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**National Institute of Development Administration Regulation
On Assessment of Learning Outcomes of Students at the
Graduate Studies Levels B.E. 2564**

Whereas it is expedient to have the National Institute of Development Administration Regulation on the assessment of learning outcomes of students at the graduate studies levels.

By virtue of Section 23(2) of the National Institute of Development Administration Act B.E. 2562 together with the Announcement of the Ministry of Education on Standard Criteria of Programs at the Graduate Studies Levels B.E. 2558 dated 7 October B.E. 2558 and the Resolution of the National Institute of Development Administration Council No. 1/2546 on 20 January B.E. 2564, the National Institute of Development Administration Council hereby issues this regulation as follows:

Clause 1. This Regulation is called “National Institute of Development Administration Regulation on Assessment of Learning Outcomes of Students at the Graduate Studies Levels B.E. 2564”.

Clause 2. This Regulation shall come into force one day following its issuance.

Clause 3. The National Institute of Development Administration Regulation on Examination B.E. 2558 shall be repealed.

Clause 4. In this Regulation:

“Institute” means National Institute of Development Administration.

“Institute Council means National Institute of Development Administration Council.

“President” means President of Institute of Development Administration.

“Institute Committee” means Executive Committee of National Institute of Development Administration.

“School” means a school, a college, an office and other units with other titles holding the same status level as a school, a college, or an office that offer programs at the graduate diploma level and higher.

“Dean” means a dean, an office director or a chief officer with other titles of a unit holding the same status level as a school, a college, or an office that offer programs at the graduate diploma level or higher.

“Program administrative committee” means program administrative committees of all programs of the Institute.

“Student” means a person who enrolls to study a program at graduate studies levels and courses approved by the Institute Council as courses at the graduate studies levels.

“Lecturer” means a course lecturer who teaches courses of a program at graduate studies levels and courses approved by the Institute Council as courses at the graduate studies levels.

“Comprehensive examination” means a comprehensive examination to assess all knowledge taught in a program whether it be a written or oral examination, or a qualifying examination, or a preliminary examination, or an examination other than an examination for a course.

“Grade” means a sum of results from assessments as set by a course lecturer or results of a comprehensive examination as set by a program.

Clause 5. The president shall have charge and control of the execution of this Regulation and the power to to issue announcements, prescribe criteria or methods to execute this Regulation.

In case of problems or queries regarding the execution of this Regulation, the President shall resolve them as per the approval of the Institute Executive Sub-committee on Studies and the resolution is deemed final.

Chapter 1

General Provision

Clause 6. Programs shall require assessment of learning outcomes of students including a comprehensive examination in accordance with the National Institute of Development Administration Regulation on Studies at the Graduate Studies Levels, and assessment for courses that correspond to the learning achievement as expected by the programs. The assessment of learning outcomes of students may be in a written form or other forms as long as they comply with approval of program administrative committees.

Clause 7. Assessment of each course may include written examination, oral examination, non-classroom examination, examination or assessment of skills, behavioral observation, assessment of working processes or roles in activities, assessment of work or lessons based on student experience, assessment of homework, assessment of reports or projects, assessment of portfolios, assessment of criticism or presentation, a self-assessment, assessment of collaboration reflection, 360 degree assessment, peer assessment, oral presentation, class attendance or other types of assessment as set by a course lecturer as long as the criteria of assessment take into account student participation, transparency, fairness, and assessing to improve the learning outcomes of the students.

Clause 8. The school responsible for programs shall announce clear details of a comprehensive examination including time, method, proportion of assessment and others, and relevant persons shall also be informed.

A course lecturer shall report clear details of the assessment of learning outcomes to students of each course including time, methods, proportion of assessment, criteria for grading, and relevant persons shall also be informed.

Clause 9. Grades achieved from assessment of learning outcomes shall be released within an appropriate timeframe and the assessment shall be announced beforehand. In case it is an examination for a course, it shall be in accordance with an announcement of the Institute.

Clause 10. Students who enroll to study shall have the study time for a course of not less than 80 percent of the entire study time for them to be eligible for a final examination or a course examination using other methods with equal status of the final examination.

If it is necessary and reasonable, the dean of the school, with agreement of a course lecturer, may grant the approval to exempt the requirements under paragraph one depending on case by case as long as the study time of the course is not less than 60 percent.

Clause 11. Students may request to have details of their own assessment of learning outcomes in accordance with an announcement of the Institute.

Clause 12. Course lecturers may correct the grades they are responsible for in accordance with an announcement of the Institute.

Clause 13. Any work students submit as part of their assessment of learning outcomes shall be the work they develop themselves.

Chapter 2

Assessment of Learning Outcomes through Examination

Clause 14. For assessment of learning outcomes through an examination, the dean shall appoint an examination committee to be responsible for writing and marking the examination, lecturers or invigilating staff, examination production staff, and staff for opening and closing the examination room in order to implement smooth examination.

In case of assessment through a method other than examination, the examination committee shall be responsible for the execution of that assessment method.

Clause 15. Examination timeframe of courses for each semester shall be in accordance with the academic calendar announcement of the Institute.

In case it is not possible to implement the requirements under paragraph one, the president, with agreement of the Institute Executive Sub-committee on Studies, shall decide to grant approval.

Timeframe of assessment through other methods may be outside the timeframe under paragraph one as long as a course lecturer submits grades in accordance with the academic calendar announcement of the Institute and the National Institute of Development Administration Regulation on Measures for Grade Submission.

Clause 16. Prior to an examination, examinees shall present their student ID or national identification card to an invigilator.

Using fabricated evidence, swapping examinees, sitting an examinations for someone else, or submitting an exam paper using someone else's code is deemed as examination misconduct.

Clause 17. In an examination room, students shall adhere to the followings:

(1) Not entering or exiting the examination room without permission from a lecturer or an invigilator.

(2) Not entering or exiting the examination room before the first 30 minutes of the examination period according to the examination timetable unless with permission of a lecturer or an invigilator.

(3) Not speaking to anyone during the examination time. In case of queries or necessity, inform an invigilator accordingly.

(4) Not taking documents, data recording devices, or any electronic devices into the examination room unless with permission from a lecturer or an invigilator or the lecturer who writes the exam for the course as long as the devices are not used to communicate with anyone during the examination time.

(5) Adhering strictly to instructions as shown in the examination papers and instructions of a lecturer and an invigilator.

(6) Being careful not letting other people copy their answers.

(7) Upon completing the exam, no examinees shall be allowed to take the examination papers including answer sheets or answer books and documents or any other documents related to the examination outside of the examination room except personal belongings of the examinees.

(8) Not doing anything that may distract attention of other examinees.

(9) Adhering to the orderly and neat arrangement of the examination room.

(10) Preserving properties of the Institute.

(11) Dressing politely according to contemporary culture and behaving politely.

Chapter 3

Online Examination

Clause 18. Assessment of learning outcomes may be done online if it is necessary and appropriate as long as skills, abilities to access electronic devices, verification of identity, invigilation of examinees and implementation to suit the objectives of examination are taken into account.

Clause 19. Examination organizers shall set methods of examinee identification for online examination and inform the examinees before the examination. Access to personal accounts required for online examination may be deemed as identification or other methods may be imposed in order for the examination to proceed with transparency and effectiveness.

If examinees use fabricated evidence or they are not owners of the evidence presented or they submit answers using someone else's account or they conduct any other act that may

be considered as intending to provide false identity, it shall be deemed as misconduct for examination.

Clause 20. During examination, no examinees may communicate with anyone. In case of queries or necessity, inform an invigilator accordingly.

Clause 21. Examination organizers shall produce instructions for examination including technology to be used during the examination, duration of the examination, channels for submission and any others as they see appropriate and inform the examinees 7 days prior to the examination.

Clause 22. In case examinees do not follow instructions of the examination, disobey orders or warnings of an invigilator or display behavior that imply their intention to perform a misconduct for examination, it shall be deemed as misconduct for examination.

Chapter 4

Independent Study and Thesis Examination

Clause 23. Each school shall be responsible for internal independent study and thesis examination in accordance with the requirements of programs and the National Institute of Development Administration Regulation on Studies at the Graduate Studies Levels and Thesis Examination of the School.

Clause 24. An oral examination for the independent study course and a final defence of thesis shall be open to people who are interested by announcing the location, date and time to the public audience.

In case of the examination under paragraph one through an online platform, it shall be a public online meeting that the general public may have access to.

Chapter 5

Assessment of Learning Outcomes Transferrable from Training Programs of Courses Equal to the Graduate Studies of the Institute

Clause 25. Assessment of learning outcomes transferrable from training programs of courses equal to the graduate studies level of the Institute shall be in accordance with an announcement of the Institute.

Chapter 6 Penal Provision

Clause 26. Work that students submit as part of their learning outcomes shall be the work that they develop themselves for that course. Having anyone develop the work on their behalf, copy the work of other people and present it as their own, copy any texts from their previous work without referencing in the manner intending to mislead that the work is new, or create false data for their work shall be deemed as breach of discipline and punishable to the highest degree by removing their names from being students of the Institute.

Clause 27. For examinees who break any rules as specified under Chapter 2 and Chapter 3 of this Regulation, or attempt to misconduct or misconduct for examination, or if it later appears in evidence that they attempt to misconduct or misconduct for examination, it shall be deemed as breach of discipline punishable to the highest degree by removing their names from being students of the Institute.

Clause 28. In case of a breach under Clause 26 and Clause 27, the National Institute of Development Administration Regulation on Discipline of Students shall apply *mutatis mutandis*.

Given on 18 March B.E. 2564

Preech Jarungidanan

(Associate Professor Dr. Preech Jarungidanan)

Chair of National Institute of Development Administration Council