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For further information:	Deputy Head of the Rectorate

[This is an English translation 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. 31 of the General Rules on Performance Assessments at ETH Zurich (AVL ETHZ) of 10 September 2002<sup>(2)</sup>,

*decrees the following:*

#### 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.

<sup>2</sup> The request should be submitted in writing (an email is sufficient) to the respective examiner if no other recipient is indicated.

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

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

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<sup>1</sup> RSETHZ 201.021

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

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#### **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. The examiner may require students to sign up in order to participate.

<sup>2</sup> The examiner chooses whether to require a confirmation from students that they have viewed their respective performance assessment records.

#### **Art. 5 Deadlines**

<sup>1</sup> For session examinations, provided that an examiner offers viewing of performance assessment records to all those who have completed the performance assessment in question, viewing should take place within three weeks after the grading conference.

<sup>2</sup> Independently of Para. 1, students have the right to view their performance assessment records for a period of up to six months after grades have been issued. When this deadline expires students lose the right to view their performance assessment records.<sup>(3)</sup>

## **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
- 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> Students have a right to make brief hand-written notes.

<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.

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<sup>3</sup> Art. 26 AVL ETHZ (SR 414.135.1)

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## **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.

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

### **Art. 9**

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

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

## **4. Entry into effect**

### **Art. 10**

This directive enters into effect on 1 September 2010.