos. Score for the **issued** author's component of the course in accordance with The position is up to 5 points.

In the case of unpublished or **non-authored** materials, the assessment is not exceeds 3 points.

2.8. Component of course 8 - Independent work

Preference is given to **author's** educational publications, which are **published** on the basis University: guidelines for independent work, as well as their own videos. Score for the **issued** author's component of the course in accordance with The position is up to 5 points.

In the case of unpublished or **non-authored** materials, evaluation course components do not exceed 3 points.

2.9. Component of course 9 - Current control

Current control in the distance course consists of elements for which **assessment is provided** : automatic or manual. In both cases appropriate grades *automatically* enter the *Rating Log* . Examples of such elements there are *Tests* and *Tasks* that can be placed in different components of the course. So, for example, the activity evaluation element provided by the work program on lectures can be directly placed in the component *Theoretical material* , and for the performed laboratory work or completed tasks for practical classes - c

component *Laboratory work* .

Also may belong to the *Current control* (as auxiliary data)

List of questions.

Assessments of ongoing control should be available to students throughout their participation in the distance course. To consolidate all grades in the distance course it is recommended to configure and use the *Rating Log* .

Assess this component of the course using assessment elements (*Tests* , *Tasks* , etc.) is up to 15 points. Assess course components for availability only the list of questions is up to 5 points.

2.10. Course component 10 - Final control

For the final control in the distance course are used elements with evaluation. It is advisable to use the *Test* element .

Assessment of this component of the course for the presence of only a list of questions is up to 5 points.

Maximum score for the organization of the *Final control* with elements assessment (*Tests* , *Tasks* , etc.) and the availability of a list of questions in accordance with the position is 15 points. In the case of final control of the remote form, results should be available to students immediately upon completion control. It is recommended to consolidate all grades in the distance course configure and use the *Rating Log* .

2.11. Features of evaluation of elements that are not provided by the working program

In the distance course according to the work program may be absent some components of the discipline (eg, lectures, individual tasks etc). Therefore, to align the final score of these courses, the following components must be assessed by the maximum number of points in accordance with the Regulations.

3. STATUS OF METHODOLOGY

3.1. The methodology is not a legally binding document. Members of the Commission, experts in the fields of knowledge and specialties are involved, as well as not all NPPs rigidly related interpretations set forth in it. They can retreat from these interpretations, if there are good reasons for doing so in the light of the exceptional the actual situation or the relevant context.

3.2. At the same time, the application of the Criteria, which clearly differs from this one

The method, without proper justification, will generally be considered unacceptable.

4. PROCEDURE FOR MAKING CHANGES TO THIS METHODOLOGY

4.1. This Methodology is considered and approved by the Academic Council University and is put into effect by order of the rector.

4.2. Proposals for changes and additions to this Methodology are summarized and specified by the Commission.

4.3. Draft Amendments to this Methodology prepared by the Commission, are considered and approved by the Academic Council of the University and put into effect by order of the rector.