

Entry into effect:	1 September 2010
Version:	19 July 2017
For further information:	Deputy Head of the Rectorate

[This English translation is for information purposes only. The German version is the legally binding version.]

## DIRECTIVE

### Viewing and transfer of performance assessment records

*The Rector,*

pursuant to Art. 9 Para. 2 of the ETH Zurich Organisation Ordinance of 16 December 2003<sup>(1)</sup> and in coincidence with Art. 33 of the ETH Zurich Ordinance on Performance Assessments of 22 May 2012<sup>(2)</sup>,

*decrees the following:*

#### Section 1 General provisions

##### Art. 1 Subject

This directive regulates the viewing by students of records concerning passed and failed performance assessments (viewing of performance assessment records) and the transfer of such records to students and to other bodies in the context of applications for reconsideration and appeals procedures.

##### Art. 2 Request

<sup>1</sup> Viewing of performance assessment records proceeds at the request of the student, should the respective examiner not already offer it to all those completing the performance assessment in question (see Art. 5).

<sup>2</sup> The request should be submitted in writing (an email is sufficient) to the responsible examiner, unless another recipient is indicated.

<sup>3</sup> The responsible examiner is required to facilitate a viewing of performance assessment records for the student within three weeks of the request.<sup>(3)</sup>

##### Art. 3 Parties with the right to view performance assessment records

<sup>1</sup> Students only have the right to view the records of performance assessments which they have actually completed. The right to view applies to the records of said student only. For this

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<sup>1</sup> RSETHZ 201.021

<sup>2</sup> SR 414.135.1, RSETHZ 322.021

<sup>3</sup> Entered pursuant to the decision of the Rector of 19.07.2017, in force since 01.08.2017.

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reason students are required to show their ETH ID cards immediately before viewing takes place.

<sup>2</sup> Viewing must take place in person.

#### **Art. 4 Place, date/time and confirmation**

<sup>1</sup> The responsible examiner determines the place and date/time for viewing performance assessment records and informs the students.<sup>(4)</sup> He/she takes students' timetables into account as far as possible.

<sup>2</sup> The examiner may require students to sign up in order to participate.

<sup>3</sup> The examiner chooses whether to require a confirmation from students that they have viewed their respective performance assessment records.

#### **Art. 5<sup>(5)</sup> Scheduled versus unscheduled viewing of performance assessment records: Deadlines and other modalities**

<sup>1</sup> If an examiner offers viewing of performance assessment records to all those who have completed a performance assessment, this viewing takes place within three weeks after the grading conference, and all the conditions for viewing set out in Art. 6, Para. 1-4 have been met, there will be no further entitlement to further viewing for reasons of commensurability.

<sup>2</sup> If an examiner does not offer viewing of performance assessment records as mentioned in Para. 1, students may view said records within six months after grades have been issued.<sup>(6)</sup> When this deadline expires students lose the right to view their performance assessment records.

## **Section 2 Written and oral examinations, papers, and semester assignments**

#### **Art. 6 Written examinations**

<sup>1</sup> If the examiner is not present in person while performance assessment records are viewed he/she must designate another person to conduct the viewing who is able to provide competent information on the respective corrections.

<sup>2</sup> The examination records viewed must include:

- a) the examination task(s)
- b) the student's answers, with corrections

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<sup>4</sup> Version pursuant to the Rector's resolution of 15.04.2013, in force since 15.04.2013.

<sup>5</sup> Version pursuant to the Rector's resolution of 19.07.2017, in force since 01.08.2017.

<sup>6</sup> Art. 29, ETH Zurich Ordinance on Performance Assessments (RSETHZ **322.021**)

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- c) the number of possible points per task
  - d) the grading scale
  - e) the sample solution, if available

<sup>3</sup> Students are entitled to receive answers to questions regarding corrections and awarding of points.

<sup>4</sup> <sup>7</sup> Students have a right to make brief hand-written notes and bring them along.

<sup>5</sup> Students are not normally entitled to receive copies of the examination task(s) and the corrected answers. However, the examiner may at his/her own discretion allow copies and make a service charge.

<sup>6</sup> The person conducting the viewing of performance assessment records must take appropriate measures to ensure that no changes are made to the original documents.

#### **Art. 7 Oral examinations and papers**

<sup>1</sup> In the context of oral examinations and papers students may request an explanation of the grading of the performance assessment from the examiner.

<sup>2</sup> The examiner decides whether to deliver the explanation orally or in writing.

<sup>3</sup> In addition, students have the right to view documents they have themselves compiled in the context of the performance assessment, including the corrections made to same.

<sup>4</sup> Students have no right to view the personal notes of the examiner or the co-examiner.

<sup>5</sup> The stipulations set out in Art. 6 Para. 4 – 6 apply analogously.

#### **Art. 8 Semester assignments**

<sup>1</sup> The stipulations set out in Art. 6 apply analogously to semester assignments which have the character of a written examination.

<sup>2</sup> The stipulations set out in Art. 7 apply analogously to all semester assignments which do not fall under Art. 8 Para. 1.

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<sup>7</sup> Version pursuant to the Rector's resolution of 15.04.2013.

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## **Section 3      Applications for reconsideration and appeals procedures**

### **Art. 9**

<sup>1</sup> In the context of applications for reconsideration and appeals procedures the Vice-Rector for Study Programmes should on request be given copies of all existing documents pertaining to the performance assessment in question. If circumstances require it the Vice-Rector may also request the originals.

<sup>2</sup> Depending on ETH's scope of action in the case, the Vice-Rector decides whether to pass on copies to the Internal Appeals Commission of the ETHs and other legal bodies.

## **Section 4      Entry into effect**

### **Art. 10**

This directive enters into effect on 1 September 2010.