

**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF
REPUBLIC OF KAZAKHSTAN**

**NON-PROFIT JOINT-STOCK COMPANY D. SERIKBAYEV
EAST KAZAKHSTAN TECHNICAL UNIVERSITY**

**DEPARTMENT OF ACADEMIC AFFAIRS
DEPARTMENT OF ORGANIZATION AND MONITORING OF
THE EDUCATIONAL PROCESS**

INTEGRATED MANAGEMENT SYSTEM



APPROVED

Member of the Board - Vice-rector for
Academic Affairs

NPJSC D. SERIKBAYEV EKTU

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01.12.2022

**THE REGULATION ON THE PROCEDURE OF ORGANIZING AND
CONDUCTING WRITTEN EXAMINATIONS
IN THE NPJSC "D. SERIKBAYEV EKTU"**

R NPJSC "EKTU" 057-I-2022

Non-Profit Joint Stock Company "D. Serikbayev East Kazakhstan Technical University"		The first edition
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The Regulation was developed by Department of Organization and Monitoring of the Educational Process of the Department of Academic Affairs based on 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.

Discussed at the meeting of the Coordinating Council for the Integrated Management System of NPJSC "EKTU", Protocol № 1 from 31.10.2022.

To be implemented from the date of approval.

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1. Purpose and scope of application

1. The Regulation on the Procedure of Organizing and Conducting Written Examinations establishes the procedure of organizing, preparing, and conducting written exams, the procedure of interaction and functions of responsible persons involved in the organization, and conducting of written exams. Written exams shall be conducted within the framework of observance of the principles of the Academic Integrity League for the purpose of the final control of academic achievements of students, and assessment of the level of mastering the content of the discipline after its study in accordance with the educational program.

The requirements of the Regulations are obligatory for all structural units and councils of EKTU.

It is an internal normative document of the NPJSC "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 consumers-partners (at their request) with the permission of the Chairman of the Board - Rector of NPJSC "EKTU".

2. Regulatory documents

2. The following regulatory documents were used in the development of this Regulation:

- 1) The Law of the Republic of Kazakhstan «About Education» dated 27 July, 2007 No. 319-III. (as amended);
- 2) Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 № 604 «About approval of state compulsory educational standards for all levels of education» (as amended);
- 3) Order of MES RK "On approval of the rules of organization of educational process on credit technology of education" No.152 dated 20.04.2011 (as amended);
- 4) Documented procedure NPJSC "EKTU" 024 Intermediate and final monitoring and assessment of students' knowledge;
- 5) ISO 9001:2015 Quality management systems standard;
- 6) ISO 37001:2016 Anti-bribery management systems standard;
- 7) 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 shall be used in these Regulations:

1) **Intermediate certification of students / Final control** - a procedure for assessing the level of learning achievements (knowledge, abilities, skills and competencies) of students in accordance with the working curriculum (syllabus) after the completion of its study;

2) **Midterm control** - control of the educational achievements of students upon the completion of a major section (module) of one academic discipline (held twice in an academic period);

3) **Proctor** - a person who monitors the progress of an examination in a university;

4) **EKTU** - Non-Profit Joint-Stock Company " D. Serikbayev East Kazakhstan Technical University";

5) **DOMEP** - Department of Organization and Monitoring of the Educational Process;

6) **SEO** - Sector of examinations' organization;

7) **PTS** - Professorial-teaching staff.

4. Description of the regulation

4. One of the forms of midterm certification of students at D. Serikbayev EKTU is written examination.

5. Written exams are held according to the list of disciplines with the indication of groups, which is considered at the meeting of the Academic Council of the University and approved by the Chairman of the Board - the Rector for each academic period. Examinations are carried out on cards, which can consist of control questions / tasks and are developed on the topics of the working curriculum (syllabus).

6. The examination card (Appendix 1) is formed according to one of the following schemes:

1) 5 closed-type tests, 5 open-type tests, 5 practical tasks for application of calculation skills, logical thinking (problem, charting, graphing, etc.) - 15 tasks in total;

2) closed-ended questions with 1 correct answer option (20-35% of the total number of questions), open-ended questions - 20-35%, open-ended questions - 15-25%, matching tasks 15-25%), ordering tasks 15-25% - 20 questions in total;

3) three questions (theoretical and/or practical) from different sections (modules) of the discipline.

There should be not less than 30 questions in each section. The number of cards should exceed the number of students in the group on this discipline by 10-15%.

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7. Teachers whose profile of the discipline taught does not correspond to the profile of the discipline being examined shall be appointed as proctors (duty lecturers) in the auditorium.

8. Answer sheets can be checked by the teacher who led the classes in the given academic group (stream), as well as another teacher. In the latter case, examiners for the written examination shall be appointed by order of the dean of the school/faculty 2 weeks prior to the examination session from among the leading instructors whose qualifications correspond to the profile of the discipline.

9. The scheme for organizing and conducting written examinations is presented in Appendix 2.

5. Arrangements for written examinations

10. On the basis of the list of disciplines, the specialists of the DOMEП shall draw up an examination timetable. The schedule of examinations shall be approved by the Member of the Board of the Vice-Rector for Academic Affairs and shall be announced to students and teachers at least two weeks prior to the examination session.

11. Examination questions shall be approved at the meeting of the respective school/faculty and uploaded to the syllabus no later than one month prior to the examination session. Examination cards shall not be numbered.

12. The SEO prepares answer sheets (Appendix 3), each of which is stamped.

13. The Office of Support and Information Technology shall assign an individual coded QR-code to each student for the period of the examination session.

14. One month prior to the examination session, the duty schedule of Vice-Rectors shall be established by order of the Chairman of the Board - Rector, in order to ensure the proper supervision of the University administration during the examination session.

15. Thirty minutes prior to the examination, the proctor shall receive from the SEO blank answer sheets and envelopes with cards against signature (Annex 4).

16. An Appeals Commission shall be established to consider exam appeals for the period of the session and shall be approved by the Chairman of the Board - Rector.

6. Procedures for written examinations

17. Written examinations shall be held in accordance with the approved timetable. Persons who do not take part in the examination procedure shall not be allowed to be in the examination room.

18. A student who has a pass rating in a discipline of less than 50% shall not be allowed to take a written examination. Students may only enter the examination room where the written exam is to be conducted if they have a pass. The student shall be identified with a pass on the reader upon entry and shall enter the examination room and take the seat indicated by the proctor. The proctor shall be in charge of the entrance to the examination room. Late students are not allowed to take the exam.

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19. The proctor gives each student an answer sheet and allows the student to choose a examination card for the discipline to be passed (the text of the examination card should not be visible to the student). The time for a written examination shall start when the last student in the examination room receives the examination material. The examination shall last 90 minutes, but the seating time, the proctor's explanation of the examination procedure and the time the issuing of examination cards and the handing in of examination papers shall not be included in this time. The beginning and end time of the written exam shall be recorded on the board. Students' questions regarding the content of the examination cards shall not be considered during the written exam. During the examination, a student may make a note in the answer sheet if the question is not correct or does not correspond to the syllabus of the discipline - next to the formulation of the question.

During the written examination, it is allowed to use reference materials that have been declared by the teacher (reference materials are enclosed in the envelope with the examination cards, or spelled out in the text of the task).

20. If a student fails to comply with the requirements during an exam: uses cheat sheets, mobile, and other devices, commits disciplinary violations and disturbs other students with the actions, the proctor has the right to remove him/her from the examination room. In this case, a report of violation of the examination procedure (Annex 5) shall be drawn up, and a mark "Removed for violation" and a "0" shall be given in the summary sheet.

21. At the end of the exam, students shall receive a QR code, which shall be attached to the examination materials, and submit the examination cards and answer sheets to the proctor. The proctor may accept the examination materials before the expiry of the time allotted for the written assignment if the students complete the work before the deadline. After the students' examination papers have been submitted, the proctor shall return the envelopes with unused examination cards, the remainder of the blank answer sheets, reports of violations of the examination procedure and the set of documents (QR-code coupon, examination card, student answer sheet) to the SEO officer. Examination papers shall be kept in the SEO.

22. Examination papers will be checked on the day of the examination in a special room. A member of the SEO staff in the auditorium gives the teacher a set of papers (QR-code coupon, ticket, answer sheet). The results of the exam are entered by the teacher under his/her username and password into the report card on the educational portal via a mobile application (from a smartphone or a university tablet). The student is identified by a QR code. Checking examination papers by teachers of other universities is possible by prior arrangement. During the checking of the examination paper, where there is a note of incorrectness or inconsistency of the question of the working curriculum (syllabus), the teacher preliminarily assesses the possibility of appeal. If there is no incorrectness or inconsistency, the teacher marks on the answer sheet "No right of appeal".

23. The grades are reflected in the final grade report sheet, which is saved electronically on the LMS platform of the university.

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7. Work procedure of the Appeals Commission during written examinations

24. Students who do not agree with the results of the examination have the right to submit a reasoned written application (Appendix 6) to the Appeals Commission on the day after the grades are entered into the educational portal until 13:00. Applications submitted after this deadline will not be considered. An application to the Chairman of the Appeals Commission shall be submitted by the student in person. The student may indicate no more than 5 questions in the statement of appeal (if 15-20 tasks in the ticket). The appeal is not accepted by a second person, including the student's parents.

25. The Vice-Chairman of the Appeals Commission shall organize the reception of the application for an appeal. After reception - the application is registered in the register. The Vice Chairman of the Appeals Commission informs the faculty /school of the receipt of the application, and a commission of at least 3 people is formed from among the teaching staff of the faculty /school. The members of the commission shall come up to examine the appeal application and give a reasoned opinion no later than the next day. The motivated conclusion shall be written down on the same application form (on the second half).

26. The staff of the SEO shall prepare the answer sheets of the students who have submitted an appeal. The Appeals Commission shall consider the students' applications on the following issues:

- 1) incorrect formulation of the question;
- 2) inconsistency in the content of the curriculum.

27. The Appeals Commission may not ask students additional questions or make corrections to written work. The Appeals Commission has the right to retain the grade given at the examination or give a different grade. In the latter case, the grade is entered into the educational portal through the appeals function on the day of the examination. The Appeals Commission's decision on the grade issued on appeal is considered final. Appeal statements and reasoned opinions are kept in the SEO office for one academic year.

8. Responsibilities of students, teaching staff and employees of the Department of Academic Affairs

28. A student shall:

- 1) arrive for the examination at least 20 minutes before the beginning of the examination, having a student ID card and a pen;
- 2) leave personal belongings (bag, mobile phone, book, notebook, etc.) in the auditorium in a special place;
- 3) take a seat indicated by the proctor;
- 4) get an examination card and answer sheets from the proctor;
- 5) listen carefully to the instructions of the proctor and follow them;
- 6) proceed to answer the questions of the examination card after the announcement of the beginning of the written examination;

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7) demonstrate thoroughness and depth of judgment, thoroughness of scientific preparation, and ability to present your thoughts logically and reasonably. Answers to questions shall be written in accurate, legible handwriting;

8) to observe silence in the auditorium during the examination, be respectful towards proctors and other students;

9) hand over examination materials when the time of the written examination expires;

10) if the answer to the questions of the examination ticket before the specified time (but not less than 30 minutes), inform the proctor, check the reader, get the QR-code and return the examination card, answer sheet(s) and leave the room.

29. The student is not permitted to:

1) carry or use any objects (cellular phones, listening devices or other electronic devices) in the room where the written examination is taking place;

2) make marks that would identify the work on the answer sheet;

3) give their examination materials to other students;

4) use the help of others to complete written assignments;

5) use cheat sheets or other auxiliary information for the respective discipline;

6) violate the time allotted for a written examination (write on the answer sheet before and after the examination);

7) take examination tickets or other materials out of the room;

8) delaying the delivery of the examination card and answer sheets after the examination has been completed;

9) a student who violates the requirements set out in these Regulations shall be suspended from the written examination with the right to retake the examination only once in the current session.

30. Professorial-teaching staff of schools/faculties:

1) prepare for the written examination the knowledge measures of students (test questions/assignments);

2) the compiler of examination cards shall be fully responsible for their quality: content, literacy, accurate and concise wording;

3) compiles examination materials in an amount sufficient for a one-time written examination in an academic group/stream;

4) be responsible for non-disclosure of the content of examination materials;

5) a teacher-examiner in a discipline must check written answers to questions on examination cards and place marks on the examination sheet on the day of the examination in the discipline;

6) a teacher-examiner shall be fully responsible for the objectivity of the assessment of students' knowledge;

7) a teacher shall be responsible for the correctness of the result entered.

31. A proctor shall:

1) know the Regulation on the organization and conduct of written examinations;

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2) receive the sealed envelopes with the examination cards, answer sheets, and reports on violations of the examination procedure at the SEO 30 minutes before the beginning of the examination;

3) ensure that the answer sheet is stamped;

4) the proctor shall be responsible for the accurate organization and execution of the written examination in accordance with the approved timetable;

5) be in the room where the examination is scheduled 20 minutes before the beginning of the examination and check the room for cheat sheets;

6) organize in the auditorium a pass entry for students, placement of students, distribution of examination cards and answer sheets;

7) instruct the students on the rules for written examinations;

8) make sure that all students have completed the answer sheet;

9) distribute the examination cards so that the student cannot see the questions on the examination card;

10) record the beginning and end times of the written examination on the board;

11) ensure that students observe academic discipline during the written examination. In the event of violation, the proctor shall have the right to remove the student from the room, and a record of such violation shall be made in the report on the violation of the examination procedure;

12) if necessary, provide the student with an additional answer sheet;

13) inform the students 15 and 5 minutes before the end of the time allotted for the written exam;

14) hand over to the SEO officer a set of documents (QR code coupon, examination card, student answer sheet), envelopes with unused examination cards, remaining blank answer sheets, used and unused forms of the report on examination violation, as well as the canceled answer sheet forms.

32. The proctor is not permitted to:

1) disrupt the start time and duration of the written examination;

2) allow students to enter the classroom after the instruction session is over;

3) allow unauthorized persons into the examination;

4) leave the room during the examination;

5) give hints to students;

6) the proctor shall be fully responsible for the order of the examination and the discipline of the students.

33. The SEO officer shall:

1) ensure the safety and confidentiality of examination materials;

2) prepare and hand out to proctors examination cards, answer sheets, forms of reports on violation of examination procedure;

3) receive from the proctor a set of documents (a QR code coupon, an examination card, an answer sheet), envelopes with unused tickets, blank answer sheets, unused forms of acts of violation of the examination procedure;

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4) analyze the student answer sheets for identifying marks (student's full name, student's signature, various identifying marks);

5) in case of finding discrepancies, compile an act and submit it with the answer sheet of the student to the Head of the General Directorate of Education and Science of the Ministry of Education and Science;

6) provide readiness of auditoriums and number of places for students to conduct exams in accordance with requirements of sanitary-hygienic norms.

34. The SEO officer is not permitted to:

1) divulge information about the students' QR codes;

2) the SEO officer is fully responsible for the analysis of the student's answer sheets, the process of their coding;

3) the DOMEP officer is responsible for the readiness of the classrooms and the number of seats for the students for the exams in accordance with the requirements of sanitary and hygienic norms.

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Appendix 1

D. SERIKBAYEV EAST KAZAKHSTAN TECHNICAL UNIVERSITY

EXAMINATION CARD

for the discipline _____
educational program _____

1. _____
2. _____
3. _____

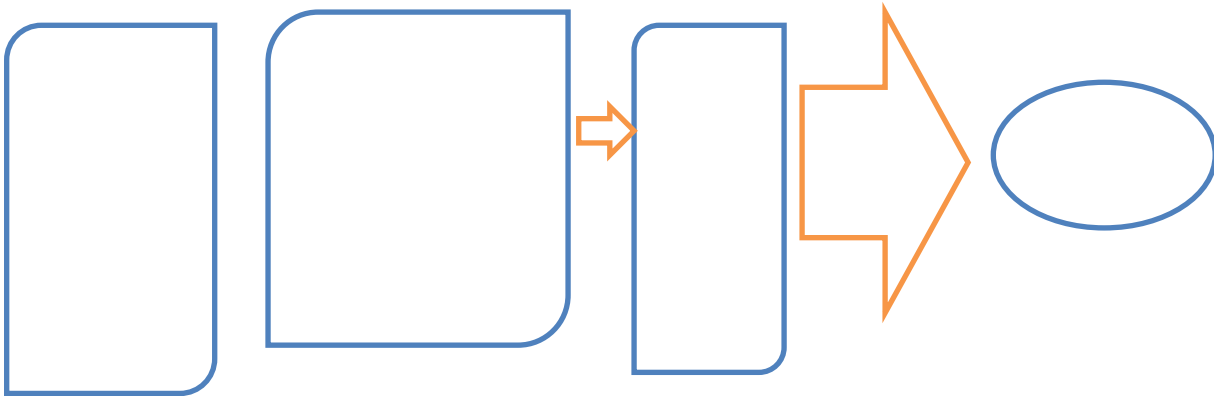
Compiler, position, title _____ Full name
(signature)

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Appendix 2

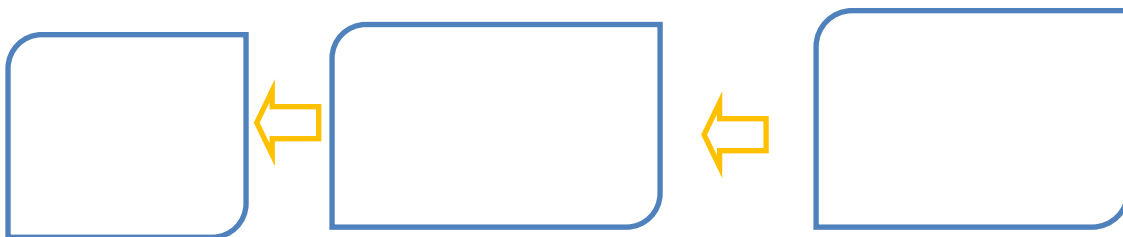
Scheme for the organization and conducting of written examinations

Before the examination



Entrance to the auditorium:

Checking and admission to the examination through the pass



Checking: on the day of the exam

Entering results into the portal: at the end of checking the examination answers using the mobile app

Appeal: up to 13:00 on the day after the marking

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Appendix 3

**Емтихан сұрақтарына жауап беру парағы/
Sheet of answer for an examination/
Лист ответа на экзамен**

_____ Тобы / Group/ Группа
 _____ Емтихан күні / Date of examination/ Дата экзамена
 _____ Пәні / Discipline/ Дисциплина

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Appendix 4

REGISTER OF DISTRIBUTION AND RECEPTION OF EXAMINATION MATERIALS

Date _____

Proctor's surname	Auditorium	Number of students (groups)	Envelopes of exam cards (quantity)	Examination deletion/cancellatio n forms (quantity)	Proctor's signature

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Appendix 5

Report of examination procedure violations

1. Students' full name _____

2. Group _____

3. Discipline _____

4. Nature of the violation _____

5. Decision taken _____

The report is compiled _____

Date

Full name

Signature

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Appendix 6

To the Chairman of the Appeals Commission

From the student _____

(Full name, group)

APPLICATION

I request that you consider revising the grade I received in the written examination of
« ____ » _____ 20__ in the discipline _____
because I do not agree with the grade and re-examine the following questions:

(date)

(signature)

Registration number of application _____

Received _____
(Signature)

(Full name.)

REASONED OPINION:

Checked _____
(Signature)

(Full name)

