



Rules on the Assessment and Evaluation of Knowledge

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Mladenka Lukić-Walther

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On the basis of the provisions of the Higher Education Act, the Statute of NOA, and in accordance with the undergraduate professional study programme Management of

International Logistics and the master's study programme Sustainable Mobility and Logistics, the Director and Dean of NOA, Mladenka Lukić-Walther, adopted on 10 February 2021, and amended on 20 June 2022, 18 January 2024, 26 May 2025, 18 June 2025, 14 November 2025, and 26 March 2026,

Rules on the Assessment and Evaluation of Knowledge

Forms of Assessment

Article 1

Forms of assessment include: examinations, colloquia, project or seminar papers, homework, and class assignments.

Article 2

An examination is a regular form of assessment. It tests the material defined by the syllabus for each individual course. Examinations may be oral, written, or written and oral. Where stipulated by the study programme, an examination may also include a practical component.

For courses combining content from different thematic units taught by different lecturers, the examination may be taken in several parts (partial exams). Each partial exam is graded separately. In accordance with these Rules, all provisions for examinations apply equally to partial exams.

Substantive conditions for sitting an exam must be defined in the course syllabi.

Article 3

The type and method of assessment for an individual course are determined by the study programme and syllabus for each enrolled cohort. They also define how the successful completion of other study obligations affects the exam grade.

If so provided by the study programme and syllabus, an exam may also be passed by successfully completing colloquia.

Taking Examinations

Article 4

An exam is assessed by an individual examiner or an examination board. An exam is taken before a board when so stipulated by the Statute or these Rules.

Only a habilitated higher-education teacher may serve as an examiner or board member.

Article 5

The duration of a written exam is determined by the course holder and may not exceed four academic hours. Results must be published by 2 p.m. on the seventh working day after the exam.

Candidates have the right to review their corrected and graded script, which must show the marks for answers to individual questions. A review request must be submitted within three days of the grade entry.

The examiner keeps examination papers for six months.

Article 6

Successfully passing the written part may be a prerequisite for the oral part if so provided by the syllabus. The written and oral parts constitute a whole and may receive a single or separate grades.

Project and seminar papers with a defence, or practical homework and exercises required by the syllabus, are prerequisites for the exam. A correctly written paper or other written product with a successful defence counts toward the final exam grade.

If the exam is written and oral, the oral schedule is published with the written results. Oral exams must start by the seventh working day thereafter, and candidates must take their oral part within two weeks of its start.

The examiner and candidate may agree on an oral date for justified reasons, notifying the Student Affairs Office.

Article 7

Partial exams for an individual course may be taken separately or as a group exam. The method is defined by the study programme.

Article 8

A student may sit an exam after lectures end if all syllabus-defined obligations are met. Registration must occur within the announced deadline.

A separate partial exam may be taken once the relevant course segment has been delivered.

Examination Grades and Scale

Article 9

Exam performance is graded as: excellent (10), very good (9 and 8), good (7), satisfactory (6), and unsatisfactory (1 to 5).

An exam is passed successfully if the candidate receives a grade from satisfactory (6) to excellent (10). Grading scale:

5 (unsatisfactory)	up to 50% knowledge
6 (satisfactory)	from 51 to 60% knowledge
7 (good)	from 61 to 70% knowledge
8 (very good)	from 71 to 80% knowledge
9 (very good)	from 81 to 90% knowledge
10 (excellent)	from 91 to 100% knowledge

Examination Periods and Dates

Article 10

Exams are taken on examination dates. Dates are regular and extraordinary.

Article 11

Regular examination periods are winter, spring, and autumn.

Regular dates are determined by the annual NOA work plan, within periods set each year by the School Senate via the academic calendar.

Dates must be arranged so that at least three are provided for each course per academic year, from the end of lectures until the enrolment deadline for the next year.

Article 12

Extraordinary dates are outside regular periods. Students in absolvent status, part-time students, and candidates without status may take them. By agreement with the examiner, a full-time student who finished course lectures may also exceptionally take an exam on an extraordinary date.

Notwithstanding the first paragraph, a full-time student with student-athlete, recognised-artist, or special-needs status may take an exam on an extraordinary date by agreement.

Extraordinary dates are announced by the course holder as needed.

They must be announced at least 10 days in advance and not earlier than one month after the end of higher-year enrolment.

Article 13

The Student Affairs Office schedules dates based on the examiner's proposal.

A student may sit a maximum of one exam per calendar day.

The schedule is binding for students and examiners; only the Office may alter it.

Article 14

Registration opens 7 days and closes 3 days before the exam (until 23:59).

Deregistration is allowed up to 3 days before the date.

Failure to attend without timely deregistration counts as having used the date unless force majeure is proven.

Conditions for sitting an exam:

- completed syllabus obligations,
- settled financial obligations,
- timely registration.

Access may be blocked if conditions are unmet.

Early Completion of Courses

Article 15

Early enrollment in higher-year courses must be approved by the NOA Study Affairs Committee.

Upon approval, the student must pay a portion of the tuition fee, which is later deducted from the following year's fee. This grants participation in the teaching process and the first three exam attempts.

Appealing a Grade

Article 16

A student may appeal to the Dean within 24 hours (or next working day) of an oral exam or within three working days of published written results.

The Dean appoints a three-member board within 24 hours (or next working day). For oral appeals, the board re-examines the candidate within the next 24 hours.

For written appeals, the board regrades the script within the next 24 hours.

Appeals may target only the written or oral part. Board decisions are final.

Retaking Exams

Article 17

A failed exam may be retaken up to five times. A successful appeal retake does not count. Retakes are not allowed in the same period; at least 14 days must elapse.

Article 18

The Committee may allow a sixth attempt; exceptionally, a seventh is considered individually. Re-enrolment does not reset used dates.

Article 19

Attempts 4, 5, and 6 are before a two-member board appointed by the Dean. Only one board attempt per period is allowed.

Improving a Grade

Article 20

A passed exam may be retaken to improve the grade; the higher grade is recorded. From the fourth attempt, improvement is charged per the pricelist.

Recognition of Exams

Article 21

Students previously enrolled elsewhere may request recognition of compatible exams. Application requires a certified syllabus and transcript.

The course holder decides within 15 days to recognise, partly recognise, or deny (with reasons). Only equivalent scope and level are recognised; content over 10 years old is generally not recognised.

An exam failed at NOA cannot be recognised if later passed elsewhere. Recognitions are recorded; students entering year 3 directly must pass at least five exams at NOA.

Article 22

Practical Training recognition criteria: 1. Fully recognised for post-1994 higher-professional graduates and year-3 entrants without differentials. 2. Fully recognised for pre-1994 graduates with differentials and 1-year experience, or 2-year relevant work history. 3. Partly recognised for lesser experience. 4. Not recognised without experience.

Article 23

Online exams are proctored with an AI tool monitoring behaviour and system factors. Students must install Secure Exam Companion, use Proctorio, and complete multi-layer verification (e-signature, ID scan, 360° room scan). Proctored settings include Full Screen, One Screen, no new tabs, and disabled clipboard/printing. Sound, screen, and head movement are monitored.

Assessment of Suspicion based on Monitoring Tool

Article 24

Two profiles: open-book (warning 75–85%, fail >85%) and closed-book (warning 70–80%, fail >80%). Students must remain before the camera. Repeated gaze deviation without reason is suspicious. Examiners may issue warnings or require oral defences regardless of tool detection.

Article 25

Serious violations: extra persons present, no 60-s room scan, masked identity, re-entry attempts, leaving the room, phone/AI use. The Office has 10 days to review; violations result in immediate failure. NOA may use AI-detection tools for assignments. Two warnings for suspicious conduct result in a formal reprimand and fail.

Final Provisions

Article 26

These Rules apply from 1 October 2021. Amendments take effect the day after adoption. Please note that the legally binding version of this document is in Slovenian. In the event of any conflict, the Slovenian version shall prevail.

This English translation is for reference only; in case of any discrepancy or conflict, the Slovene original prevails.