

Ministerial Order no. 114 of 3 February 2015 on the Marking Scale and Other Forms of Assessment of Study Programmes under the Ministry of Higher Education and Science (the Marking Scale Order)

Pursuant to section 15(1) and (2) of the Danish Act on Authorisation of Healthcare Professionals and of Professional Healthcare Activity (*lov om autorisation af sundhedspersoner og om sundhedsfaglig virksomhed*), see Consolidated Act no. 877 of 4 August 2011, section 12(1) and section 24 of the Danish Act on Maritime Training Programmes (*lov om maritime uddannelser*), see Consolidated Act no. 466 of 8 May 2013 as amended by Act no. 898 of 4 July 2013 and Act no. 750 of 25 June 2014, section 19 and section 30(2) of the Danish Act on Basic and Higher Vocational Education and Training (the Upper Secondary Education System) for Adults (*lov om erhvervsrettet grunduddannelse og videregående uddannelse (videreuddannelsessystemet) for voksne*), see Consolidated Act no. 578 of 1 June 2014, section 8(1) and section 34(1) of the Danish Act on Universities (*lov om universiteter*), see Consolidated Act no. 960 of 14 August 2014, section 34(2) and (4), of the Danish Act on Pharmacy Practice (*lov om apoteksvirksomhed*), see Consolidated Act no. 1040 of 3 September 2014, section 22(1) and section 30 of the Danish Act on Academy Profession and Professional Bachelor's Degree Programmes (*lov om erhvervsakademiuddannelser og professionsbacheloruddannelser*), see Consolidated Act no. 1147 of 23 October 2014, section 10(1) and section 15(2) of the Act on Open Education (Adult Vocational Education and Training) etc. (*lov om åben uddannelse (erhvervsrettet voksenuddannelse m.v.)*), see Consolidated Act no. 64 of 26 January 2015, and following negotiation with the Minister for Health, the following is stipulated:

Part 1

7-point marking scale etc.

Section 1. In tests forming part of examinations or tests in single subject courses, students must be given an individual assessment according to the following marking scale (7-point marking scale), see,

however, subsections (3) and (4):

- 12 For an excellent performance
- 10 For a very good performance
- 7. For a good performance
- 4. For a fair performance
- 02: For a minimally adequate performance
- 00). For an inadequate performance
- 3: For an unacceptable performance

(2) In the translation of the marking scale into English, the designations used must be those specified in Appendix 1 to this ministerial order.

(3) The assessment 'Pass' or 'Fail' may be used in accordance with the rules set out in the ministerial orders on examination or the ministerial order on the individual study programme.

(4) The provisions of this ministerial order on the assessment 'Pass' or 'Fail' apply correspondingly to the assessment 'Approved' or 'Not approved'.

(5) The marking scale applies to the awarding of year marks and similar coursework marks on the maritime youth training programmes.

Section 2. The mark 12 is given for an excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses.

Section 3. The mark 10 is given for a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.

Section 4. The mark 7 is given for a good performance displaying good command of the relevant material, but also some weaknesses.

Section 5. The mark 4 is given for a fair performance displaying some command of the relevant material, but also some major weaknesses.

Section 6. The mark 02 is given for a performance meeting only the minimum requirements for acceptance.

Section 7. The mark 00 is given for a performance which does not meet the minimum requirements for acceptance.

Section 8. The mark -3 is given for a performance which is unacceptable in all respects.

Part 2

Assessment etc.

Section 9 The assessment of the student's performance or proficiency must take place on the basis of the academic requirements specified for the relevant course, course element or programme element (awarding of absolute marks). No particular distribution of marks should be aimed for (awarding of relative marks).

Section 10. The marking must be based on an overall assessment of the extent to which the student's performance or proficiency meets the intended learning outcomes for the course, course element or programme element as laid down in the ministerial orders or academic regulations for the individual study programmes etc.

(2) In the academic regulations for the individual study programme, the educational institution lays down precise descriptions of intended learning outcomes and criteria for assessing the meeting of such outcomes, see sections 2-8, for the individual courses, course elements or programme elements which are concluded with an examination.

Section 11. Where both an examiner and a co-examiner are involved in the assessment, the mark to be awarded must be agreed upon between them.

(2) If the examiner and the co-examiner are not in agreement about the mark to be awarded, each examiner must award a separate mark. The mark awarded for the examination will then be the average of these marks rounded off to the nearest mark on the marking scale. If the average is half-way between two marks on the marking scale, the final mark will be the nearest higher mark if the co-examiner has awarded the highest mark, or otherwise the nearest lower mark.

(3) In case of disagreement as to whether the assessment of the performance should be 'Pass' or 'Fail', the co-examiner's assessment will be decisive.

Section 12. If several examiners or co-examiners take part in the assessment, the assessment must be given following a discussion between them.

(2) If the examiners and co-examiners are not in agreement about the mark to be awarded, the group of examiners and the group of co-examiners must award a mark each. If agreement cannot be reached within the group of examiners or the group of co-examiners, each examiner or each co-examiner must award a separate mark. The mark of each group will then be the average of the marks awarded by the members of that group rounded off to the nearest mark on the marking scale. The mark will be rounded up if the average is half-way between two marks. The final mark for the examination will be the average of the marks awarded by the group of examiners and the group of co-examiners. If the average is half-way between two marks, the final mark will be the nearest higher mark if the group of co-examiners has given the highest mark, or otherwise the nearest lower mark.

(3) If the examiners and the co-examiners are not in agreement as to whether the assessment of the student's performance or proficiency should be 'Pass' or 'Fail', the assessment 'Pass' will be given if this is the assessment given by at least half of the assessors, including at least one co-examiner.

Section 13. The academic regulations for the individual study programme may stipulate that a mark consists of several partial marks for various categories of performance (partial examinations). If so, the mark will be the average of the partial marks, rounded off to the nearest mark on the marking scale. The mark will be rounded up if the average is half-way between two marks.

(2) The academic regulations for the individual study programme may stipulate that the partial marks will be given different weights when the combined mark is to be calculated. If so, the mark will be the sum of the individual marks, each multiplied by the weighting of the mark, divided by the sum of the weightings

and then rounded off to the nearest mark on the marking scale. The mark will be rounded up if the average is half-way between two marks.

Section 14. When an examination has started, an assessment must be made unless the examination is interrupted by an expulsion or by illness that warrants a re-exam, see the ministerial orders on examination.

Part 3

Pass requirements etc.

Section 15. An examination is passed when the student achieves a mark of at least 02 or the assessment 'Pass'. An examination which has been passed cannot be resat, see, however, subsection (4).

(2) If an examination consists of several partial examinations, the mark for the combined examination, see section 13, must be at least 02. If the combined examination is passed, partial examinations for which marks 00 or -3 have been awarded cannot be resat, see, however, subsection (3). Even if the combined examination is not passed, partial examinations for which a mark of 02 or higher is awarded cannot be resat, see, however, subsection (4).

(3) It may be stipulated in the academic regulations for the individual study programme that a certain mark on the marking scale must be achieved in one or more partial examinations.

(4) It may be stipulated in the academic regulations for the individual study programme that two or more examinations must be passed in the same examination period.

Section 16. 14. (1) The curriculum may stipulate that two or more tests have to be passed with a particular overall grade average. If so, the average mark must be at least 2.0 without rounding-up.

(2) It may be stipulated in the academic regulations for the individual study programme that an examination for which a mark of 00 or -3 is awarded cannot be resat if the examination is passed under the provisions stipulated in subsection (1), see, however, subsection (3).

(3) It may be stipulated in the academic regulations for the individual study programme that a certain mark on the marking scale must be achieved in one or more partial examinations, the passing of which is based on an average mark, see subsection (1).

(4) It may be stipulated in the academic regulations for the individual study programme that the individual marks which make up a combined average mark, see subsection (1), will be given different weights in the calculation of the average mark. If so, the average mark will be the sum of the individual marks, each multiplied by the weighting of the mark, divided by the sum of the weightings.

(5) Examinations offered in accordance with the rules set out in the Ministerial Order on Part-Time Degree Programmes (Bekendtgørelse om deltidsuddannelse) and the Ministerial Order on Open Education

and Subsidies for Adult Vocational Education and Training etc. (Bekendtgørelse om åben uddannelse og tilskud til arbejdsmarkedsuddannelser m.v.) must be passed separately.

Section 17. The marks to be included in the combined examination result will be stipulated in the academic regulations for the individual study programme.

(2) It may be stipulated in the academic regulations for the individual study programme that the combined examination result will be expressed in the form of an average mark. One decimal will be included in the calculation of the average mark. Courses, course elements and programme elements that utilise the assessment 'Pass' or 'Fail' will not be included in the calculation of the average mark.

(3) The academic regulations for the individual study programme may stipulate that the individual marks included in the combined examination result will be given different weights in the calculation of the average mark. If so, the average mark will be the sum of the individual marks, each multiplied by the weighting of the mark, divided by the sum of the weightings.

Section 18 An examination is passed when the average mark, see section 17(2) and (3), is at least 2.0 without rounding-up, and when all tests assessed using 'Pass' or 'Fail' have been passed. If particular pass requirements have been laid down in the academic regulations for the individual study programme in accordance with sections 15 and 16, these requirements must also be met. If no average mark is calculated, all tests forming part of the examination must be passed, see sections 15 and 16.

(2) It may be stipulated in the academic regulations for the individual study programme that a certain mark on the marking scale must be achieved in one or more examinations which are included in the average mark.

Part 4

Diplomas / Certificates

19.-(1) On diplomas and exam certificates, each mark awarded according to the 7-point marking scale must be accompanied by the letter on the ECTS scale which corresponds to the mark in question, see Appendix 2.

(2) Subsection (1) also applies if the educational institution issues documentation for passed parts of the study programme to students who leave the study programme without having completed it.

Part 5

Requirements for academic regulations

20.-(1) The academic regulations for the individual programme stipulate:

- 1) Precise descriptions of intended learning outcomes and criteria for assessing the meeting of the outcomes for the individual courses, course elements or programme elements which are concluded with an examination, see section 10(2).
- 2) Any rules concerning partial examinations, see section 13.
- 3) Any rules stipulating that a certain mark on the marking scale must be achieved in one or more partial examinations, see section 15(3).
- 4) Any rules that two or more examinations must be passed in the same examination period, see section 15(4).
- 5) Any rules stipulating that two or more examinations must be passed on the basis of a combined average mark, see section 16(1)-(4).
- 6) The marks to be included in the combined examination result, see section 17(1).
- 7) Any rules stipulating that the combined examination result is expressed by means of an average mark, see section 17(2) and (3).
- 8) Any rules stipulating that a certain mark on the marking scale must be achieved in one or more examinations which are included in the average mark, see section 18(2).

Part 6

Dispensations

21.-(1) 20. The Danish Agency for Higher Education may grant exemptions from the ministerial order if warranted by exceptional circumstances.

(2) The agency may allow deviations from the ministerial order as part of trials.

Part 7

Complaints concerning decisions made by the educational institution

22.-(1) Decisions made by the educational institution pursuant to this ministerial order may be brought before the Danish Agency for Higher Education by the party which the decision concerns (the complainant) if the complaint concerns legal issues. The deadline for submission of an appeal is two weeks from the day the decision is announced to the complainant.

(2) The complaint must be submitted to the educational institution, which prepares a statement. The complainant must be given at least one week to comment on the statement prepared by the educational institution. The educational institution submits the complaint to the agency with the educational institution's statement and any comments from the complainant enclosed.

(3) It is not possible to refer the decisions of the agency to higher administrative authorities.

CHAPTER 8

Commencement and interim provisions

23.-(1) This ministerial order enters into force on 1 September 2015.

(2) Ministerial Order no. 1601 of 17 December 2014 on the Marking Scale and Other Forms of Assessment of Study Programmes under the Ministry of Higher Education and Science (Marking Scale Order (Karakterbekendtgørelsen))

24.-(1) Subsections (2)-(4) apply to students who have been awarded marks according to the Danish 13-point marking scale and who have not completed and passed their study programme.

(2) On diplomas, exam certificates or leaving certificates issued on or subsequent to 1 September 2007, marks according to the Danish 13-point marking scale are converted into marks according to the 7-point marking scale. Any average mark, see section 17(2) and (3), must in that case be calculated on the basis of the marks according to the 7-point marking scale. For converted marks, the marks according to the Danish 13-point marking scale must also be stated on the diploma or exam certificate.

(3) A partial mark according to the Danish 13-point marking scale must be converted to the 7-point marking scale if one or more marks have been awarded according to the 7-point marking scale, see section 7(1), so that the combined mark is awarded according to the 7-point marking scale.

(4) Conversion must be based on the following scale:

Danish 13-point marking scale	13	11	10	9	8	7	6	5	03	00).
7-point marking scale	12	12	10	7	7	4	02	00).	00).	-3

The Ministry of Higher Education and Science, 3 February 2015

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Appendix 1

Translation of the marking scale into English

- 12 For an excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses.
- 10 For a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.
- 7. For a good performance displaying good command of the relevant material but also some weaknesses.
- 4. For a fair performance displaying some command of the relevant material but also

- some major weaknesses.
- 02: For a performance meeting only the minimum requirements for acceptance.
 - 00). For a performance which does not meet the minimum requirements for acceptance.
 - 3: For a performance which is unacceptable in all aspects.
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Appendix 2

Relationship between the marking scale and the ECTS scale

The mark 12 on the 7-point marking scale corresponds to an A on the ECTS marking scale

The mark 10 on the 7-point marking scale corresponds to a B on the ECTS marking scale

The mark 7 on the 7-point marking scale corresponds to a C on the ECTS marking scale

The mark 4 on the 7-point marking scale corresponds to a D on the ECTS marking scale

The mark 02 on the 7-point marking scale corresponds to an E on the ECTS marking scale

The mark 00 on the 7-point marking scale corresponds to an Fx on the ECTS marking scale

The mark -3 on the 7-point marking scale corresponds to an F on the ECTS marking scale