

PRACTICAL ENGLISH (PNJA) EXAMINATION REGULATIONS
INSTITUTE OF ENGLISH STUDIES (IFA), UNIVERSITY OF WROCLAW
ACADEMIC YEAR 2024-2025

1DSL: THE FIRST YEAR OF FULL-TIME STUDIES

1. In the first year of full-time studies (1DSL), students take **three separate (mutually independent)** PNJA exams:
(1) a grammar exam in the form of a test, (2) a vocabulary exam in the form of a test, (3) a writing (composition) exam.
2. The grammar exam for the first year of full-time studies (1DSL) comprises 50 tasks. Task formats are similar to the ones typically used in exercises in grammar textbooks: true/false tasks, multiple-choice tasks, fill-in-the-gaps tasks, paraphrase-using-keywords tasks, etc.
3. The vocabulary exam for the first year of full-time studies (1DSL) also comprises 50 tasks. Task formats are similar to the ones typically used in exercises in vocabulary textbooks: true/false tasks, multiple-choice tasks, fill-in-the-gaps tasks, fill-in-the-missing letters, a word completing two/three sentences, word formation, etc.
4. The grammar and the vocabulary exams for the first year of full-time studies (1DSL) are each graded on the following scale:

score:	grade:
0-24	2.0 (fail)
25-30	3.0
31-35	3.5
36-40	4.0
41-45	4.5
46-50	5.0
5. The student passes the writing (composition) exam in the first year of full-time studies (1DSL) only if s/he receives the minimum passing grade of 3.0. The format and evaluation criteria of the writing (composition) exam in the first year of full-time studies (1DSL) will be announced prior to the PNJA examination by the Coordinator of the examination board: **dr Katarzyna Sradomska**.
6. A student who does not take the PNJA examination as scheduled **without submitting a written excuse** misses the first examination date and is allowed to take the examination only once: in the make-up examination session on the date announced by IFA. The grade obtained in this take is the final grade for the PNJA examination. The only type of excuse that can be accepted at IFA is a sick note written out by a medical doctor using an appropriate form.

1ZSL: THE FIRST YEAR OF PART-TIME STUDIES

7. In the first year of part-time studies (1ZSL), students take **three separate (mutually independent)** PNJA exams: (1) a grammar exam in the form of a test, (2) a vocabulary exam in the form of a test, (3) a writing (composition) exam.
8. The grammar exam for the first year of part-time studies (1ZSL) comprises 50 tasks. Task formats are similar to the ones typically used in exercises in grammar textbooks: true/false tasks, multiple-choice tasks, fill-in-the-gaps tasks, paraphrase-using-keywords tasks, etc.
9. The vocabulary exam for the first year of part-time studies (1ZSL) also comprises 50 tasks. Task formats are similar to the ones typically used in exercises in vocabulary textbooks: true/false tasks, multiple-choice tasks, fill-in-the-gaps tasks, fill-in-the-missing letters, a word completing two/three sentences, word formation, etc.
10. The grammar and the vocabulary exams for the first year of full-time studies (1ZSL) are each graded on the following scale:
- | score: | grade: |
|--------|------------|
| 0-24 | 2.0 (fail) |
| 25-30 | 3.0 |
| 31-35 | 3.5 |
| 36-40 | 4.0 |
| 41-45 | 4.5 |
| 46-50 | 5.0 |
11. A student passes the writing (composition) exam for 1ZSL if s/he receives the minimum passing grade of 3.0 or higher. The format and evaluation criteria of the writing (composition) exam for 1ZSL will be announced prior to the PNJA examination by the Coordinator of the examination board: **dr Wojciech Witkowski**.
12. A student who does not take the PNJA examination as scheduled **without submitting a written excuse** misses the first examination date and is allowed to take the examination only once: in the make-up examination session on the date announced by IFA. The grade obtained in this take is the final grade for the PNJA examination. The only type of excuse that can be accepted at IFA is a sick note written out by a medical doctor using an appropriate form.

2DSL: THE SECOND YEAR OF FULL-TIME STUDIES

13. In the second year of full-time studies (2DSL), the PNJA exam is a **single** exam comprising two parts: (1) a grammar test, and (2) a writing (composition) assignment. A student passes the PNJA examination in the second year of full-time studies (2DSL) only if s/he receives the minimum passing grade of 3.0 in each of the parts listed above. **A failing grade (2.0) in any of the parts means that the student receives a failing grade (2.0) for the whole of the first take of the PNJA exam for 2DSL.** A student who has received **a failing grade (2.0) in any of the parts** is allowed to take the remaining parts of the PNJA exam in the first take; in the make-up exam session s/he is required to re-take **only the part s/he failed the first time around**. A student who fails both the first take and the re-take of the PNJA exam is considered to have failed **the entire PNJA exam for 2DSL**. Consequently, if s/he takes a year off or exercises other student rights in accordance with the University of Wrocław Regulations of Studies, s/he must take **both components** of the PNJA exam for 2DSL in her/his next take in the following academic year (This is not considered another re-take of the failed PNJA exam so much as a new take of the **entire** PNJA exam.).
14. In the second year of full-time studies (2DSL), the final grade for the PNJA exam is based on the average (simple mean) of the grades for the three parts of the exam (specified above in 13). The PNJA exam is graded on the following scale:
- | average: | final grade: |
|-----------|--------------|
| 0-2.9 | ndst (2.0) |
| 3.0-3.25 | dst (3.0) |
| 3.26-3.74 | dst+ (3.5) |
| 3.75-4.24 | db (4.0) |
| 4.25-4.74 | db+ (4.5) |
| 4.75-5.0 | bdb (5.0) |
15. The grammar test for the second year of full-time studies (2DSL) comprises 50 tasks. Task formats are similar to the ones typically used in exercises in grammar textbooks: true/false tasks, multiple-choice tasks, fill-in-the-gaps tasks, paraphrase-using-keywords tasks, etc.
16. The grammar test for the second year of full-time studies (2DSL) is graded on the following scale:
- | score: | grade: |
|--------|------------|
| 0-24 | ndst (2.0) |
| 25-30 | dst (3.0) |
| 31-35 | dst+ (3.5) |
| 36-40 | db (4.0) |
| 41-45 | db+ (4.5) |
| 46-50 | bdb (5.0) |
17. The format and evaluation criteria of the writing (composition) assignment for 2DSL will be announced prior to the PNJA examination by the Coordinator of the examination board: **dr hab. Agata Zarzycka**.
18. A student who does not take the PNJA examination as scheduled **without submitting a written excuse** misses the first examination date and is allowed to take the examination only once: in the make-up examination session on the date announced by IFA. The grade obtained in this take is the final grade for the PNJA examination. The only type of excuse that can be accepted at IFA is a sick note written out by a medical doctor using an appropriate form.

2ZSL: THE SECOND YEAR OF PART-TIME STUDIES

19. In the second year of part-time studies (2ZSL), students take **three separate (mutually independent)** PNJA exams: (1) a grammar test, (2) an integrated skills test, and (3) a writing (composition) exam.
20. The grammar test for the second year of part-time studies (2ZSL) comprises 50 tasks. Task formats are similar to the ones typically used in exercises in grammar textbooks: true/false tasks, multiple-choice tasks, fill-in-the-gaps tasks, paraphrase-using-keywords tasks, etc.
21. The grammar test for the second year of part-time studies (2ZSL) is graded on the following scale:
- | score: | grade: |
|--------|------------|
| 0-24 | ndst (2.0) |
| 25-30 | dst (3.0) |
| 31-35 | dst+ (3.5) |
| 36-40 | db (4.0) |
| 41-45 | db+ (4.5) |
| 46-50 | bdb (5.0) |
22. The integrated skills exam for the second year of part-time studies (2ZSL) also takes the form of a test and consists of three parts devoted to listening (15 pts), reading (15 pts), and lexical elements (50 pts). Task formats are similar to the ones typically used for testing comprehension of listening and reading, and testing vocabulary. They can be of the following formats: true/false tasks, multiple-choice tasks, fill-in-the-gaps tasks, fill-in-the-missing letters, a word completing two/three sentences, word formation, etc.
23. The integrated skills exam for the second year of part-time studies (2ZSL) is graded on the following scale:
- | score: | grade: |
|--------|------------|
| 0-39 | ndst (2.0) |
| 40-47 | dst (3.0) |
| 48-55 | dst+ (3.5) |
| 56-63 | db (4.0) |
| 64-71 | db+ (4.5) |
| 72-80 | bdb (5.0) |
24. A student passes the writing (composition) exam for 2ZSL if s/he receives the minimum passing grade of 3.0 or higher. The format and evaluation criteria of the writing (composition) exam for 1ZSL will be announced prior to the PNJA examination by the Coordinator of the examination board: **dr Alicja Cimała**.
25. A student who does not take the PNJA examination as scheduled **without submitting a written excuse** misses the first examination date and is allowed to take the examination only once: in the make-up examination session on the date announced by IFA. The grade obtained in this take is the final grade for the PNJA examination. The only type of excuse that can be accepted at IFA is a sick note written out by a medical doctor using an appropriate form.

3DSL, 3ZSL: THE THIRD YEAR OF FULL-TIME AND PART-TIME STUDIES

26. In the third year of studies (3 DSL, 3 ZSL), the PNJA examination takes the form of a speaking (oral) assignment. A student passes the PNJA exam in 3DSL and 3ZSL only if s/he receives the minimum passing grade of 3.0.
27. The format and evaluation criteria of the PNJA exam for 3DSL and 3ZSL will be announced prior to the exam by the Coordinators of the respective examination boards: **mgr Elaine Horyza** (3DSL) and **mgr Marek Herda** (3ZSL).
28. A student who does not take the PNJA examination as scheduled **without submitting a written excuse** misses the first examination date and is allowed to take the examination only once: in the make-up examination session on the date announced by IFA. The grade obtained in this take is the final grade for the PNJA examination. The only type of excuse that can be accepted at IFA is a sick note written out by a medical doctor using an appropriate form.