



Grading and reporting rules at the School of Business and Economics

Adopted by

Decision taken by the Dean at the meeting held on 20/06/2019,
replacing previous versions (ELNU 2011/160; 2015/293-1.1)

Applies from

Autumn semester 2019



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NB, this is a translation of the steering document and, thus, translated quotes occur.

Introduction

In 2015, the faculty board at the School of Business and Economics (SBE) introduced the A-F grading scale for a majority of the courses, except for executive education [“*uppdraagsutbildning*”]. There were several reasons for this consideration, including our large proportion of international students and the faculty wants to have uniform grading across programmes, specialisation levels, and campuses. Following a vice-chancellor’s decision (jnr. 2016/2732–1.1), partly due to the requests made by students and in order to harmonise with other Swedish universities, students from spring 2017 received anonymous codes while being examined which is also clearly stated in the “*Routines for anonymous examination codes and reporting of grades*”. This routine came into effect with the introduction of Ladok 3 at the School of Business and Economics (jnr. 2017/6223–1.1). The faculty are thus in line with the rest of the university digitalised the reporting of results. This means the grades are reported digitally and without paper archive lists (archive lists are automatically saved in the digital archive). The Swedish Higher Education Authority states that “*an examiner sets a grade based on the forms of assessment for students’ performance specified in the course syllabus*” (HSV 2008:36 R p. 27). Examination rules are also stated in the regulation document “*Local rules for first-cycle and second-cycle courses and examination*” (jnr. 2018/1925–1.1.1). In the 2017 publication, *Rättssäker examination (Fair examination) (third edition)* is clearly stated and in accordance to the Swedish Higher Education Authority that clarifies guidelines for the full examination process, from course syllabus to grading and reporting.

This document includes rules for grading of examined components and weighing method of parts making up to the final grade of a specific course at the School of Business and Economics. The rules are well-known to students, teachers, course coordinators and examiners, as well as administrators, and there are to be applied at the School of Business and Economics **from the autumn semester of 2019**.

General Rules

- Grading decisions for a full course can only be made by *one* examiner appointed and according to the delegation procedure.
- Multiple course components may have different examiners, if several examiners have been appointed. This is specified in the semester’s examiner list.
- Several teachers can assess different students at an examination date, but identical cases shall be treated identically (UKÄ Fair examination, 3rd edition).
- Several teachers’ assessments can form the basis of a decision, which the examiner uses to set the final grade for the course.
- **Each student shall be individually assessed.**
- The examiner may not be both the supervisor and the examiner for the same degree project, unless special grounds exist for this.

See local rules for courses and examinations at first-cycle and second-cycle, *jnr. 2018/1925–1.1.1* for more information on who can be the examiner on a given course.

Examined components (included parts) in Ladok

For grade reporting to be done in a legally secure way, how the course is implemented, the stated examination and conditions of the course syllabus, and our administrative system for grade reporting, Ladok, must all match. Examined components created in Kursinfo or in the event of a major course syllabus revision. Examined components for a course shall be done according to the “Important dates” schedule, which is provided to the faculty once per semester. Once the course syllabus has been confirmed, the examined components are transferred to Ladok (“ingående delar och provmoduler” [included parts and exam modules]).

- The course coordinator is, in consultation with the examiner, responsible for ensuring that information about the course’s examined components, examination forms, and grading scale in the course syllabus match the assessed examined components (exam modules) transferred from Kursinfo to Ladok.
- Each credit-awarding examined component in a course shall have an exam module in Ladok.
- Credit-awarding examined components may not cover less than 0.5 credits.
- Credit-awarding examined components courses at the School of Business and Economics are graded as:
 - A, B, C, D, E, Fx¹ or F.or
 - Fail/Pass².

Grading and assessment

The School of Economics uses the **grading scale** A, B, C, D, E, Fx and F on the majority of its courses, with exceptions of executive education.

The local rules for courses and examinations at first-cycle and second-cycle level, jnr. 2018/1925–1.1.1 state that: “*Grounds for assessment and the requirements for each grade, i.e. grading criteria, shall be presented in writing at the start of the course/module.*” This means that grading criteria shall be communicated in writing to the students no later than the start of the course.

Clearly stated **grading criteria** are especially important for oral examinations (UKÄ Fair examination, 3rd edition) and “*the grading criteria shall be designed to stimulate the students’ incentives for obtaining knowledge throughout the course*”. All parts of the examination shall be related to specific intended learning outcomes and all such outcomes of the course shall be examined in some form.

General grading criteria for the A-F scale at the School of Business and Economics

Table 1 describes the general grading criteria for the steps in the grading scale. These form the basis for the course coordinator and examiner, in consultation with other teachers on the course or within

¹ Fx is not a grade and is only used when a student is allowed to complement their examination.

² Note that fail/pass cannot be used for a full-course grade, with few exceptions.

the teachers' team, formulating grading criteria suitable to the course in question considering its goals, contents, and examination forms. In exceptional cases where there are no course-specific grading criteria, the School of Business and Economics' general grading criteria, table 1, apply. Proposed grading criteria for thesis can be found in "Guidelines for degree project in business administration" later edition (jnr. 2018/398-1.1.1 or newer).

Table 1: General grading criteria for the A-F scale at the School of Business and Economics.

<i>Grade</i>	<i>Assessment</i>	<i>In regard to the goals set for the module/course, your result corresponds to one of the following criteria</i>
<i>A</i>	<i>Excellent</i>	Excellent result with only a few minor shortcomings
<i>B</i>	<i>Very good</i>	Very good result with only a few shortcomings
<i>C</i>	<i>Good</i>	Generally good but also some shortcomings
<i>D</i>	<i>Satisfactory</i>	Acceptable level but with several shortcomings
<i>E</i>	<i>Sufficient</i>	The result meets the minimum criteria (Pass)
<i>Fx</i>	<i>Insufficient</i>	Failed, more work is required The examiner may, in special cases, decide that a student that is close to the E limit may submit Supplementary assignments to reach a grade of E. The examiner informs the student in writing of the Supplementary assignments they must complete, including deadlines. Pending completion, the student is given a grade of F. If the completion is approved, the grade is changed to an E.
<i>F</i>	<i>Insufficient</i>	Significantly more work is required

Supplementary assignments

For the grade **Fx** "Local rules for first-cycle and second-cycle courses and examination", jnr.: 2018/1925–1.1.1 states that:

"An examiner can, in exceptional cases, decide that a student who is close to the level for a passing grade may carry out supplementary assignments in order to reach the passing grade. The examiner decides the time within which the supplementation must be done, and in what way. If the student is given the opportunity to supplement their examination but does not do this within the specified time or in the specified manner, a grade of failed awarded".

"Results from the examination and weighting of the course must be documented promptly in Ladok after assessment and grading".

For the School of Business and Economics, the following applies for supplementation:

- Supplementary assignments are *not used for written examinations*.
- In the case of supplementary assignments, a grade of F is registered in Ladok and the student is informed of their opportunity to complement the grade. The student receives written information from the examiner, starting the deadline, **preferably two to three weeks**, and the way in which the assignment must be carried out and submitted. It must also be clear in the notification that, should the assignment be approved, the grade will be changed to an E. If the assignment is not approved, the grade of F remains.

- If the supplementary assignment is approved, a new grade of E is reported with a new reporting date in Ladok. If the assignment is not received or not approved, the grade of F remains as previously reported. A higher grade than E cannot be attained as it is stated in the Higher Education Ordinance's qualitative targets that goal attainment shall be assessed, for example in the case of a bachelor's degree, in terms of: "*demonstrate the ability to identify, formulate and solve problems autonomously and to complete tasks within predetermined time frames*",

In the event of failed final supervision

Supervision

The School of Business and Economics' course syllabi for independent theses (degree projects) traditionally contain the following standard text (example from the course syllabus for course 2FE75E); "*A degree project that is not assessed to possibly fulfil the requirements at the final tutoring is recommended not to be treated at the originally scheduled final seminar. The degree project has to be reassessed at a new final review and considered fulfilling the necessary requirements in order to be presented at a later final seminar*".

If this is the case, the following recommendation can be found in Fair examination 3rd edition (UKÄ, 2017) "*It must be considered standard practice that a student who has not finished their degree project during the course may, within reasonable limits, receive supervision until the degree project is completed. If a department should wish to deviate from this practice, it must make this clear in the applicable course syllabus*". "Reasonable supervision" must thus be provided until the degree project is deemed ready for a final review. To regulate what is reasonable supervision, the following should be made clear in the course syllabus under examination: e.g. "*If the degree project has not been approved by the end of the course, the student is entitled to another X supervision dates*", where the number of dates is agreed on in consultation with the head of department.

Documentation

To document, in a legally secure way, that students have participated in compulsory course components (such as seminars/public discussion and examination) which do not award credits, this ***shall be recorded*** under results in Ladok. The forms for underlying/non-credit-awarding components, such as seminars, shall be specified in the course syllabus (*Local rules for first-cycle and second-cycle courses and examination*, p. 22-23; jnr. 2018/1925–1.1.1). In connection with regular grade reporting of approved degree projects, the examiner also reports to the administrator any students who have not passed, including a short text explaining which components each student has completed.

Grading of anonymised written exams

As of 2017, with the exception of the autumn semester 2017, Linnaeus University uses anonymised written examination. When registering for an exam, students are given an anonymisation code and a marking record is created in Ladok containing the course code, exam module, examination date, and anonymisation code. After the exam date, the teacher/examiner i.e. the "reporter" collects the written exams in the exam room outside Copycenter. The participant list is sent to the administrator at the exam unit. The reporter gives points attained on each exam using the anonymity codes, after which they will be registered in Ladok.

If the reporter, registering the points, and attester, whom attests these points, are different people, the following can be applied for quality assurance: The reporter only sees the anonymisation codes in the

grade list in Ladok. While confirming the grades, the teacher that is responsible for attestation, attester sees the students' names, and not the anonymisation code. If the reporter registering the points wants that the attester to see the student profiles, they can do so by saving points attained in the exam as **drafts** without confirming them. The reporter then brings the written exams to the attester for quality assurance review. The attester can then both confirm and attest the marking. After attestation, the anonymisation codes are automatically “translated” into the students' names. When all examined components in a course are completed, they shall be weighed together as follows.

Weighing and assessment of grades for a full course

The way in which grades on individual examined components are weighed to create a final course grade that should be communicated to the students no later than the start of the course. All examined components in the course must be passed before a total grade can be set. The examiner does the mathematical calculation, as outlined below, Tables 2 and 3, including ensuring individual assessments, which is then reported in Ladok via e-signature of the results list.

Table 2: Grades converted into numbers

A-F grading scale	Conversion into numerical scale	Mathematical limits
A	9.0	8.51–9.00
B	8.0	7.51–8.50
C	7.0	6.76–7.50
D	6.5	6.26–6.75
E	6.0	6.0–6.25

However, Ladok currently lacks functionality to weigh together grades of examined components, and the Office of Student Affairs at LNU has been tasked with managing this issue on a national level. The administration can therefore as a transitional measure continue to offer support with mechanical and correct weighing of overall grades in specific cases. This is offered for courses with many students (more than 50) and two or more examined components with an A-F grading scale. The grading data is then reported in Ladok and the examiner is notified to attest and ensure that individual assessments have been done by signing the results list in Ladok.

Table 3: Weighing of components in final grades

Course X, 15 cr	Grade	Numerical	Share	Weighing	Outcome
Examined component 1, individual exam, 7.5 cr	B	8	7.5	1.2	$8 \times (7.5/15) \times 1.2 = 4.8$
Examined component 2, group-based case 4.5 cr	C	7	4.5	0.9	$7 \times (4.5/15) \times 0.9 = 1.9$

Examined component 3, group-based lab exercise 3 cr	D	6.5	3.0	0.9	$6.5 \times (3/15) \times 0.9 = 1.2$
Total					7.9

The student in the example course, table 3, is thus given a B as the average was 7.9.

- Each examined component is given a percentage share corresponding to its scope in credits.
- Weighing method: In cases where a degree project of 15 credits is included in a 30-credit course, the project is given a higher weight in the weighing. Individual components and degree projects can also be given higher weight if they are relevant to the intended course learning outcomes, the contents of the teaching and/or the examination form. *NB All forms of assessment and weighing of modules must be explained in the course syllabus.*
- Weighing of modules into full-course grades: Courses with modules are weighed in two stages: first a calculation of each module and then a weighed final grade for the whole course. This is done to ensure that the same grade is given in modules, which can correspond to full courses. *NB All forms of assessment and weighing of modules must be explained in the course syllabus.*
- When using “Fail/Pass” for modules and examined components: In the event of included components which can only be graded as *Pass*, the weighing can be done in two ways:
 - If modules are defined, the examined component with the grade of *Pass* is included in the grade for the whole course. Example: A module of 7.5 cr (included in a course of 15 cr) consists of a test module of 6 cr with grades ranging from *A* to *E*, and a test module of 1.5 cr which can only be graded as *Pass*. A grade of *A-E* is given for the module, this grade is then used in the weighing.
 - In courses where clear modules cannot be identified, e.g. thematically structured courses, which include compulsory components which can only be graded as *Pass*, these shall be excluded from the weighing. Example: A course of 30 cr contains 3 test modules of 1 cr each, which can only be graded as *Pass*. The weighing is then done using the remaining examined components based on 27 cr.

Reasonable timeframe and requirements for feedback

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- “*If there are no special reasons indicating otherwise, the examination shall be assessed and the results communicated to the student no later than 15 working days after the examination.*”. This is a local rule based on the Administrative Procedure Act and the Higher Education Ordinance, and is referred to in Linnaeus University’s documents and surveys as “reasonable time”.
 - The results of examinations and weighing shall be promptly documented in Ladok.
 - The examination shall be designed so that an individual assessment can be made of each student.

- Students shall receive feedback regarding completed examination work in connection with each examination date. This is true regardless of examination form.

Example template for providing feedback based on goal attainment in completed examination work. Students request meaningful and individual assessment.



Grading of degree projects and the reporting of grades

UKÄ Fair examination, 3rd edition) “*Naturally there is nothing to prevent discussing grading in a group of teachers before the examiner makes their grading decision. For example, grading of degree projects is sometimes discussed in special teacher groups in order to ensure uniform assessment of students’ performances. However, the grading decision must always be made by a teacher appointed as examiner*”. For more information about degree projects in business administration, see “*Guidelines for the degree project in Business Administration*”, latest edition.

Grade reporting for degree projects in Ladok is done by the administration (Faculty Office of Business and Economics), which means that this reporting differs from regular grade reporting. The examiner provides the grading data to the administration, which checks that the degree project is uploaded in DiVA. The students are responsible for this uploading according to a vice-chancellor’s decision. The grade is then reported in Ladok and sent to the examiner for attestation.

To register the grade in Ladok, the following data must be provided:

- Students’ names and personal ID numbers
- Title of the paper
- Grade
- Date of examination
- Who the supervisor and examiner are

See guidelines for digital publishing at Linnaeus University: https://lnu.se/globalassets/dokument---gemensamma/bibliotek/publicera-i-diva/riktlinjer_epublicering.pdf

Table 4: Definitions

Grading scale	The seven step A-F grading scale used at the School of Business and Economics, except for executive education
Grading criteria	Grading criteria specify the requirements that students must meet to attain the various grades in the scale during examination. UKÄ emphasises that clear grading criteria are important to legal security.
Grading	Decisions on grades are made by the appointed examiner, and are based on the students' goal attainment as specified in the grading criteria, and the School of Business and Economics' weighing principle, Tables 2 and 3.
Module	Part of a course specified in the course syllabus, with a defined scope. Example: Course 1NA835 Macroeconomics, 15 cr consists of Module 1 Macro I, 7.5 cr Module 2 Macro II, 7.5 cr
Examined components	Examined components as part of a module or full course, for example a written assignment or exam.
Compulsory components	A compulsory component is a component of a course or programme, which cannot be completed, in any other way than through the student's attendance/participation/action in the compulsory component. The compulsory components is not an examination but is required for a grade in the course. Compulsory components shall be specified under Type of Instruction in the course syllabus.
Examiner	A person appointed according to the delegation procedure to set a grade based on the forms of assessment for students' performance specified in the course syllabus. (HSV 2008:36 R p. 27). Rules for examiners at Linnaeus University can be found in " <i>Local rules for first-cycle and second-cycle courses and examination</i> " (2018/1925-1.1.1)
Ladok	Ladok is a national system for study administration in higher education in Sweden. It consists of a number of subsystems and products, which provide support for various parts of the study administration process, e.g. registration of students in courses or reporting of results. The data in Ladok is used for reporting to CSN, Statistics Sweden, and others. The Ministry of Education receives data from the universities' retrieval of Ladok data.
Examination setup/Examined components/included parts	Exam module in Ladok corresponding to at least 0.5 cr used for registering examined components. Example: Course 1NA835 Macroeconomics, 15 cr has six exam modules:
1501	Test 1, Macro I 0.5 cr
1502	Test 2, Macro I 0.5 cr
1503	Written exam, Macro I 6.5 cr
1504	Test 3, Macro II 0.5 cr
1505	Written assignment, Macro II 2.0 cr
1506	Written exam, Macro II 5.0 cr
Terminology	Provuppsättning = Provmoment (Kursinfo) = Ingående delar (Ladok 3), provkod (Kursinfo) = provmodul alt. modul (Ladok 3).