

**MINISTRY OF SCIENCE AND HIGHER EDUCATION
OF THE REPUBLIC OF KAZAKHSTAN
NON-COMMERCIAL JOINT STOCK COMPANY
«D. SERIKBAYEV EAST KAZAKHSTAN TECHNICAL UNIVERSITY»**

ADMINISTRATION FOR ACADEMIC ACTIVITIES

INTEGRATED MANAGEMENT SYSTEM



APPROVE

Member of the Board - Vice-Rector
on academic issues

NJSC "EKTU named after D. Serikbayev"

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19.12.2022 г.

**INTERIM, FINAL CONTROL
AND ASSESSMENT OF STUDENT KNOWLEDGE
IN NJSC "EKTU named after D. Serikbayev
Documented procedure**

DP NJSC "EKTU" 024-I-2022

Non-profit joint stock company "East Kazakhstan Technical University named after D. Serikbayev"		Edition: first
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The documented procedure was developed by the Office for Academic Affairs based on the international standards ISO 9001:2015, ISO 37001:2016, as well as on the basis of standards and recommendations for quality assurance in the European Higher Education Area ESG.

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Effective from the date of approval.

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1. Purpose and scope

1. This documented procedure of the quality management system governs the current and final control of students' knowledge.

The requirements of this documented procedure are obligatory for all structural divisions of NJSC "EKTU".

It is an internal regulatory document of NJSC "EKTU" and is not subject to presentation to other parties, except for auditors of certification bodies during quality management system audits, as well as to partner consumers (at their request) with the permission of the Chairman of the Board - Rector of NJSC "EKTU".

2. Regulations

2. When developing this documented procedure, the following regulatory documents were used:

1) Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education";

2) On approval of the Model Rules for the activities of organizations of higher and (or) postgraduate education, approved by order of the Ministry of Education and Science of the Republic of Kazakhstan on October 30, 2018, No. 595;

3) Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2 "On approval of state compulsory standards of higher and postgraduate education";

4) Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152 "On approval of the Rules for organizing the educational process on credit technology of education";

5) On approval of the qualification requirements for educational activities and the list of documents confirming compliance. Approved by order of the Ministry of Education and Science of the Republic of Kazakhstan dated June 17, 2015 No. 391;

6) NJSC "EKTU" 057 "Regulations on the procedure for organizing and conducting exams in writing at NJSC "EKTU named after D. Serikbaev ";

7) ISO 9000:2015 Quality management systems. Basic provisions and vocabulary;

8) ISO 9001:2015 Quality management systems. Requirements;

9) ISO 37001:2016 Anti-bribery management systems. Requirements and guidance for use;

10) Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG - 2015).

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3. Terms and Definitions. Abbreviations

3. The following terms, definitions and abbreviations are used in this Documented Procedure:

1) **Point-rating letter system for assessing educational achievements** - a system for assessing the level of educational achievements in points corresponding to the letter system accepted in international practice with a digital equivalent, and allowing you to set the rating of students;

2) **Postrequisites** - disciplines and (or) modules and other types of educational work, the study of which requires knowledge, skills, abilities and competencies acquired upon completion of the study of this discipline and (or) module;

3) **Prerequisites** - disciplines and (or) modules and other types of educational work containing knowledge, skills, abilities and competencies necessary for mastering the studied discipline and (or) modules;

4) **Transcript** - a document containing a list of mastered disciplines and (or) modules, and other types of educational work for the corresponding period of study, indicating credits and grades;

5) **Current control of students' progress** - a systematic check of knowledge, skills and abilities of students on individual topics, sections, modules in accordance with the program of the academic discipline conducted by the teacher in the classroom and extra-curricular classes according to the schedule and (or) schedule during the academic period;

6) **Intermediate attestation of students / final control** - a procedure for assessing the level of educational achievements (knowledge, abilities, skills and competencies) of students in accordance with the working curriculum (syllabus) of the discipline after completing its study;

7) **Examination session** - the period of intermediate certification of students in higher educational institutions;

8) **NJSC "EKTU"** - Non-profit joint stock company "East Kazakhstan Technical University named after D. Serikbayev";

9) **SOE** - sector of the organization of examinations;

10) **DAA - Department for Academic Affairs;**

11) **MMIT - Management of maintenance and information technologies;**

12) **DSAEP DTS** – Department of System Administration and Educational Process of the Department of Technical Support;

13) **R1, R2** – rating 1, rating 2.

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4. Process description

4.1 General provisions

4. This DP has been developed for the purpose of practical implementation of the concept of the credit system of education at NJSC "VKTU" and independent and objective control of students' knowledge during the academic period and the period of the examination session. It determines the technology for assessing the knowledge of students during the academic period, the procedure for carrying out all the procedures associated with it.

5. The current control of progress allows for continuous monitoring of the work of students during the academic period, which helps to ensure regular and purposeful independent work of students in mastering the EP, a uniform load and makes it possible to constantly monitor progress on the part of teachers and the students themselves, and also improves the quality of education and the strength of students' knowledge.

6. The current control of students' progress is applied for all courses and for all disciplines studied by students, undergraduates and doctoral students of NJSC "EKTU".

7. Intermediate attestation of students / final control is carried out in accordance with the working curriculum, academic calendar and working curriculum (syllabus) and is carried out in the form of passing exams, differentiated tests, abstracts.

8. The list of disciplines indicating the forms of final controls and the procedure for conducting an exam for students is considered at a meeting of the Academic Council of the University and approved by the Chairman for each academic period.

9. It is forbidden to give examination grades automatically according to the discipline, regardless of the form of the examination.

10. The procedure for conducting ongoing monitoring of progress, intermediate attestation of students is determined in accordance with the established point-rating letter system for assessing the accounting of educational achievements of students with their transfer to the traditional grading scale and ECTS in accordance with Appendix 1.

11. The educational achievements of students in languages (Kazakh, foreign, Russian) are evaluated in accordance with the point-rating letter system for assessing the educational achievements of students in foreign languages in accordance with the level model and translation into ECTS and the traditional scale in accordance with Annexes 1 and 2.

12. The level and description of language proficiency correspond to the common European competence of foreign language proficiency (A1, A2, B1, B2, C1, C2).

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4.2 Types of controls

13. The following types of control of students' knowledge are distinguished: current and final control.

14. The current control of students' progress is carried out on the topics of disciplines and includes the control of knowledge in classroom and extracurricular classes. The types of tasks and the frequency of current control are developed by the teacher, depending on the specifics of the discipline being taught.

15. The final control is carried out at the end of the academic period by passing an exam in the discipline and is intended to systematize the knowledge of students in it.

4.3 Technology for conducting current and final control of students' knowledge

16. The current control is carried out on the basis of the materials of the topics covered, modules, control and settlement-graphic works, drawings, etc. and integrates the results of the current control of progress into the rating assessment. NJSC "VKTU" provides for two rating assessments during each academic period (P1, P2), while the educational achievements of students are evaluated according to the accumulative system (maximum 100 points for one rating).

17. The deadlines for the delivery of all types of current control are determined by the schedule for the implementation and delivery of tasks in the discipline, which is given in the working curricula (syllabuses) and brought to the attention of students in the first lessons in the discipline.

18. If any type of work is not completed by the student or the result of the control is negative, no points are awarded for it. Point deductions for any type of work are not allowed.

19. If the absence of classes is more than 50%, then the undergraduate student is not allowed to pass the final control and will have to master the discipline in the summer semester. When counting the absences, lateness is taken into account, at the rate of five latenesses for each lesson over 20 minutes are equated to one missed class.

If there are documents confirming a good reason for missing classes, the dean's office issues an order on the admission of students to pass the final control. To do this, the student must submit an application to the Quality Assurance Commission and attach supporting documents.

20. Entering points based on the results of the current control is carried out by the teacher (authorized - under his account) into the database of the University's Educational Portal through the "Journal of progress and attendance" (subsystem Dales: Methodist). The frequency of entering points is determined in accordance with the schedule for the implementation and delivery of assignments for the discipline; at the same time, the number of evaluated types of work for the period of one rating must be at least five. Attendance data is entered into the Grade and Attendance Record on a weekly basis by the teacher. The teacher is personally responsible for the accuracy and correctness of the entered data on the current control.

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21. The result of the current control is determined automatically from the "Journal of progress and attendance" by summing up all the grades received during this period of study.

22. Students who missed classes for a good reason (health status; participation in sports, cultural, social events) and who submitted relevant supporting documents to the dean's office have the right to appeal P1 points. The dean of the faculty / school issues an order on the extension of the deadlines for monitoring progress, indicating the deadlines for extension and justification (the maximum extension period for P1 is three weeks). After the issuance of the order, the Student Service Center specialist opens access for setting rating points until the date specified in the order. The teacher leading the discipline puts down the grade in the subsystem "Dales: Methodist" ("Progress record") under his login. P1 scoring can only be entered once for each student.

23. The entry of points of appeal for P2 can be carried out by the teacher the day before the exam in the discipline into the database through the "Dales: Methodist" ("Progress Record"). The P2 points appeal can only be entered once per student. Also, the day before the exam, access is open for grading on course projects (works).

24. If a student during the current control period missed classes due to illness (sick leave period - more than 1 week) or for another good reason and did not manage to pass all types of work, as well as defend a course project (work) before the exam, then he has the right to extend the session in the prescribed manner.

4.4 Organizational arrangements

25. A student is allowed to take an exam in each discipline only if he has an average rating of 50 points or more. Students who do not have a positive rating in this discipline are not allowed to the final control. Students who have not passed term papers / projects are not allowed to take the exam in the relevant discipline.

4.5 Preparation and organization of paper-based examinations

26. Intermediate certification of students / final control is carried out offline in one of the following forms:

1) a written exam (conducted in accordance with P NJSC "VKTU" 057 "Regulations on the procedure for organizing and conducting exams in writing in NJSC "EKTU named after D. Serikbaev ";

2) oral examination;

3) computer testing;

4) creative exam and other forms.

27. The school / faculty independently determines the form of examinations and approves at a meeting of the Academic Council of the school / faculty.

28. When organizing oral exams, examination materials are uploaded to the "Exam Ticket Preparation System" on the educational portal no later than a month before the start of the exam session for ticket conversion and printed out (Appendix 5). Each section should have at least 30 questions. Exam questions are approved at a meeting of the

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respective school/faculty. The number of tickets should exceed the number of students in the group in this discipline by 10-15%.

29. In the case of a creative exam, examination papers are compiled by the lecturer (in this case, the list of questions, tasks and assignments is considered at a meeting of the Commission for Quality Assurance of Schools / Faculties) and approved by the dean. The list of examination questions, typical tasks and assignments is brought to the attention of students, while the preliminary acquaintance of students with examination tickets is not allowed. Exam materials (questions, tasks, etc.) must be updated when changes are made to the working curriculum (syllabus).

30. The procedure for organizing the exam is controlled by the representatives of the AAD and vice-rectors in accordance with the approved schedule, who have the right to be in the audience during the exam and, if necessary, make organizational decisions up to the cancellation of its results. Based on the results of inspections, acts are drawn up indicating the violations found and the decisions taken.

31. During the exam, students can use, with the permission of the examiner, technical means for performing calculation and graphic tasks, reference literature, posters, diagrams, etc.

It is not recommended to interrupt the student when answering, the exception is the answer is not on the merits of the question of the ticket.

At the end of the answer to the questions of the ticket, the examiners can ask the student additional and clarifying questions within the educational material submitted for the exam.

If the student refused to answer the ticket, he is given an unsatisfactory grade.

32. Examinations in oral form or in the form of a creative exam are mandatory taken by a commission of two or more teachers, orders for the composition of the commission are made by schools / faculties.

33. The composition of the examination committees may include: teachers leading a given discipline (usually a lecturer) in a given group, and / or teachers appointed by the dean of the school / faculty (independent members of the examination committee), who have the right to take examinations in accordance with the position held. The commission starts the examination procedure using paper carriers if there is a group admission sheet for the exam, which is displayed on their portal. Both members of the commission check the examination tasks, evaluate the answer and give examination grades.

34. If a student violates the procedure for conducting an exam by his actions, then he is removed from the exam, "deleted" is indicated in the statement, in the electronic record book (on the educational portal), regardless of the rating, the final grade is "2" (unsatisfactory). Fixing the case of falsification is carried out by the examiners in the form of an act, the decision is made by the examination committee.

35. In the event of disputable and conflict situations regarding the procedure for conducting the exam between the members of the examination committee and the student, the latter may apply to the chairman of the university appeal committee.

36. The result of the exam is entered into SPOTAL by the lead teacher under his

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login and password.

4.6 Appeal procedure

37. To carry out the appeal procedure in the control of knowledge of students for the period of examination sessions, an appeal commission is created consisting of: chairman, deputy chairman, secretary. The composition of the Appeal Commission is approved by the order of the Chairman of the Board-Rector. Payment for the work of the members of the Appeal Commission is made on an hourly basis from an off-budget fund.

If necessary, the Chairman of the Appeals Commission involves specialists from schools that are not included in the Commission to consider the appeal.

38. Appeal procedure: The student has the right to apply to the chairman of the Appeal Commission of the University to submit an application. Applications for appeal are accepted the next day after the grades are entered in the educational portal until 01:00 p.

39. If a decision is made to change the examination grade, then the corresponding entry is made in the student's application and transferred to the responsible employee of the DSAEP DTS for entry into SPORAL. The results of the appeal are communicated to the student with the necessary explanations. It is not allowed to change the examination grade after the expiration of the time for consideration of the appeal and the printout of the final sheet.

40. The Appeal Commission has the right to consider appeals on other forms of final control. If a decision is made to change the grade, then the corresponding entry is made in the student's application and transferred to the responsible officer of the DSAEP DTS for entry into SPORAL. The results of the appeal are communicated to the student with the necessary explanations. It is not allowed to change the examination score after the expiration of the time for consideration of the appeal and the printout of the final sheet.

4.7 The procedure for conducting final control in the form of computer testing

Methodological and organizational requirements for the examination procedure in the form of computer testing.

41. Test bases for computer testing are developed at faculties / schools in accordance with the list of consolidation of academic disciplines. The minimum volume of the test database is 300 questions. Test bases for this discipline are compiled in the scope of the working curriculum (syllabus).

42. Responsible for the development and improvement of test bases is the teacher who conducts classes in this discipline. The compilers of the test database draw up a passport for each test database in accordance with Appendix 3.

Technical requirements for test bases

43. Each question must contain 5 possible answers, marked with Latin letters A), B), C), D), E), of which only one is correct.

44. Compiled questions are conditionally divided into 20 or 40 sections, depending on the discipline. The number of questions in each section is determined by the total number of questions contained in the database. All questions included in this block should re-

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late to the same topic, section or method and have the same level of complexity.

Questions are designed in accordance with the template of the "Test Wizard" program.

The procedure for the examination of electronic test databases.

45. Teachers who are not part of the team of compilers of this test base are involved in the examination. The purpose of the examination is to prepare high-quality test bases.

46. In order to avoid technical errors, the examination is carried out using the Test Wizard program.

The results of the examination of test bases are discussed at the meetings of the Commission for Quality Assurance of the Faculty / Schools.

The results of the examination are drawn up in the form of an expert opinion on the basis of Appendix 4.

47. The test bases developed and passed the examination are the property of NJSC EKTU.

Organization of exams in the form of computer testing.

48. Examinations in the form of computer testing are held in the classroom according to the approved schedule using the Test Master program and the Hesperus proctoring system.

The student has 60 minutes to complete the test task.

49. As proctors (on duty) in the classroom, teachers are appointed whose profile of the taught discipline does not correspond to the profile of the disciplines being examined.

50. The Hesperus video proctoring system connects to the testing system and records the student's desktop and himself using a webcam into one file, which will be available the next day after the end of the exam.

51. The control of the organization of examinations is carried out by the AAD, whose representatives have the right to be present at the examinations, participate in their conduct and make organizational decisions.

52. The technical preparation of exams in the form of computer testing is carried out by employees of the MMIT (technical support) and the DSAEP DTS (proctoring). They have the right to be present in the classrooms during the examination, the presence of unauthorized persons during the examination is not allowed.

53. Before the first examination session, students of the first year are given the opportunity of trial testing within the time limits established by the ESR.

54. During the exam, students are prohibited from using mobile phones, communicators, smartphones, etc. It is only allowed to use the calculator and reference materials built into the computer and specified in the test database passport.

55. During the exam, the student has the right to electronically file an appeal to an incorrect question. To do this, click the "Appeal" button located on the top panel. As a result, an appeal window will appear on the top panel. The window provides a comment to the appeal. The comment is obligatory, it should be clear and precise. Without a comment, the appeal is not considered. As a result, the questions included in the appeal are marked with an emblem in the form of a miniature "feather" and are automatically displayed in the

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electronic journal of the appeal of this examination session.

56. The electronic journal of the appeal contains information: the name of the student, the name of the discipline, the code of the package, the test result, the number of questions submitted for appeal and added for the correct answer, the initial score and the final score of the student, taking into account the appeal.

57. The function of previewing the examination and final grades is available to students. This function becomes active only after answering all questions of the test. If the result of the exam does not suit the student, he has the opportunity to continue testing in the remaining time. To complete the test, the student must press the "Finish test" button without fail. Testing time does not stop while viewing Insider.

4.8 Other forms of final control

58. During the period of intermediate certification of students at the NJSC "EKTU named after D. Serikbaev" the following forms of final control are also provided: abstracts, differentiated credit and others.

Grades for the above forms of control can be obtained by students before the end of the examination session.

59. All types of assessed written work of students are checked for plagiarism.

60. Differentiated tests are a form of verification of the successful completion by students of calculation, calculation and graphic work and other tasks, as well as a form of verification of professional practice, grading in physical culture. Differentiated credits are set in accordance with the point-rating letter system of assessments and are taken into account when calculating the GPA, provided that an appropriate number of credits are allocated for these types of work.

61. The discipline "History of Kazakhstan" provides for a state exam upon completion of its study, in the same academic period.

4.9 Formation of the student's final grade

62. The final grade is determined by the formula:

$$ИО = \frac{P_1 + P_2}{2} \cdot 0,6 + Э \cdot 0,4$$

где P_1 - рейтинг 1, P_2 - рейтинг 2, $э$ - examination score, 0.6 and 0.4 - respectively, the share of ratings and examination scores. Automatic rounding of the examination and final grades is carried out with an accuracy of whole points. From 0.1 - 0.4, rounding is done down, from 0.5 and above - up.

63. The final assessment of the student of the discipline is evaluated in points on a 100-point scale, corresponding to the letter system accepted in international practice with a digital equivalent (positive grades, in descending order, from "A" to "D", and "unsatisfactory" - "FX", "F") and estimates according to the traditional system.

The final report of progress reflects the admission rating, examination mark and final mark, in accordance with Appendix 1.

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64. For students who did not appear for the exam, “0” is automatically set in the “Exam grade” column of the final record of progress. In the column "Final grade" is printed "did not appear." This category also includes students who have not received a teacher's admission to the exam.

65. If the student is removed from the exam for violating the exam procedure, then “0” is set in the “Exam grade” column of the final sheet, and “deleted” is printed in the “Final grade” column.

4.10 Retake procedure

66. Re-passing a positive mark on the final control in order to increase it or increase the indicators of the assessment of the admission rating for this discipline is carried out in the summer semester.

67. In case of receiving an “unsatisfactory” examination mark corresponding to the “FX” sign, the student has the opportunity to retake the final control once according to the approved form without re-passing the program of the academic discipline during the current examination session or an additional period during 10 working days after the end of the session, by submitting an application (Application for retaking the FX exam) online through your personal account in the SSC.

68. In case of receiving an “unsatisfactory” examination mark corresponding to the “F” mark, or upon receiving an “FX” mark for the second time, the student is re-enrolled in this academic discipline, attends all types of training sessions, performs all types of educational work according to the program and retake the final control according to the approved form in the summer or additional semester.

69. It is not allowed to change the examination score and pre-start rating scores after entering into SPOTAL all types of student progress controls in this discipline.

4.11 The order of liquidation of debts in disciplines after the end of the examination session

70. At the end of the examination session, an additional period of not more than 10 working days is assigned, during which it is allowed to take exams for students who missed them for any reason. At the same time, the following categories of students are distinguished:

- 1 - missed exams due to lack of admission for payment;
- 2 - those who did not appear for the exam;
- 3 - not admitted by the teacher to the exam.

Students have the right to increase their scores on the current certification. The teacher, who has increased the access rating scores, enters data into SPOTAL under his login and password.

71. In the case of a valid reason, the dean's office issues an order to extend the examination session for no more than three weeks.

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5. Responsibility and authority

72. Teachers, deans of schools / faculties, head of the Registrar's office, head of the Department for organizing and monitoring the educational process, chairman of the appeal commission, head of the Department for Academic Affairs, Member of the Board - Vice-Rector for Academic Affairs are responsible for organizing the final control of students' knowledge.

6. Recordings

73. The quality records generated in the course of work on this documented procedure include:

- 1) orders of the deans;
- 2) answer sheets;
- 3) exam tickets;
- 4) the final report of progress.

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Appendix 1

Score-rating letter system for assessing the accounting of educational achievements of students with their transfer to the traditional grading scale and ECTS

Grading by letter system	Digital equivalent	Points (% content)	Assessment according to the traditional system
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	Satisfactorily
C	2,0	65-69	
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	Unsatisfactorily
FX	0,5	25-49	
F	0	0-24	

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Appendix 2

Point-rating letter system for evaluating educational achievements of students in foreign languages in accordance with the level model and translation into ECTS and the traditional grading scale

Level and description of language proficiency according to the common European competence	Grading by letter system	ECTS assessment	Digital equivalent of points	% - content	Assessment according to the traditional system
A1	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactorily
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactorily
F	FX, F	0	0-49	Unsatisfactory	
A2	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactorily
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactorily
F	FX, F	0	0-49	Unsatisfactory	

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Level and description of language proficiency	Grading by letter system	ECTS assessment	Digital equivalent of points	%-content	Assessment according to the traditional system
B1	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactorily
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactorily
	F	FX, F	0	0-49	Unsatisfactory
B2	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactorily
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactorily
	F	FX, F	0	0-49	Unsatisfactory
C1	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactorily
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactorily
	F	FX, F	0	0-49	Unsatisfactory

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Level and de- scription of language profi- ciency	Grading by let- ter system	ECTS as- sessment	Digital equiv- alent of points	%- content	Assessment according to the traditional system
C2	A	A	4,0	95-100	Excellent
	A-		3,67	90-94	
	B+	B	3,33	85-89	Good
	B	C	3,0	80-84	Good
	B-		2,67	75-79	
	C+		2,33	70-74	
	C	D	2,0	65-69	Satisfactorily
	C-		1,67	60-64	
	D+		1,33	55-59	
	D	E	1,0	50-54	Satisfactorily
	F	FX, F	0	0-49	Unsatisfactory

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Appendix 3

THE PASSPORT

test base by discipline _____ (_____)
language of instruction

for EP _____
(ciphers and names)

Package number _____

1. Type of test base: new, improved (underline as appropriate)

Compiled by:

Surname name pat- ronymic (in full)	Job title	Department/School /Faculty	Phones (work, home, cell)	Signature

2. Date of passing the tests in SOE « _____ » _____ 20__ .

3. The test base is based on a working curriculum (syllabus) _____
(title, approval date)

4. Block themes:

№ of block	Themes
1.	Equilibrium of a convergent system of forces.
.....	

5. The number of tasks in the test version _____

6. The total number of questions in the test database _____

7. For improved test bases, indicate the number of additionally composed questions

(how many tasks have been increased)

8. List of materials allowed for use by students in the exam:

1.	
2.	

9. Expertise:

Surname name patro- nymic (in full)	Job title	Department/School /Faculty	Phones (work, home, cell)	Signature

10. The result of the examination: this test base _____
(maybe it can't, after revision it can)

can be used when conducting a computer exam.

11. Identical test base _____ by _____ language
(developed, missing) (Kazakh, russian)

12. The test base was reviewed at a meeting of the School/Faculty Council
Protocol № _____ from _____ 20__ г.

Dean of the school/faculty

(name)

(signature)

(Surname name patronymic, data)

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Appendix 4

EXPERT OPINION

Examination of the test base for the discipline _____
compiled on _____ language, EP _____

conducted by an expert _____

1. Examination results:

Real test base _____
(completely, not completely)

covers the amount of educational material determined by the working curriculum (syllabus) of this discipline.

Remarks: _____

2. Type of test base: new, improved (underline necessary)

3. Comments on the correctness of the response matrix: _____

4. The reference materials that students are allowed to use in the exam are indicated

(right, not right)

Remarks: _____

5. Methodological notes on the content and design of tests:

6. Other remarks: _____

7. Conclusion: this test base _____
(maybe it can't, after revision it can)

can be used when conducting a computer exam.

Expert _____
(signature) (name, surname) (data)

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Appendix 5

D.SERIKBAYEV EAST KAZAKHSTAN TECHNICAL UNIVERSITY

EXAMINATION

Discipline: _____

Educational programs: _____

Compiler _____
(signature)

Full name

