

# **RULES ON HOLDING THE STATE EXAM IN THE DISCIPLINE** **"HISTORY OF KAZAKHSTAN"**

**Aktobe Regional University named after K.Zhubanov**

**“APPROVED”**

**Chairman of the Board – Rector of Aktobe Regional University named after K.Zhubanov**  
**L.Karabassova**

**“28” \_\_06\_\_2024**

## **REGULATION ON THE FINAL ATTESTATION OF STUDENTS**

Edition for official use

Aktobe, 2024

### **THIS REGULATION WAS DEVELOPED BY**

Director of the Academic Affairs Department – S.Bisheken

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### **APPROVED AND PUT INTO EFFECT**

By the Chairman of the Board – Rector of Aktobe Regional University named after K. Zhubanov, based on the decision of the Academic Council (Protocol №14 dated “28” \_\_06\_\_2024)

VALIDITY PERIOD: until replaced by a new version

INTRODUCED: replacing version 6.0

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## **1 SCOPE OF APPLICATION**

1.1 These Rules define the organization and procedure of the state examination in the discipline "History of Kazakhstan".

1.2. These Rules are mandatory guidelines for students, teaching staff and structural units.

## **2 REGULATORY REFERENCES**

These Rules have been developed in accordance with the following regulatory documents:

2.1 The Law of the Republic of Kazakhstan dated July 27, 2007 №319-III "On Education".

2.2 Rules for the organization of the educational process on credit technology of education. Order of the Ministry of Education and Science of the Republic of Kazakhstan (hereinafter, the Ministry of Education and Science of the Republic of Kazakhstan) dated 04/20/2011 №152.

2.3 Model Rules for the activities of educational organizations implementing educational programs of higher and (or) postgraduate education. Order of the Ministry of Education and Science of the Republic of Kazakhstan dated October 30, 2018 №595.

2.4 The State mandatory standard of higher and postgraduate education. Order of the Ministry of Science and Higher Education of the Republic of Kazakhstan dated 07/20/2022 №2.

2.5 Code of Academic Integrity for Students, Teachers and employees of the K.Zhubanov ARU.

## **3 GENERAL PROVISIONS**

3.1 The Rules define the organization and procedure of the state examination in the discipline "History of Kazakhstan".

3.2 Students of all bachelor's degree programs take the state exam in the discipline "History of Kazakhstan" upon completion of its study, in the same academic period.

3.3 The organization of the state exam is carried out by the department conducting classes in the academic discipline "History of Kazakhstan" (hereinafter referred to as the department) in conjunction with the registrar's office.

3.4 The state examination program is developed on the basis of the standard curriculum for this discipline and is approved by the Academic Council of the University.

#### **4 THE PROCEDURE FOR CONDUCTING THE STATE EXAM IN THE DISCIPLINE "HISTORY OF KAZAKHSTAN"**

4.1 To conduct the state examination in the discipline "History of Kazakhstan", the State Examination Commission (hereinafter referred to as the GEC) is formed for the academic year on the recommendation of the head of the department.

4.2 The Chairman and the composition of the GEK in the discipline "History of Kazakhstan" is approved by the order of the Rector on the basis of the decision of the Academic Council.

4.3 The schedule of HEC meetings is drawn up by the Registrar's office in accordance with the Academic Calendar and approved by the Vice-Rector for Academic Affairs no later than two weeks before the start of the state exam.

4.4 The meeting of the GEC is drawn up by the minutes (Appendix 1).

4.5 The minutes of the meeting of the GEC are recorded in a special journal.

4.6 The results of the state exam are evaluated according to the point-rating letter system for assessing students' knowledge (Appendix 2). At the same time, the final grade is given taking into account the assessment of the admission rating and the assessment of the state exam. The current score is 60% of the final score.

4.7 The basis for the registration of the protocol is the examination list of the state examination.

4.8 The State exam is conducted in the form of blank or computer testing. The department, guided by the syllabus, develops a test exam program and, in accordance with the testing requirements, forms a bank of test tasks (from 300 to 500 questions) with multiple choice answers, of which only one answer is correct.

4.9 The materials of the state examination are discussed at a meeting of the department and approved by the Faculty Council, in coordination with the Quality Control Committee at the faculty.

4.10 For the exam in the form of computer testing, the department uploads ready-made test assignments to AIS Platonus no later than one day before the start of the exam. The responsible teacher at the department assigns assignments to groups according to the schedule.

4.11 For blank testing, ready-made versions of test tasks are replicated according to the number of students and stored with the keys of correct answers at the head of the department.

4.12 The test material is distributed to students by the technical secretary on the day of the exam according to the approved schedule with answer sheets.

4.13 The average time spent on comprehending the content of the assignment and completing it should be within the acceptable range throughout the assignment block. The time required to complete one task is 1 minute. In exceptional cases, depending on the complexity of the task, the time is extended to 2 minutes.

4.14 Favorable conditions are created for students with special educational needs, as necessary, taking into account individual capabilities (providing psychological and pedagogical support, conducting an exam on the 1st floor, taking the exam individually or providing additional time, appointing an auxiliary employee, etc.).

4.15 The results of computer testing are automatically entered into the electronic bulletin of AIS Platonus.

4.16 In case of technical failures during the computer testing exam, an act is drawn up on the basis of which the test is extended or retaken.

- 4.17 If a student who has completed the discipline program in full has not shown up for the exam, the mark "h" (did not show up) is placed in the examination sheet opposite his last name.
- 4.18 If there is a valid reason, the student notifies the dean's office and after providing the supporting document, based on the permission of the Chairman of the HEC, the dean's order sets an individual exam schedule for this student before the beginning of the next academic period.
- 4.19 In the absence of a valid reason, failure to attend the exam is equivalent to an unsatisfactory grade.
- 4.20 If a student receives an unsatisfactory grade in the state exam in the discipline "History of Kazakhstan", corresponding to the mark "FX", the student has the opportunity to retake the final control without re-passing the curriculum of the discipline.
- In case of receiving an "unsatisfactory" grade corresponding to the "F" mark, the student in the next academic period is enrolled in this academic discipline on a fee basis, attends all types of training sessions and retakes the state exam.
- 4.21 It is not allowed to retake a positive assessment of the state exam in the discipline "History of Kazakhstan" in order to improve it during the same period of the interim assessment.
- 4.22 A student who does not agree with the result of the state exam submits an appeal no later than the next day after the GEC.
- 4.23 An appeals commission is established by the Rector's order for the interim attestation period.
- 4.24 The results of the appeal are recorded in a protocol, based on its decision, changes are made to the AIS Platonus, where an individual appeal statement for the student is automatically generated.
- 4.25 Upon completion of the state examination, the Chairman draws up a report on the work of the GEC, which is discussed at a meeting of the Academic Council of the University.
- 4.26 The GEK protocols are transmitted and stored in the university archive on the basis of an act.

## **5 THE PROCEDURE FOR PREPARING TEST QUESTIONS**

- 5.1 The department, guided by standard or syllabus curricula, develops a test exam program and, in accordance with the testing requirements, forms a bank of test tasks (from 300 to 500 questions) with multiple choice answers, of which only one answer is correct.
- 5.2 The materials of the state examination (test assignments) are approved by the Academic Council of the University.
- 5.3 The test assignment must be written lexically correctly. When formulating a test assignment, it is necessary to use generally accepted names and terminology.
- 5.4 The content of the assignment should fully correspond to the content of standard curricula, in its absence - to the syllabus curriculum.
- 5.5 The correctness of the answers should not be controversial (unambiguously interpreted as in the literature recommended for university students).
- 5.6 The assignment should contain only one completed thought, and the assignment question should not contain introductory phrases, repetitions, or information that has little to do with the main question.
- 5.7 The assignment should have a unified presentation style, and the answer should be the logical conclusion of the question.
- 5.8 Questions should be compiled according to the main important sections, topics that should be proportional to the number of hours allocated to them.
- 5.9 The bank of test tasks with correct answers is kept by the head of the department.
- 5.10 The materials of the state examination are communicated to the students in advance.
- 5.11 Students take the exam according to the approved schedule.

## **6 CHANGES AND ADDITIONS**

6.1 Amendments and additions to the Rules are made in accordance with legislative acts, regulatory documents in the field of education and university regulations.

6.2 In the event of a change, all copies of the Rules available at the university, which have become invalid, must be withdrawn and replaced with new ones.

**AGREED:**

Vice-Rector for Academic Affairs L.Myasnikova