

Decree
of the
Study Commission
of the
Lower Austrian University of Education



Examination Rules for the Course
Community Education

August 21st 2008

Examination Rules for the Course “Community Education”

§ 1 Area of Validity

These examination rules are valid for the 5 semester course “Community Education”.

§ 2 General Requirements

- (1) The successful completion of the course of studies is to be established through exams or records of achievement according to §§ 3 – 6.
- (2) Exams serve as records of achievement. These take place in written and oral formats.
- (3) The following types of achievement assessment are permitted:
 - Oral Reports, Presentations etc...
 - Oral Exams
 - Written Exams (i.e. tests, seminar papers)
 - Proof of Assignments (self study, observation assignments, interviews, various data surveys through protocols, portfolios, reports, etc.)
 - Practical Exams
 - Class work during lectures and courses with immanent exam characteristicsAs a record of achievement, the preparation of a complete performance portfolio accompanied by a concluding presentation including a defensio is foreseen. This overall portfolio is independent of the portfolios required for each individual module.
- (4) The final assessment of the module is to be announced with either “Successfully Completed” or “Participated without Successful Completion”.
- (5) The Rectorate must appoint a responsible module authority before the start of the course of the module.
- (6) This module authority is responsible for the assessment of the performance portfolio. For the assessment of the presentation and the defensio, an examination committee is to be assembled consisting of the module authority and an employee of the Lower Austrian College of Pedagogy, who will be appointed by the Rectorate.
- (7) At the beginning of every module, the module authority must give the students verifiable information regarding goals, content and focus areas, competencies to be acquired and validation of records of achievement as well as assessment criteria within a personal interview as well as in precise written form.
- (8) The records of achievement regarding the content of the modules will follow shortly after the completion of the modules wherein this content was handled.
- (9) The course Community Education is considered to be passed when all modules required within the curriculum are successfully completed.

§ 3 Examinations for the Successful Completion of a Module

- (1) Creation of a Performance Portfolio
The portfolio is a written or multimedial presentation of the assignments given within the framework of the course as well as independently acquired materials with regard to topics related to relevant course content. The portfolio, independently composed by the student according to academic guidelines, is a documentation of the student’s own educational journey and reflects the acquired competencies and experiences made. The structure and the content of the portfolio are to be decided at the beginning of the course together with the module authority. The portfolio permits the regulated completion of each module and, therewith, the entire course.
- (2) Deadline for Portfolio Submission - Acceptance or Refusal
The portfolio is to be submitted by the student. Deadline and format of the portfolio are to be determined by the module authority at the start of the course. The module authority is permitted to accept or refuse the student’s portfolio at the final presentation. A refusal is to be followed by a written justification including recommendations for improvement. A refusal can only be carried out when the

student has not predominantly fulfilled the assigned requirements within essential parts of the course. The student is permitted to submit the portfolio three further times after the first refusal.

(3) **Presentation of the Portfolio and Defensio**

The presentation compiles examples of the insight and knowledge achieved by the student in connection with the submitted portfolio. The presentation and the defensio of the portfolio made to the examiners should also take place in front of a group of students, if possible, in order to enable a feedback as well as a question and answer session.

§ 4 Exam Dates

- (1) Exam dates are to be determined so that the students are able to adhere to the defined duration of the course.
- (2) Exam dates are to be determined at the start of the course and are to be announced in an appropriate manner.
- (3) Students are eligible to sit an exam if they have fulfilled all the requirements of the respective curriculum and have registered for the exam.

§ 5 Execution of Exams

- (1) The submitted portfolio is to be announced as accepted or refused at the latest four weeks after submission.
- (2) The exam time of oral exams (presentation and defensio) may not exceed 30 minutes or be less than 15 minutes.
- (3) The student is permitted to inspect the assessment records upon demand.

§ 6 Repetition of Exams

- (1) Portfolios may be submitted for assessment four times. The revised version can be resubmitted at the earliest 2 months after the announcement of the negative assessment. The fourth assessment is to be conducted by an examination committee that consists of the module authority and a second employee of the LACP, who is to be appointed by the Rectorate. Should no consensus be reached between the deciding authorities, the final decision is to be made by the headmaster.
- (2) In case of negative assessment of an oral exam, in total, three re-sits are permitted.
- (3) An exam is definitely to be assessed as negative if the student after the exam's start withdraws from the exam, or if their exam performance has been influenced through the use of deceptive or not permitted resources.
- (4) A negatively assessed exam may be repeated at the earliest one month later.

§ 7 Legal Protection and Annulment of Assessments

- (1) Pertaining to Legal Protection at Exams § 44 Hochschulgesetz (Collegiate Law) 2005 applies.
- (2) Pertaining to the Annulment of Exams § 45 Hochschulgesetz (Collegiate Law) 2005 applies.

§ 8 Certification

- (1) Graduation from the course depends on the successful completion of the six modules.
- (2) The issuance of a certificate for the entire course ensues upon request by the student after successful completion of all the modules and graduation from the course.