

SCHOOL
OF
HEALTH
POLYTECHNIC
OF PORTO

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Assessment Regulation of the Academic Performance of Students at the School of Health of the Polytechnic Institute of Porto

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Chapter I

GENERAL PROVISIONS

ARTICLE 1

SCOPE

1. This Regulation applies to all Curricular Units (UC) of all Bachelor's, Master's, and Professional Higher Technical courses offered by the School of Health of the Polytechnic Institute of Porto, hereinafter referred to as ESS|P.PORTO. Other non-degree granting courses are covered in a separate chapter of this Regulation.
2. This Regulation may be revised based on the experience gained from its application.
3. This Regulation is framed within the current legislation and regulations, and it does not dispense with their knowledge.

ARTICLE 2

PRINCIPLES

1. The assessment of students, understood as a dynamic and systematic process that accompanies the educational act, is essential for regulating teaching and learning processes.
2. The assessment of competencies and knowledge using evaluation instruments must adhere to the constitutional principle of equal opportunities.
3. The evaluation process must be transparent, clear, and unequivocal for all participants.
4. The student assessment method should follow clear principles and rigorous practices and is a key element in any accreditation/certification process, generating auditable evidence by external entities in line with this Regulation.

ARTICLE 3

CONCEPTS

For the purposes of this Regulation, the following definitions apply:

- a) **«Distributed evaluation» (during the academic period)** – any evaluation occurring during the class period, either continuously or at specific moments. This can be individual or group, oral, written, or performative, and may include lab work, fieldwork, case studies, problem-solving, tests, reports, research projects, applied work, presentations, and other elements defined in the Curricular Unit Form (FUC). Scores obtained from specific moments that are repeatable in exam periods cannot limit exam access;
- b) **«Final evaluation» (during exam periods)** – any evaluation occurring on a date set in the exam schedule. It can take the following forms:
 - i) Public examination – through public presentation and defense of the work before an Evaluation Jury;

- ii) Exam – through written, practical, oral, or performative tests;
- c) «**Study Cycle**», the organized set of UCs in which the student must pass;
- d) «**Curricular unit**», a teaching unit with specific training objectives, subject to administrative registration and evaluation with a final grade;
- e) «**ECTS credit**», A unit of measure in the European Credit Transfer System representing the student's workload in various forms, including collective teaching sessions, tutorial guidance, internships, projects, fieldwork, study, and evaluation;
- f) «**Unit responsible teacher**», the teacher designated by the Technical-Scientific Council (CTC) for that function, considering input from other UC teachers;
- g) «**Attendance**», participation in activities during the academic term according to the school calendar;
- h) «**Learning outcomes**», the knowledge and skills acquired by the student after completing the learning process;
- i) «**Assessment component**», a set of elements of the same type, modules, or scientific area subject to performance evaluation;
- j) «**Passing grade for the assessment component**», Considered passed if the student achieves a score of at least ten (rounded to the nearest unit);
- k) «**Assessment element**», instrument used for evaluating a component;
- l) «**Non-repeatable assessment element**», instrument used for evaluating collective or practical pedagogical activities that cannot be repeated in final assessments.

ARTICLE 4

COUNTING DEADLINES

The following rules apply to counting deadlines:

- a) The deadline starts running regardless of any formalities;
- b) The day on which the event occurs is not included in the count;
- c) The deadline is suspended on Saturdays, Sundays, and holidays;
- d) For deadlines exceeding six months, Saturdays, Sundays, and holidays are included;
- e) A one or two-day deadline is considered 24 or 48 hours, respectively;
- f) If the deadline falls on a day when the service is not open to the public or not functioning normally, it is extended to the next business day;
- g) The service is considered closed when a full or partial holiday is granted.

CHAPTER II

CURRICULAR UNIT

ARTICLE 5

GENERAL PROVISIONS

1. All aspects of the functioning of a UC, including the evaluation process, must be defined in the Curricular Unit Form (FUC) provided to students in the first class.
2. The FUC must define at least one of the following evaluation modes:
 - a) Evaluation during the academic period without exams;
 - b) Evaluation during the academic period with optional exams;
 - c) Evaluation during the academic period with mandatory exams;
 - d) Evaluation during the exam period without academic period evaluation.
3. Regarding the evaluation process, the FUC should include:
 - a) Instruments used and rules applied;
 - b) Minimum scores for elements and conditions for their repetition, if applicable;
 - c) Conditions for passing components, if defined;
 - d) Formula for calculating final and component scores, if applicable;
 - e) Specific evaluation conditions for students with Special Status and other cases provided for in this Regulation (Articles 21, 23, 24).

ARTICLE 6

APPROVAL AND PUBLICATION OF CURRICULAR UNIT FORMS

1. The Pedagogical Council (CP), in collaboration with the IT Center (CI), must inform UC Responsible Teachers of the period for filling out the FUC on the ESS portal.
2. The FUC approval process involves the UC Responsible Teacher, the Technical-Scientific Area Coordinator for validation, the Curricular Unit Form Analysis Committee (CAFUC) for pedagogical guidance and evaluation methods, and finally the CP President for approval.
3. Members of the CAFUC mentioned in the previous section are:
 - a) The President of the CP of ESS|P.PORTO, who presides;
 - b) Four representatives of the Faculty from CP;
 - c) Five representatives of the students from CP;
 - d) Four representatives of the Faculty from the CTC.
4. The functioning of the CAFUC is governed by its own regulations approved by the CP.
5. The process of drafting, validating and approving of FUC must be completed before the start of the academic activities of each semester.
6. Changes of the FUC can be made up to 15 days after the start of the UC as a result of an agreement between the UC Responsible Teacher and the students.

7. Changes resulting from the agreement defined in number 6 are approved by the CAFUC within 10 days.
8. Only exceptional circumstances, duly justified to the CP, may justify the approval of the FUC beyond the established deadlines.
9. For the calculation of the final grade of the UC, the grades of evaluation instruments conducted before the formal approval of the FUC or not specified in it are considered null and void.
10. Once approved, the FUC will be published on the ESS|P.PORTO portal.

CHAPTER III

REGULATION OF OPERATION OF THE COURSES

ARTICLE 7

STUDY CYCLE

1. The Professional Higher Technical Courses (CTeSP) do not confer an academic degree but award the diploma of Professional Higher Technician. These courses have 120 ECTS and a duration of four curricular semesters of student work.
2. The study cycle leading to the bachelor's degree has between 180 and 240 ECTS and a normal duration of 6 to 8 semesters of student work, respectively.
3. The study cycle leading to the master's degree has between 90 and 120 ECTS and a normal duration of 3 to 4 semesters or 6 trimesters of curricular work.

ARTICLE 8

ENROLLMENT

Students enrol in the Curricular Units (UC) that are part of the study cycle in which they are registered, in accordance with the provisions of the General Regulations of Enrolment and Registration of the Polytechnic Institute of Porto (IPP) and the current system of prerequisites.

ARTICLE 9

ATTENDANCE AND PARTICIPATION

1. Teaching at ESS|P.PORTO is in-person, and student attendance is recorded according to procedures defined by the Presidency of ESS|P.PORTO.
2. Attendance in any type of class is not mandatory, except in situations explicitly and justifiably stated in the FUC.
3. Mandatory attendance can only be imposed in "Practical", "Laboratory Practical" and "Tutorial Guidance" classes if they involve collective or practical activities that, due to logistical reasons, the need for scientific-pedagogical supervision, or the development of practical skills relevant to the profession, must take place exclusively during the class period.

4. Mandatory attendance should not exceed 50% of the total hours of classes taught in the UC for the typologies mentioned in point 3.
5. Attendance in classes by itself should not be factored into the evaluation methods.
6. Attendance in Clinical Education/Internship UCs:
 - a) Attendance in the UC is subject to na attendance policy, and the student must sign the attendance record daily, which is validated by ESS|P.PORTO.
 - b) It is the responsibility of both the supervisor and the student to ensure the proper completion of the attendance record, which must be submitted to ESS|P.PORTO by the 15th of the following month, except in duly justified cases.
 - c) In each UC, the student may miss up to 10% of the total hours of the internship. If divided into modules or areas, absences will be proportionally counted for each.
 - d) According to the Law and Regulations of the Polytechnic Institute of Porto, the student must provide documentation justifying their absence for it to be excused, and these absences will be included in the total count mentioned in the previous point.
 - e) For the purposes of the previous point, the student must submit the necessary documentation to the UC Responsible Teacher.
 - f) Students who exceed the allowed number of absences will receive the classification of "failed due to absences (RPF)".

ARTICLE 10

CURRICULAR UNITS IN *b*-LEARNING

1. In duly justified cases, there may be UC offered in *b*-learning format.
2. In the case of *b*-learning courses, the face-to-face sessions are supplemented by an integrated set of theoretical and practical online classes, as well as a set of assessment moments, carried out either online or face-to-face.
3. The assessment system in these units must be duly explained in the FUC, containing guidelines on the objectives, deadlines, criteria and weighting of the various assessment instruments.

ARTICLE 11

FINAL COURSE CLASSIFICATION

1. The final classification of the course is the arithmetic average weighted by the ECTS of the classifications obtained in the UCs that make up the study plan and is expressed in values by a number on the integer numerical scale, in accordance with the regulations.
2. Grades obtained under mobility programs must comply with the rules set out in the Learning Agreement and the Transcript of Records or equivalent documents.

CHAPTER IV

EVALUATION STANDARDS

ARTICLE 12

GENERAL

1. Assessment must be organized in such a way as to promote the student's active and continuous participation in the process.
2. There may be specific assessment rules for students who benefit from Special Statutes, provided for in specific regulations.

ARTICLE 13

EVALUATION MODALITIES

1. Assessment in the normal period of student performance includes the following methods:
 - a) **Assessment during the academic term without assessment during the exam period.** Students must complete all assessment before the exam period. This type of assessment cannot be applied to UC's which, during the teaching period, include written tests which can be repeated in an exam.
 - b) **Assessment during the teaching period with optional assessment during the exam period.** Students have the option of doing all the assessment during the academic term. If they pass, they are exempt from taking the final assessment. If this does not happen and the minimum marks for the non-repeatable components are met, they still have the option of taking the final assessment in the normal and appeal periods.
 - c) **Assessment during the academic term with compulsory assessment during the exam period.** Students have the option of taking only part of the assessment before the exam period, with the remainder being taken during the exam period, provided that any minimums indicated in the FUC are met. If the student chooses to do so, the assessment moments during the academic term that are repeatable can also be assessed during the exam period. Assessment during the teaching period and assessment in the exam period should not have weights of less than 30% of the final grade.
 - d) **Assessment during the exam period without assessment during the teaching period.** Students are assessed exclusively during the exam period.
2. It is considered that grades obtained during the academic period, which may naturally be repeated during the exam period, cannot limit access to the exam as long as it is scheduled. In this situation, there cannot be minimum classifications that prevent access to the exam.
3. It is possible to define minimum grades for elements or groups of evaluation elements, as long as they have a weight of no less than 30% of the respective component classification. Minimum grades must not exceed 8 points.

4. It is possible to define passing grades for assessment components. A student is considered approved for a component if he or she obtains a classification of no less than ten points (value rounded to the nearest number).

ARTICLE 14

ASSESSMENT TESTS AND EXAMS

1. All assessment instruments that take place during the academic period will be referred to in this Regulation as assessment tests.
2. At the end of each academic term, the assessment will take place during the exam period. All assessment tools that take place during the examination period shall be referred to in these Rules as examinations.
3. The school calendar will define the school period and the exam period.
4. There are three examination periods for each academic period to which students can apply: the normal period, the appeal period and the special examination period.
5. Students have access to the exams as long as they meet the conditions for access to the exam provided for in the respective FUC.
6. All students have access to the normal examination and appeal periods.
7. Students who are framed by the Regulation of the Special Statutes and also those who meet the conditions of paragraph 2 of article 17 have access to the special examination period.
8. By order of the President of ESS|P.PORTO may be given access to the special examination period to other students, for a particular academic year and in duly justified exceptional cases.
9. Students with special statuses may also take exams outside the normal, appeal and special seasons, provided that it is provided for in the respective statute.
10. By order of the President of P.PORTO, extraordinary periods may be created for a particular academic year, in duly justified exceptional cases. The order will also regulate the calendar of the seasons created and the conditions for students' access to them.

ARTICLE 15

COMPONENTS AND ELEMENTS OF EVALUATION

1. The valuation elements are accompanied by the respective instructions and quotations.
2. When an error of form and/or content is detected in the assessment test statement, the score of the respective questions must be redistributed among the remaining questions and communicated to the students.
3. The duration of the written tests should not exceed three hours.
4. The oral tests, if any, are public, lasting not less than 15 minutes and not more than 45, except if the oral test is carried out under the terms of point 1. of Article 22, referring to the special rules for completing the course.

5. Evaluation during exam period falls on the elements and/or components of evaluation in which the student did not pass.
6. Students may choose to maintain the classification of the elements of the distributed assessment for a period of two years, provided that they are considered for the calculation of the final classification of the UC with the same weighting and the same syllabus.
7. Without prejudice to the provisions of the previous number, the temporal validity of the components and elements of evaluation is defined by the professor responsible for the course.

ARTICLE 16

REGISTRATION FOR EXAMINATION TESTS

1. Students who meet the conditions for access to exam exams are automatically enrolled in the normal exam season.
2. For the other seasons, registration for exams is always mandatory.

ARTICLE 17

NUMBER OF EXAMS TO BE CARRIED OUT IN EACH SEASON

1. The performance of exams in the normal and appeal periods is not subject to quantitative limitations.
2. Students who are absent, to finish the cycle of studies, up to two UCs per year or equivalent (one annual = two semester UCs, or three quarterly UCs) may request exams for the special examination period.
3. Students who are at risk of prescription may request exams for the special examination period, without quantitative limitations.
4. Foreign students who have been carrying out a mobility period at P.PORTO, up to a limit of two UCs, may also apply for exams for the special examination period.
5. Students from ESSIP.PORTO who have been carrying out a mobility period in a foreign higher education institution, may also require exams from the special examination period up to a limit of two UCs. This registration is only possible in UC with the possibility of evaluation exclusively by final exam.
6. Students with special statuses may request exams in accordance with the rules established in the respective Regulation.

ARTICLE 18

FINAL CLASSIFICATION OF THE CURRICULAR UNITS

1. The final evaluation of a UC is expressed through a classification on the entire numerical scale from 0 to 20 values.
2. A student who obtains a grade of not less than 10 points (rounded to the nearest unit) is considered approved in a UC.

ARTICLE 19**SPECIAL CASE OF THE EVALUATION OF CURRICULAR UNITS****CLINICAL EDUCATION/INTERNSHIP**

1. The definition of the evaluation elements is the responsibility of the Head of the UC based on the information produced by the elements of the monitoring structure.
2. The evaluation process will reflect the particularities of the UC and must respect the stipulations of the FUC and the internship plan (when applicable).
3. The evaluation is the result of the application of different methods and instruments, whose weighting will have to be expressly included in the FUC and may involve the following elements, among others:
 - a) Evaluation, by the monitor, of the student's performance at the Host Institution;
 - b) Practical evaluation;
 - c) Oral defense, before a jury, of the report, dossier, clinical case, project;
 - d) UC Dossier;
 - e) Projects prepared;
 - f) Activity logging;
 - g) Final report.
4. The weighting of the elements in the final classification must be included in the FUC and made available to all students before the 1st day of the internship.
5. The evaluation moments for each of the modules or valences should also be specified, and it is recommended to carry out an interim formative evaluation, in each module or valence, with a duration equal to or greater than 4 teaching weeks.
6. The curricular units of Clinical Education/Internship are UC without final exam.
7. To improve the classification, the student must repeat the attendance of the internship in the academic year immediately after approval. This frequency will necessarily be in a new internship location.
8. Registration for the purpose of improving the classification must be made within the deadlines set in the school calendar, in the academic year immediately after approval.
9. The internship locations available for grade improvement will be the remaining institutions after the placement of all students who attend the UC for the 1st time.

ARTICLE 20**PUBLICATION OF GRADES**

1. The publication of partial or final grades of the student assessment must be carried out solely and exclusively in the ESS|P.PORTO.
2. The grades mentioned in the previous number must be communicated to the student within fifteen days after their completion or delivery, except in exceptional cases duly authorized by the President of ESS|P.PORTO.
3. Without prejudice to the provisions of the previous number, teachers must safeguard the publication at least four days in advance of the date of the subsequent tests.

4. Failure to comply with the deadlines provided for in numbers 2 and 3 must be reported to the President of the PS of ESS|P.PORTO which will give the convenient routing.

ARTICLE 21

JUSTIFIABLE ABSENCES FROM EXAM EVALUATION TESTS

1. Absences from exams or assessment tests that occur during the academic period are justifiable:
 - a) due to appearance in Court, National Defense Day, or other events of a legally mandatory nature;
 - b) due to the death of a spouse or relative or relative in any degree of direct line or relative in the second degree of collateral line;
 - c) in cases of hospitalization or infectious disease that implies school eviction.
2. The presentation of medical certificates does not take into account absences, nor does it confer any benefits with regard to exams or assessment tests.
3. In cases of justifiable absences from assessment tests or exams, the student may take those to which he was prevented from attending:
 - a) If assessment tests - up to 30 consecutive days from the day on which the impediment ceased to exist, on a date to be agreed with the professor in charge of the UC;
 - b) If exams of normal season - in the appeal period of the same academic year; if appeal period exams - in the special examination period of the same academic year;
 - c) If exams of the special season - up to 30 consecutive days from the day on which the impediment ceased to exist, on a date to be scheduled;
 - d) In any circumstance, students will be entitled to the same number of opportunities as other students, and the necessary exams must be scheduled for this to be guaranteed.
4. Exams held in a special examination period under this article are not considered for the purposes of the maximum number of examinations to be held in this period under any other applicable status or special situation.
5. The exams or tests referred to must be requested within 7 consecutive days from the date on which the impediment ceased to exist. With the request, a document proving the situation in question must be presented.
6. The student has a period of 7 consecutive days from the date of publication of the final result obtained in the UC to, if applicable, register for the following academic year.
7. Exceptional situations will be decided by the President of ESS|P.PORTO, if placed by request.

ARTICLE 22

WITHDRAWAL FROM THE TEST

The student who wishes to withdraw from the test must declare it in writing on the test sheet, filling it in with their identification data, not invalidating the right to consult the test for clarification of the evaluation criteria.

ARTICLE 23**SPECIAL RULES FOR COMPLETING THE COURSE**

1. In the event that, at the end of the special examination period, it is found that only one UC lacks approval, the student has the right to take an oral or practical test, with a maximum duration of 120 minutes, before a jury of an odd number of elements, and a minimum of three, consisting of the Course Coordinator, the Head of the UC and professor(s) who teach the UC or, in its absence, professor(s) of the same scientific area designated by the Course Coordinator.
2. To register for this exam, the student must register for an off-season exam with the Academic Services and pay the respective fees, within 7 consecutive days from the date of publication of the classification of the special examination.
3. The Academic Services inform the Course Coordinator of the existence of registration for this test and he will indicate, within 3 working days, the date of its realization, which must occur within a period of 30 consecutive days after the notification and constitution of the jury. The Academic Services will notify the student, within a maximum period of 3 working days, of the established date. It must be ensured that the student is aware, at least 5 working days in advance, of the date of the test.
4. The student has a period of 7 consecutive days from the date of publication of the final result obtained in the last UC to, if applicable, register in the following academic year.
5. These rules are not applicable to the Project/Internship/Dissertation UCs or to all UCs whose evaluation modality is "Evaluation during the academic period without evaluation during the exam period".

ARTICLE 24**SPECIAL RULES FOR EARLY COMPLETION OF THE COURSE**

1. Only students who cumulatively meet the following conditions may request an early course completion exam:
 - a) It is verified that up to two UCs need approval to complete the course in which they are enrolled;
 - b) Be regularly enrolled in the UCs to which they intend to take the exam;
 - c) Have been enrolled in the UCs in the academic year or in the previous semester and have met the conditions for access to the exam.
2. The examination periods that can be brought forward are the normal season and the special season. The anticipation of these times can occur at any time of the academic year, as long as the student makes a request for out-of-season exams. Thus, students who wish to anticipate an exam season must apply by the 21st of the month prior to the month in which the exams will be held. This prerogative is not applicable in the month of August.
3. In any circumstance, the number of exam opportunities for each UC will be the same as for the other ordinary students and there can only be one request for an early exam per UC.
4. It is incumbent upon the President of the ESS|P.PORTO ensure that the exam takes place during the month for which it is requested, preferably on a date agreed between the Teacher and the Student.

5. For registration in these exams, the fees provided for registration in off-season exams are due.
6. UCs in which, by their nature, they are not subject to anticipation need justification, and this condition must be expressly referred to in the FUC and validated in its approval.

ARTICLE 25

SPECIAL CASE OF THE COURSE

PROJECT/INTERNSHIP/DISSERTATION

1. When the missing UC for the completion of the course is Project/Internship or Project/Internship/Dissertation, and the following conditions are cumulatively met:
 - a) The student delivered the report within the established deadline;
 - b) The student has complied with the established work plan and the content of the work is assessable as equating or exceeding the minimum values in terms of depth and level required, but the report does not conform to the required standards (form analysis). The professor responsible for the supervision, in view of the non-conformities found, may determine the reformulation of the report and, in agreement with the head of the UC and the student, establish a deadline for the delivery of the reformulated report and the date of its presentation, which will never be later than the end of the current calendar year.
2. In the situation described in the previous point, the agenda must be filled in with the acronym corresponding to "Unclassified". The head of the UC must communicate to the Course Coordinator the date set for delivery of the work and he informs the academic services. The student must register for an off-season exam, upon payment of the respective fees, up to 7 days before the date of presentation.
3. The student has a maximum period of 7 consecutive days from the date of publication of the final result obtained at the UC to, if applicable, register in the following academic year.

CHAPTER V

IMPROVEMENT OF CLASSIFICATIONS

ARTICLE 26

APPLICABILITY

1. All UCs to which the student obtained approval or accreditation are subject to improvement by final exam, except:
 - a) If they are Project/Internship/Dissertation UC
 - b) If students have already completed the course and applied for the diploma and/or letter of course.
2. The improvement tests must take place until the special examination period of the academic year in which the student completes all the ECTS of his course, inclusive.

3. If the student has passed the course in the special examination period of the year of completion of the course, the improvement test of these courses will take place in the month following the publication of the grades, at the student's request up to 7 days after said publication.

ARTICLE 27

STANDARDS TO BE APPLIED TO IMPROVEMENT TESTS

1. The student may request classification improvement without quantitative limitations regarding the number of UCs.
2. The student can only take one grade improvement test per UC.
3. The classification improvement test will take place at any exam season of the semester in which the UC takes place or in a special examination period.
4. The proof of improvement of classification must be requested within the deadline set in the school calendar and the fees set for this purpose are due.
5. The classification improvement test is defined in the FUC, and may be an evaluation specially designed for this purpose and different from the one already used in other seasons.
6. Given the special nature of the specific improvement test, the type of evaluation can be oral, applied practice or written.

ARTICLE 28

FREQUENCY SORTING IMPROVEMENT

1. To improve the classification in the case of UCs without a final exam, the student may repeat the attendance of the UC.
2. The classification of the Project/Internship and Project/Internship/Dissertation UCs can only be improved by frequency of the UC.
3. Registration in the UCs for the purpose of improving the classification by attendance of the UC must be carried out within the deadlines set in the academic calendar for enrolment in the remaining UCs.
4. Registration for improvement of classification by attendance is subject to the payment of the fees set for this purpose.

ARTICLE 29

CLASSIFICATION OF IMPROVEMENT TESTS

Between the classification obtained in the improvement test and the classification previously obtained in the UC, the highest always prevails.

CHAPTER VI**CONSULTATION OF EVIDENCE, COMPLAINTS AND APPEALS**

ARTICLE 30**CLARIFICATIONS AND CONSULTATION OF EVIDENCE**

1. Regarding all types of evaluation, regardless of whether there is a written record or not, the student has the right to be informed about the relative weightings of the parts that constitute it and what criteria are necessary to achieve the minimum and maximum approval values in each part.
2. After publication of the grades of assessment tests during the academic period and exams, students will be given the right to clarification, at the time and place indicated for this purpose, taking place between 24 and 72 working hours, from the date of publication.
3. Students must be provided:
 - a) The quotation of each question in the test;
 - b) The score assigned in each of the questions contained in the test;
 - c) The criteria used to assign the score of each of the questions contained in the test.
4. Teachers must provide students who request it with the necessary clarifications about the correction of the test.

ARTICLE 31**EVALUATION JURIES FOR COMPLAINT AND APPEAL**

1. The evaluation juries of a complaint are made up of an odd number of teachers, a minimum of three: the Course Coordinator, who presides, the head of the UC and the other elements appointed by the Course Coordinator.
2. If the Course Coordinator is simultaneously the head of the UC, the presidency of the jury will be ensured by a deputy director of the course, if any, or by the oldest and highest category professor in the scientific area in question.
3. The evaluation juries of an appeal will be made up of an odd number of teachers, a minimum of three, appointed by the President of the ESS|P.PORTO, on the proposal of the CTC, with its members being distinguished from the complaint jury. In the absence of a proposal from the CTC, presented to the President of the ESS|P.PORTO within 5 working days of the request, the President of ESS|P.PORTO proceeds with the appointment.
4. The members of the juries referred to in the previous points may, if necessary, not belong to the ESS|P.PORTO.

ARTICLE 32**COMPLAINT**

1. Students may submit a complaint about evaluation components of which there is no written record or other, only in case of formal defect, to the Presidency of the ESS|P.PORTO.
2. Students may submit a complaint against the classification attributed to all assessment modalities of which there is a written record or other, carried out throughout the academic period and during the exam period, by addressing them in writing to the Course Coordinator.
3. The complaint process must be initiated within the period established in the Code of Administrative Procedure (CPA), counted from the date of definitive publication of the classification, suspending the counting of deadlines during the month of August. This process involves filling out the appropriate form (on paper or electronically as provided for in the ESS|P.PORTO) and the payment of the fee provided for in the table of fees.
4. It is incumbent on the services of the academic area of ESS|P.PORTO to work with the head of the UC to deliver a copy of the test statement, the score for each question and the criteria used to award the score in each of the questions. A copy of the test taken by him and the marks assigned to each of the questions must also be given to the student. These elements must be delivered within three working days from the notification of the teacher by the services.
5. Upon receipt of the elements referred to in the previous number, the services of the academic area will deliver them to the student, in person or by registered mail.
6. The student has up to 7 working days, from the receipt of the elements referred to in the previous number, to submit, if he so wishes, the grounds for the complaint.
7. Complaints that are not substantiated or submitted after the deadline are rejected.
8. It is incumbent on the services of the academic area of ESS|P.PORTO delivers, on the same day or on the next working day, the complaint file to the Course Coordinator, who will constitute the jury, analyse the complaint and return it to the services, within 15 working days, suspending the counting of deadlines during the month of August. The services will notify the student of the outcome of the process within 3 working days.
9. Failure to process a complaint within the established deadlines, without justification, may constitute a disciplinary infraction under the terms of the law, and the services of the academic area ESS|P.PORTO to communicate the situation to the President of ESS|P.PORTO, within a maximum period of 5 working days, which will carry out the necessary steps.
10. If the communication of the decision on the complaint does not allow the student to enjoy a period of 5 working days until the next scheduled exam date to which he had access, then the student will have the right to take the exam up to 30 consecutive days from the day of that communication, on a date to be scheduled by the ESS|P.PORTO.
11. Registration for the exam, if carried out within 5 working days after becoming aware of the response to the complaint, will not be charged any fee for an act performed after the deadline.
12. Fees paid for successful claims will be refunded.

ARTICLE 33**RESOURCES**

1. The decision on the complaints can be appealed.
2. Appeals on the complaints provided for in paragraph 1 of the previous article are addressed to the Presidency of P.PORTO.
3. The remaining appeals, duly substantiated, are addressed to the President of the ESS|P.PORTO.
4. The appeal process must be initiated within the deadline set in the CPA, counted from the date on which the student becomes aware of the decision on the complaint, and the counting of deadlines will be suspended during the month of August. This process involves filling out the appropriate form (on paper or electronically as provided for in the ESS|P.PORTO) and the payment of the fee provided for in the table of fees.
5. The appeal will be considered by the jury, which will draw up minutes justifying the decision it takes.
6. In cases where it proposes the granting of the appeal, the jury will set the classification to be awarded, bearing in mind the objectives of the UC expressed in the FUC.
7. The minutes of the decision of the appeal jury will be sent to the academic services, which will proceed in accordance with the mechanisms provided for in the ESS|P.PORTO for the classification record. They will then file the appeal in the student's individual file and inform all those involved.
8. Appeals that are not substantiated or submitted after the deadline will be rejected.
9. The fees paid for the resources that are granted will be refunded.

ARTICLE 34**FRAUD**

1. The practice of fraud, under the terms defined in the Disciplinary Regulation of P.PORTO Students, in the performance of an assessment test or exam, in any of its modalities, implies:
 - a) The annulment of the same;
 - b) The communication to the President of ESS|P.PORTO for disciplinary proceedings.
2. Without prejudice to the provisions of the previous number, the student is immediately informed of the grounds for the decision to cancel the test, as well as being allowed to exercise the adversarial procedure.

CHAPTER VII**POSTGRADUATE AND OTHER NON-DEGREE COURSES**

ARTICLE 35**SCOPE AND APPLICABILITY**

Recognizing the specificity and diversity of non-degree training that ESS|P.PORTO may minister, there may be special situations in which these Regulations are not fully applicable. In these cases, an adaptation of this Evaluation Regulation must be made for the course in question, in order to be subsequently approved by the CP.

CHAPTER VIII**FINAL PROVISIONS**

ARTICLE 36**ARCHIVE**

1. All evaluation documents, including written tests, reports, research papers, recordings and other physical media that allow it, will be archived for the legally established period, after which they may be destroyed.
2. The mechanism to be adopted in the previous paragraph is defined in the ESS|P.PORTO.
3. All elements related to complaint processes and/or appeals must be filed in the student's file. They must include at least the request and the grounds for the request and the minutes of the decision and the elements supporting the reasoning presented by the selection board.

ARTICLE 37**NON-COMPLIANCE WITH THE REGULATION**

Situations of non-compliance with this Regulation are reported to the PC of ESS|P.PORTO, which proposes the necessary measures.

ARTICLE 38**DOUBTS AND OMISSIONS**

1. The Regulation of Examinations of the Polytechnic Institute of Porto (P.PORTO) and the Regulation of the Special Statutes of Students of the Polytechnic Institute of Porto (P.PORTO) apply in addition to this Regulation.
2. Doubts of interpretation will be resolved by resolution of the PC.
3. Omitted cases are resolved on a case-by-case basis, and the final decision is made by the President of the ESS|P.PORTO, after hearing the CP.

ARTICLE 39**REVISION OF THE REGULATION**

1. Proposals for amendments to the Regulation must be submitted by January 31 of each year and the approved changes will come into force in the following academic year.
2. Amendments to these Regulations must have the favourable vote of at least 2/3 of those present.
3. The Regulation must be updated in the event of changes introduced in the legislation and regulations that support it.

ARTICLE 40**COME INTO EFFECT**

This Regulation shall come into effect on the date of its publication.